



MONTGOMERY COMMUNITY COLLEGE

FACULTY HANDBOOK

Revised August, 2017

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Forward

This Faculty Handbook is designed to help new members of the Montgomery Community College teaching committee obtain quick and easy information about life at Montgomery Community College. The College Catalog and the Student Handbook are also excellent sources of information and are available in Student Services and on the website at www.montgomery.edu. In addition, don't forget that a great source of information about day-to-day operations is a colleague.

This Faculty Handbook is not intended to replace the Montgomery Community College Policy Manual. Instead, this handbook serves as an overview of the most common policies and issues related to curriculum faculty. Copies of the Montgomery Community College Policy Manual may be found at

http://www.montgomery.edu/images/documents/Publications/Board_Policy_Manual_10-21-15.pdf. All employees should be familiar with official policies in the Policy Manual.

For the purposes of this handbook, full-time faculty/employees include full- or permanent part-time employment status.

NON-DISCRIMINATION STATEMENT

Montgomery Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, including the use of any building, structure, room, space, materials, equipment, facility or other property.

Montgomery Community College is an equal opportunity institution.

OVERVIEW

The History of Montgomery Community College

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149-acre tract of land donated by Dr. Reese Blair. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's accreditation December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, and again in December 2004, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land.

In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

Vision

Montgomery Community College will be a place of discovery, critical thinking, and educational excellence; a centerpiece for life-long learning for our students, faculty, staff, and community.

Mission Statement

Montgomery Community College provides quality educational opportunities.

Montgomery Community College Goals

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

Goal 1: Develop and implement instructional programs and student support services, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.

Goal 2: Provide facilities, technologies, and information services that enhance student learning.

Goal 3: Support businesses, industries, and community initiatives through educational services that facilitate economic growth and workforce training.

Goal 4: Create a culture for employing and retaining quality faculty and staff to support student success.

Goal 5: Develop, and manage human, financial, and infrastructure resources essential to fiscal stability and meeting student and community needs.

Goal 6: Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.

Governance

The College is governed by a thirteen-member Board of Trustees. Four trustees are appointed by each of the following: The County Commissioners, the county Board of Education, and the Governor of North Carolina. These twelve trustees constitute the voting members of the Board. The thirteenth member is the president of the Student Government Association, who is ex-officio, non-voting member. The twelve appointed members serve four year terms with staggered rotations. The Board also elects a secretary who may be a trustee.

The Board of Trustees meets on the second Wednesday of each month with the exceptions of July and December. The Chairman of the Board and the President may call unscheduled meetings. The duties and responsibilities of the Board of Trustees are defined in the Manual for Trustees of Community College System 1990, Community College Laws of North Carolina, Section 115D-20 (1991 edition).

Montgomery Community College Board of Trustees 2017-2018

Phil Absher.....	... Troy, North Carolina
Claudia Bulthuis.....	... Troy, North Carolina
Gelynda T. Capel Troy, North Carolina
Paula L. Covington Mt. Gilead, North Carolina
Susan Eggleston.....	Star, North Carolina
George Gilbreath	New London, North Carolina
Susan K. Hershberger	Mt. Gilead, North Carolina
Gordon Knowles.....	Mt. Gilead, North Carolina
Samuel C. Martin.....	Biscoe, North Carolina
Andrea Marshall.....	... Troy, North Carolina
Johnny L. McKinnon, Jr.	Mt. Gilead, North Carolina
Bill Price.....	Mt. Gilead, North Carolina
SGA President.....	...Montgomery Community College

The **President** is the Chief Executive Officer and is responsible for the entire operation of the College within the established policies and procedures and under the direction of the Board of Trustees, their bylaws, and the State Board of Community Colleges. The President also serves as a liaison between the Trustees and the staff.

Montgomery Community College President

Dr. Chad Bledsoe

INSTRUCTIONAL PERSONNEL

Academic Departments

Curriculum programs at Montgomery Community

Arts and Sciences Department

Associate in Arts
Associate in Engineering
Associate in Fine Arts: Music
Associate in Science
General Education

Robert Nelson, Dean

Commercial Technologies Department

Air Conditioning, Heating, & Refrig.
Electrical Systems Technology
Forest Management Technology
Industrial Systems Technology
Taxidermy

Russell Strong, Dean

Edwin Hinson, Department Chair
Art Furr, Department Chair
Russell Strong, Dean
Russell Strong, Dean
Andy Speer, Department Chair

Business/Health/Public Services Department

Accounting
Business Administration
Criminal Justice Technology/BLET
Dental Assisting
Early Childhood Associate
Human Services Technology
Hunting and Shooting Sports
Information Technology
Medical Assisting
Medical Office Administration
Nursing Assistant
Office Systems Technology
Phlebotomy
Practical Nursing

Tracey Wyrick, Dean

Mike Collins, Department Chair
Mike Collins, Department Chair
Tracey Wyrick, Department Chair
Lori McAllister, Department Chair
Amy Friery, Department Chair
Amy Friery, Department Chair
Mike Collins, Department Chair
Marsha Mabry, Department Chair
Cyndi Caviness, Department Chair
Mike Collins, Department Chair

Mike Collins, Department Chair
Amanda Beaman, Department Chair
Wendy Vaughn, Director of Nursing

Foodservice Technology

(offered at Southern Correctional Institution)

Crystal Thomas, Coordinator of Prison Programs

Gunsmithing Department

Mark Dye, Director

Job Description Dean

Activities of the Dean are coordinated by the Vice President of Instruction. Dean duties include:

1. Coordinating all curriculum programs within division or area.
2. Maintaining administrative leadership as a representative of the Vice President of Instruction.
3. Providing direct supervision to all Department Chair/Director in the curriculum programs.
4. Conduct annual performance evaluations of all Department Chair/Director in the curriculum programs.
5. Conduct annual classroom observations of all faculty members in the division or program in conjunction with the VP of Instruction.
6. Review student evaluations with Full-time and Part-time faculty, in conjunction with the Department Chair/Director.
7. Assisting in the investigation/resolution of curriculum student complaints and concerns.
8. Scheduling and conducting Department Chair/Director meetings on a regular basis.
9. Working with Department Chair/Director and faculty to ensure the currency of instructional packages and syllabi for all courses taught within the department.
10. Assisting Department Chair/Director with Advisory Committee functions.
11. Recommending to the Vice President of Instruction all curriculum program changes and revisions within the division.
12. Recommending to and working with the Vice President of Instruction on new programs and/or program concentrations within the curriculums.
13. Serving on college committees as assigned.
14. Assisting Department Chair/Director with the recruitment and selection of new full-time and part-time faculty members, and completing the appropriate paperwork necessary for the employment of part-time faculty.
15. Ensuring SACS compliance of all full-time and part-time faculty credentials.
16. Coordinating the preparation of an annual course schedule with all curriculum programs.
17. Coordinating distance education initiatives within the curriculums.
18. Coordinating program cooperative efforts with the Continuing Education and Community Services Division.
19. Coordinating with Department Chair/Director in strategic and operational planning for the curriculum including coordinating the institutional effectiveness efforts and reports within the department.
20. Approving, signing, and submitting to the Vice President of Instruction all budget, travel, and leave requests.
21. Ensuring that all updates to the college website pertaining to curriculum programs are channeled to the Public Information Officer in a timely manner.
22. Performing other duties as assigned by the Vice President of Instruction.

July 2016

Job Description Department Chair/Director

Department Head duties are coordinated by the Dean. In addition to Faculty duties, include:

1. Maintaining instructional packages and syllabi for all required program courses.
2. Coordinating with other instructors in the program (if applicable) in the selection of textbooks, supplies, equipment, and other institutional materials; making requisitions for such.
3. Taking a leadership role in the implementation of a quality curriculum by coordinating efforts with other full-time, adjunct, and part-time faculty, staff, and community personnel.
4. Making recommendations to the Vice President of Instruction or Dean concerning personnel needs and taking a leadership role in the recruitment and selection of additional faculty.
5. Completing the appropriate paperwork including transcript requests and other documentation necessary for the employment of part-time faculty.
6. Taking a leadership role in the management and upkeep of shops, equipment, laboratories and classrooms utilized in the program implementation.
7. Making recommendations on program teaching schedules.
8. Working with the Dean and/or Vice President of Instruction, concerning Advisory Committee functions and input.
9. Taking responsibility for recruitment, advisement, and academic orientation of students enrolled in the program.
10. Coordinating with the appropriate Student Services and Marketing Staff in the recruitment of students, admissions, and graduate placement.
11. Planning and conducting activities relating to Institutional Effectiveness – MCC Planning, SACSCOC, and NCCCS.
12. Evaluating lab equipment and software.
13. Performing updates to the college web site as appropriate.
14. Performing other duties related to the curriculum program of study and as assigned by the Dean and/or Vice President of Instruction.

July 2016

Job Description Faculty

Activities of curriculum instructors are coordinated by the Department Chair/Director in consultation with the Dean. Instructor responsibilities include:

1. Creating an effective learning environment.
2. Keeping current with information and skills in the respective teaching field.
3. Serving on college committees and attending meetings as assigned and/or requested.
4. Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
5. Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
6. Maintaining current course syllabi.
7. Maintaining accurate records such as:
 - a. daily attendance
 - b. grades
 - c. veterans and financial aid attendance report
 - d. other assigned instructional records
8. Assisting in selection of textbooks, equipment, and supplies for each course.
9. Initiating requests for equipment and supplies.
10. Being responsible for the inventory and maintenance of equipment and supplies in their respective department.
11. Attending graduation functions and ceremonies.
12. Working with advisory committees to insure relevant curriculums, instruction/materials and student placement.
13. Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
14. Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
15. Maintaining a high level of professionalism as a representative of the college.
16. Assisting the Department Chair/Director with updating the curriculum web page.
17. Performing other duties as assigned by the Dean, Department Chair/Director, or Vice President of Instruction.

Approved April 2014

Employment, Dismissal, and Transfer of Personnel

The President of Montgomery Community College is delegated the authority to initiate employment, dismissal, and transfer of all employees. Final approval of the forgoing actions must be given by the full Board of Trustees of Montgomery Community College at its next regularly scheduled or called Board meeting. Any newly created position and/or organizational structure changes must have previous Board approval.

This policy excludes all part-time personnel whose hiring, dismissal, or transfer is the sole responsibility of the President of Montgomery Community College.

Fair Hiring Policy

When appropriate, Montgomery Community College shall seek to ensure upward mobility and maximum utilization of its human resources by promoting from within. On occasion, positions appropriate to existing employees shall not be advertised nor shall a search be undertaken. When the administration believes it is best to look outside to fill a position, the college is committed to the following fair hiring process:

1. A meeting with the President and appropriate Vice President will be scheduled to review and update the job description for accuracy of responsibilities and minimum credentials, to determine the salary range and guidelines for advertising, and to determine the timetable for hiring. Additionally, an interview committee shall be selected to include no more than two employees in the division with the vacancy and three other employees representing the internal College community. The supervisor for the vacant position or designee shall act as chair of the committee.
2. The Vice President/supervisor will notify the Human Resources Coordinator of the vacancy. The Human Resources Coordinator will first advertise the position internally for a period of at least one week. Should the applicant pool be insufficient, the position will be advertised locally, regionally, and in some cases, statewide and nationally. The interview committee will meet during the advertising period to draft candidate interview questions.
3. Advertising and receipt of applications shall be the responsibility of the Human Resources Coordinator. All applications will be given to the appropriate Vice President/supervisor. The Human Resources Coordinator will ensure that acknowledgement of receipt letters is sent to all applicants. The interview committee shall then review the applications and select candidates for interviews.
4. The interview committee will ensure that all candidates selected for interview meet the required qualifications, as advertised.
5. The chair shall schedule and arrange all meetings in the interview process including interviews for selected candidates. The Human Resources Coordinator shall assist with this process.
6. When appropriate, one or two finalists may be selected for a follow-up interview.
7. An investigation of professional references and a criminal background check will be conducted. The Human Resources Coordinator shall assist with this process.
8. Upon completion of the interview process, the Vice President/supervisor shall recommend to

- the President one (or two) finalist(s) for consideration for employment.
9. The President has the authority to approve recommendations from the Vice President/supervisor.
 10. At the following Board of Trustees meeting the Board will receive notification of employee hires.
 11. The President shall issue a new employee contract.
 12. Notification letters will be mailed in a timely manner to all applicants not selected and shall be the responsibility of the Human Resources Coordinator.

Approved February 10, 2016

Assignment of Positions

The President has the authority to assign duties of all personnel within the College. The President may determine the specific number of non-teaching and teaching personnel to be employed within funds available. Any of these employees may be dismissed or sustain a reduction in salary in the event that reorganization, decreased enrollment, or insufficiency of funds requires a forced attrition in the number of positions or reduction of salaries pursuant to state law.

Employment of Part-Time Faculty

The College recruits part-time faculty on the basis of qualifications, credentials and individual ability without regard to race, sex, color, creed, national origin, ancestry, religion, age, disability, or political affiliation, except where age, sex, or disability is a bona fide occupational qualification. Part-time faculty are recruited through the following process:

Applications are accepted and placed in a pool of applications for various positions. When an opening or need for a part-time employee is identified, the Department Chair/Director and/or the Dean will screen the qualified applicants. If the qualified person is available, he or she is asked to come for an interview. If the person is deemed qualified, he or she is recommended by the appropriate supervisor. A contract is initiated for the employee and is approved by the VP of Instruction. All part-time contracts are for a specific purpose and pay rate and do not extend beyond the time specified in the contract. All part-time faculty must meet the same qualifications as full-time faculty and possess the same credentials required by SACS.

NEW EMPLOYEE ORIENTATION

Employee Orientation

All new employees should receive an employee orientation. The orientation process should familiarize each new employee with the college policies and operating procedures, the functions of the division and how they interact, his/her division, and his/her specific duties and responsibilities. The new employee should be made aware of the physical layout of Montgomery Community College.

All full-time and part-time employees shall participate in the following orientation process upon hire.

- The Business Office shall provide new employees with appropriate written information (benefit plan, booklets, etc.) and assist with payroll forms and explanation of benefits.
- The location of and access to the Policy Manual shall be explained to employees by their respective supervisor.

- College-wide forms and procedures for procuring and completing forms shall be explained to the new employee by the supervisor.
- New employees shall be taken on a tour of MCC facilities and grounds by the immediate supervisor.
- The immediate supervisor shall explain forms and record keeping requirements of the particular job and division and show new employees location of forms.
- The supervisor and employee shall discuss job duties and responsibilities.
- Employees to be stationed at Southern Correctional Institution shall be orientated with specific prison procedures prior to working at the prison.
- All completed new employee orientation forms shall be signed by the employee and immediate supervisor and copied to the employee's personnel file.

Instruction

The orientation process at Montgomery Community College is intended to familiarize new employees with the College's operations and functions. The Vice President of Instruction, Dean, or Department Chair/Director is responsible for coordinating this orientation for full- and permanent part-time employees in the Instructional Division.

Orientation Process for Part-time Faculty

This orientation process is intended to familiarize part-time employees with the Montgomery Community College operations and functions. The appropriate Dean, Department Chair/Director or departmental supervisor is responsible for conducting this orientation and returning the completed form to the Business Office.

Rights and Responsibilities

Academic Freedom

Academic freedom and responsibility are essential to the full development of a college and apply to teaching, research, and creative activity. In the development of knowledge, research endeavors, and creative activities, a college faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for college teaching. Consistent with the exercise of academic responsibility, an instructor must have freedom in the classroom to discuss academic subjects. The College student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such subject matter is the duty of every instructor. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence and discretion.

The faculty member should be constantly mindful that he/she is a member of a learned profession as well as a representative of the College. The faculty member should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.

Any instructor who believes that he/she has been denied academic freedom should follow Montgomery Community College's Employee Grievance Policy as outlined in Board Policy 314.00.

Ethics and Professionalism

The faculty must, at all times, exhibit the highest standards of ethics and professionalism. Such standards include concern for student needs, respect for fellow employees, and service to the community. Faculty members may not use their position for personal gain nor engage in any activity

(personal or political) that might lead to a conflict of interest.

College employees must perform in a manner that reflects positively on their personal integrity and that of the College.

Non-Discrimination Statement

Montgomery Community College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant Title VI of the Civil Rights Act of 1964 and the Regulations issued there under. Under the Assurance, Montgomery Community College is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admissions policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

Leadership Statement for Ethnic and Gender Diversity

Montgomery Community College and the Board of Trustees endeavor to create and maintain a quality educational environment that supports policies that promote a diverse faculty, staff, administration and student body that reflect the diversity of our service area. It is the policy of the College to follow the approved Diversity Plan found in the College Institutional Effectiveness Plan.

Montgomery Community College Diversity Plan

Montgomery Community College strives for ongoing progress in diversity issues. The MCC Diversity Committee provides opportunities for creative and cultural exchange of ideas and establishes the MCC Diversity Plan for recognizing and promoting diversity that is accountable, creative, and realistic to reflect the needs of the service delivery area. The goal is to ensure that the students, administration, faculty and staff recognize and welcome diversity as an integral part of life at Montgomery Community College.

Research Activities

Montgomery Community College is not a research institution, and does not currently participate in any externally funded grants or contracts. A faculty member's obligation is to provide activities and services related only to instruction.

Personnel Records

Complete employment packages including application for employment, official transcripts, experience documentation, tax forms, I-9 form and all other relevant data are to be assembled and transmitted to the Business Office for permanent employment records. The records are to be collected by the employee's supervisor for all full- and part-time instructors.

Unofficial transcripts may be reviewed by Dean, Department Chair/Director, lead instructors, or other appropriate supervisory personnel to determine appropriate teaching credentials. However, all official transcripts must be on file prior to mid-term for each new full- or part-time instructor.

Operations

Basics

Faculty Workload and Schedule

The unique responsibilities of faculty require them to accomplish various activities such as contacts with industry, contacts with public schools, contacts with community organizations, recruiting, evening classes, committee meetings, and student advisement. The following policy will ensure maximum contact with students for instructional personnel and will allow adequate flexibility to fulfill the responsibilities of a professional faculty member.

1. The fall and spring semester shall consist of 16 weeks for instruction and exam periods. The teaching load for either fall or spring semester will be 16 to 18 semester credit hours or 20 to 28 instructor classroom/lab/shop/clinical contact hours for full-time faculty and 12 to 15 semester credit hours or 15 to 22 instructor classroom/lab/shop/clinical contact hours for permanent part-time faculty. The teaching load for the summer session shall be proportional to the College's full-time teaching load for a semester for faculty employed more than 10 months. Those departments that schedule summer mini terms shall prorate faculty teaching loads accordingly. Curriculum instructors should deliver enough FTE to offset operational costs. Distance learning instructional loads are measured in the same manner as campus instructional activities.
2. The Dean, in conjunction with the VP of Instruction, shall adjust the workload of his/her instructors to meet the requirements of the workload policy. The following shall be considered in determining the course load:
 1. Department Chair/Director responsibilities
 2. Location of class (on or off campus)
 3. Open lab duties
 4. Tutorial responsibilities
 5. Committee work
 6. Number of preparations/written, formal papers
 7. Number of advisees
 8. Number of students in class
 9. Development of new distance learning course(s)
 10. Other non-teaching responsibilities

In addition to these responsibilities, each instructor is expected to be involved in academic advising and helping students on an individual basis.

3. Full-time faculty is expected to work a 40-hour work week and permanent part-time faculty a 30-hour work week based on 16 weeks or 80 days per semester and 8 weeks per summer session. The curriculum faculty workload will include a minimum of 30 scheduled hours per week for full-time faculty and 23 scheduled hours per week for permanent part-time faculty. The 30 hours will include class hours, office hours, chat session for distance learning classes and other non-teaching responsibilities. Each full-time Continuing Education faculty teaching load will include 18-28 class hours per week. Instructors are required to be on campus or at the scheduled work site for scheduled class meetings and for office hours unless approved for other special situations by the appropriate dean.

4. Office hours are to be used for planning, grading papers, and student conferences or other job related activities. With approval, office hours may be used occasionally for recruiting trips and presentations to community organizations. Office hours must be posted on or near the respective office door, given to and reviewed with students in writing on the course syllabus addendum, and must be appropriate to provide services to day, evening, weekend and distance learning students as applicable.
5. Faculty members are not to leave their classes without supervision. In those instances, when it becomes necessary to miss or leave a class, clearance should be obtained from the appropriate supervisor (or designee) or the evening coordinator. In emergency situations where approval cannot be obtained in advance, an instructor should use professional judgment concerning the cancellation of his/her scheduled class and notify the appropriate supervisor (or designee) or the evening coordinator. No instructor should substitute outside activities for classroom instruction to free himself/herself for personal reasons. Each instructor is responsible for all instructional components outlined in the course syllabus and must make up any work missed in the most appropriate way.
6. Faculty members are expected to attend employee meetings, departmental meetings, and meetings of committees to which they are assigned. They are also expected to be active participants in institutional planning, recruiting, job placement, SACS planning/reaffirmation, and other professional activities and assignments as appropriate.
7. A maximum of ten (10) scheduled non-instructional professional development work days will be published annually by May 1 for the upcoming year. These include registration and graduation activities.
8. Faculty will not earn annual leave as prescribed in Board Policy #327. Faculty is expected to be available for work when classes are in session and for the ten (10) professional development workdays designated annually. Faculty earns twelve (12) holidays per year by policy and earns all other days as vacation. Any special provision appropriated by the General Assembly will be granted to faculty following recommendation of the President and approval by the Board of Trustees.
9. Computer lab technicians and continuing education instructors are governed by the Annual Leave Policy for staff.

Curriculum Instructors Teaching Continuing Education Courses

Curriculum instructors who teach continuing education courses from time to time and receive compensation above their contract salary are required to add these extra hours to the 30 on-campus hours for which they are compensated in their regular salary and are required to complete the Montgomery Community College Part-Time Employment Application/Approval Form for Permanent Employees and have it signed by the appropriate supervisors and administrators.

Registration

Full-time and permanent part-time instructors are expected to be at Registration.

Graduation

Full-time and permanent part-time faculty members are expected to attend graduation functions and ceremonies, and are expected to wear academic regalia for the graduation ceremony. Gowns, mortarboards, and hoods may be ordered through Student Services.

Standing Committees

Full-time faculty members are expected to serve on the college's standing committees as requested and to take an active role in their respective advisory committee functions, including attending meetings.

Committees

Each committee at Montgomery Community College is responsible for ensuring that its activities are in keeping with the College's goals and planning objectives. To that end, it is imperative that each committee review these items in the annual Institutional Effectiveness Plan and submit proposals and recommendations, etc. that correspond with the College's vision and mission to the President's Administrative Cabinet for approval.

Committee activities will be planned annually and funding for activities will be requested through the College's annual budget request process. Additionally, each committee is encouraged to investigate grant possibilities for funding of activities.

Committee membership: Appointments to each committee will be reviewed annually to include a review of minutes and member participation. It is expected that committee members will attend all meetings and in the event a member must be absent, a proxy will be sent in his or her absence. Should there be three or more unexcused absences without a proxy, the chairman of that committee will advise the College President for review.

220.1 Distance Learning Advisory Committee

The purpose of the Distance Learning Advisory Committees is to provide ongoing policy, philosophical, procedural and technical support to the Director of Professional Development and Learning Technologies to better reach and serve online education students, the Montgomery community, and to better equip faculty and staff of MCC with the skills necessary to provide successful online instruction. This input will create the backbone for strategic planning and initiatives for the Dean of Education Technology. The committees also serves as the Peer Review Committee for new online courses and for those online courses which have been modified by fifty percent or more.

220.2 Diversity & Cultural Activities Committee

The Diversity & Cultural Activities Committee's role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College. The committee will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

220.3 Faculty Senate

The Faculty Senate membership shall consist of all faculty. The Senate will meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. Another function of the Faculty Senate shall be to vote upon recommendations presented to it by other committees, councils, etc. at the College. Any member of the President's

Administrative Cabinet will meet with the Faculty Senate upon request. The Chairman or his/her designee will report the activities of the Faculty Senate to the Board of Trustees as needed. The Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.

220.4 Financial Aid Committee

The purpose of the Financial Aid Committee is to recommend policies and procedures to the President's Administrative Cabinet as they relate to financial aid. This committee is charged with:

1. Reviewing current accomplishments in meeting the needs of students
2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

220.5 Hospitality Committee

The Hospitality Committee is responsible for planning and carrying out social functions for employees of the College and making recommendations to the President's Administrative Cabinet. The committee includes employees from each of the different divisions so that input can be received from throughout the College.

220.6 Instructional & Student Services Committee

The purpose of the Instructional & Student Services Committee is to provide an opportunity for faculty and staff members to have input into the programs, procedures and services offered through the Curriculum and Continuing Education divisions at the College. The committee is charged with:

1. Providing direction in assuring quality instruction
2. Seeking ways to enhance educational programs
3. Assessing student needs and seeking ways to enhance services to include admissions, registration, career planning, counseling, financial aid, recruiting, placement, and follow-up
4. Evaluating procedures such as course delivery (through traditional and non-traditional delivery modes and scheduling,
5. Reviewing and recommending new courses/programs and program change
6. Assigning Ad Hoc Committees

220.7 Instructional Technology Committee

The purpose of the Instructional Technology Committee is to promote a culture of innovation and collaboration within MCC to facilitate creative uses of technology, maximize resources, and ensure that all facets of the organization have adequate and appropriate technology to achieve the vision and mission of the College.

220.8 Library Services Committee

The purpose of the Library Services Committee is to periodically review and recommend changes to the Library Services Handbook and procedures, to evaluate and make decisions about any complaints or challenges to library materials, and to make purchasing recommendations in the event a controversy should arise about an item under consideration for purchase. Membership should represent the various academic departments at the College and include a representative from the Student Government Association.

220.9 Marketing Committee

The purpose of the Marketing Committee is to identify, review and evaluate marketing activities in all instructional programs and support services at the College and to ensure adequate and appropriate marketing activities are being implemented. In addition, the Marketing Committee will recommend opportunities for media exposure and public relations activities college-wide.

The Marketing Committee is charged with:

1. Identifying trends in the members' areas of professional expertise and making recommendations for marketing efforts in those areas.
2. Providing feedback in assuring quality advertising and public relations services.
3. Recommending specific marketing strategies to the President's Administrative Cabinet for approval.
4. Disseminating marketing information to respective areas of responsibility to ensure consistent implementation of approved marketing strategies college-wide.
5. The committee will make recommendations to the President's Administrative Cabinet concerning the marketing of Montgomery Community College and its educational programs.

220.10 Institutional Research, Planning, Assessment Council

The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, institutional effectiveness and marketing. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the College community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College and the standing SGA President. The council is chaired by the Director of Assessment and Institutional Effectiveness. To ensure full participation in the planning process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the Institutional Research, Planning, Assessment Council. August 2011

220.11 President's Administrative Cabinet

The cabinet serves as an advisory committee to the president and may be called upon to assist in formulating policy and in making personnel decisions. Members serve as a forum for new information and proposals and act as a filtering agent for information and proposals going to the Board of Trustees. Members are charged with keeping the cabinet informed of events happening within their divisions, of their activities such as conferences, committee appointments and community involvement, and of any legislative and system office information that is received. Members are also charged with disseminating information from the cabinet meeting to their respective divisions.

220.12 Professional Development Committee

The purpose of the Professional Development Committee is to provide ongoing research, philosophical, procedural and technical support and feedback to the Director of Professional Development to ensure and promote a variety of professional development activities for faculty and staff at the College, and to better equip faculty of MCC with the skills necessary to provide successful online instruction and support. This input will create the backbone for strategic planning and initiatives for the Director of Professional Development.

220.13 SACS Steering Committee

The purpose of the SACS Steering Committee is to review and to ensure compliance with SACS criteria for the areas of institutional effectiveness, faculty, services, and facilities. The committee is charged with reviewing the need for any substantive changes and conducting an overall evaluation of compliance.

220.14 Safety Committee

The purpose of the Safety Committee is to identify safety hazards, bring them to the attention of the appropriate administrator and to follow up to see that the hazard is corrected. The committee will conduct periodic safety inspections, fire drills, and other safety checks.

220.15 Staff Senate

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate will meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. Any member of the President's Administrative Cabinet will meet with the staff senate upon request. The chairman or his/her designee will report the activities of the Staff Senate to the Board of Trustees as needed. The chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.

220.16 Wellness Committee

The Wellness Committee is committed to offering employees opportunities to have better mental and physical health. The committee will provide proper fitness techniques, suggestions for healthier eating habits, and also provide avenues of emotional support when needed. The goal is: healthier, happier and more productive employees.

Distance Learning Council

The purpose of the Distance Learning Council is to provide ongoing policy, philosophical, procedural and technical support to better serve distance education students and to better equip faculty and staff of MCC with the skills necessary to provide successful distance instruction.

Advisory Committees

The Advisory Committee's role is purely advisory in nature. The committee's functions are to advise and assist in program planning, rather than to establish policy.

Each advisory committee should advise on the development, operations and evaluation of the program by assisting in determining:

- occupations in greatest demand;
- jobs within an occupation for which training is needed;
- need for up-grade training for persons already employed;
- new areas in which training should be developed;
- programs to be established, discontinued, expanded or revised;
- relevant program and course content;
- employability skills needed (human relations skills);
- provisions for handicapped students;
- proper use and safety of tools and facilities;
- notification to lead instructor and/or college placement office of job openings;
- employment for graduates;
- development of community awareness of the program facilities and equipment;
- marketing and recruiting activities (current and potential);
- co-sponsorship of open house or career events;
- program equipment compared to that currently used by industry;
- schedules for replacement of equipment;

- reviews of faculty in regards to quantity of experience, educational requirements, professional licenses, etc.;
- potential instructors; and
- diversity plan

Each advisory committee must meet and annually review the following list. Further, written minutes of the annual advisory meeting must be taken and provided to the Dean and Vice President of Instruction.

- college mission and goals;
- annual program evaluation;
- student evaluation;
- evaluation of the quality of instruction and program objectives; and
- the diversity plan

Community Contacts

Full-time and permanent part-time faculty members are required to maintain contacts with business and industry, the public schools, and to be involved in community organizations, recruiting, evening classes, college committees, and student advisement.

Professional Development

All instructors are required to engage in formal educational and professional development activities. Through-out the year, College sponsored professional development events will be made available in the areas of general administrative skills, job specific skills, leadership development and personal enhancement. Each full-time faculty member is expected to develop a professional development plan as part of their yearly annual review.

Full-time faculty members are required to keep track of any professional development events that they participate in through-out the year and report these to their supervisor in their annual performance evaluation.

Employees who expect compensation adjustments for participation in educational programs should obtain proper approval from Senior Administration.

Professional Growth

It is the responsibility of each faculty member to devote part of their time to staying current in their field of expertise and to develop and maintain basic administrative skills necessary for successful job performance. The College is committed to the professional development of the faculty and staff. All full-time and part-time faculty are encouraged to participate in professional development activities each year. The College offers many opportunities for professional growth that are provided through workshops, seminars, conferences, training sessions, NC-NET and other appropriate professional development activities. Visitation to other institutions, development of new techniques and diagnostic teaching materials, membership and participation in appropriate professional organizations is also highly encouraged.

Early Class Dismissal

Instructors are expected to have their classes planned so as to fill all the scheduled class time. Classes

should not be dismissed consistently earlier than the scheduled time.

Instructor Absences

Instructors are expected to meet all their scheduled classes and office hours unless unusual circumstances prevent their doing so. When an instructor is unable to attend his/her class for any reason, he/she should inform the appropriate supervisor immediately so arrangements may be made for a substitute or other appropriate action. Each instructor is responsible for all instructional components outlined in the course syllabus and must make up any work missed in the most appropriate way.

Montgomery Community College classes which are missed or not held for any reason, including inclement weather, natural disasters, or other emergencies, must be rescheduled or the instruction must be made-up by some other alternative. Alternatives include extra class sessions, extended class sessions, individual conferences, or others approved by the Vice President of Instruction.

When illness or a personal emergency forces a class to be canceled on short notice without advanced preparation, the instructor must notify the switchboard operator at Montgomery Community College and give appropriate instructions for the class operation. The switchboard operator will notify the appropriate administrator, supervisor, and/or secretary. The switchboard is open and staffed from 7:30 am—9:00 pm Monday through Thursday and 7:30 am—3:00 pm on Friday. This process should guarantee the situation will receive proper attention in a very timely manner.

Instructors who miss class because of educational leave or college business will make arrangements for class instruction with the Vice President of Instruction or designee. When on business requested by the College, instructors may use qualified substitutes paid for by the college. For educational leave not requested by the College, instructors are required to secure qualified instructors, reschedule classes, or make up instruction by another approved alternative.

School Closings and Make-Up Procedures

Whenever the College is closed beyond four (4) days/evenings due to inclement weather, natural disasters, or other emergencies, the appropriate dean or VP of Instruction will schedule make-up days. Instructors will be responsible for making up instruction by an approved alternative for the first four (4) days. Instruction made up by an approved alternative for reasons of inclement weather, natural disasters, or other emergencies, illness, personal emergency leave, or educational leave assignments, must be approved by the appropriate vice president (or designee) and documented on the instructor's Class Attendance Report to be turned in at the end of the semester. Instruction should be made up at a time convenient to the majority of students. No punitive action may be taken against students who are unable to attend make up sessions for legitimate reasons.

Smoking, Food and Drink

Montgomery Community College is committed to providing its employees and students with a safe and healthy working and learning environment.

Montgomery Community College recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors.

Montgomery Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant G.S. 115D-20.1 and G.S. 143-599.

Therefore, beginning August 1, 2012 Montgomery Community College implemented the following policy:

1. Smoking and use of other tobacco products is prohibited by students, staff, faculty, or visitors:
 - a) In all campus buildings, facilities or property owned, leased or operated by Montgomery Community College, including outside areas;
 - b) On campus grounds, facilities or vehicles that are the property of the Community College.
 - c) At lectures, conferences, meetings, and social/cultural events held on college property or campus grounds.
2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
 - a) Events sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
 - b) All tobacco advertising, such as billboards and signs owned and used by Montgomery Community College.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by Montgomery Community College.
5. Smoking and the use of tobacco products are prohibited on the grounds of the Montgomery Community College being used for and public and private events.
6. Through existing health plans, Employee Assistance Program and community sponsors, Montgomery Community College will consult with appropriate health organizations to

provide students and employees with information and access to support systems, programs and services to encourage abstinence from the use of tobacco products, including publicizing free, accessible tobacco cessation classes, seminars, and support groups on or off campus.

- a) Promotional materials for cessation classes, seminars, and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Services and through other appropriate means.
7. Consequences for students engaging in the prohibited behavior will be subject to the disciplinary actions described in the Student Code of Conduct. Consequences for employees engaging in the prohibited behavior will be subject to the disciplinary actions describe in the MCC Board Policy 312.00, Due Process for Employees.

It is the responsibility of each faculty and staff member to promote compliance with the tobacco-free policy. Instructors should use tact and good judgment in dealing with possible violations.

Each employee is asked to do his/her part to keep the college facilities neat, clean, and in a presentable condition. Food and drink will be allowed only in designated areas.

Board Policy January 2012

Adverse Weather Policy (MCC Closing)

In the event that severe weather necessitates closing Montgomery Community College, college administrators will notify the appropriate radio and television stations as soon as conditions warrant, as well as sending a message via Blackboard Connect. Students, Faculty, and Staff may register their phone numbers by filling out a Blackboard Connect form and returning it to the information desk to receive Blackboard Connect messages. Additionally, if there is electrical power at the college, a message will be placed on the MCC telephone (voice mail) system. (Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes.) Appropriate radio and television stations are listed in the College Catalog.

In the event that severe weather presents an immediate threat to individuals on the campus, the following plan will be activated.

1. All individuals in campus buildings should immediately move to the center hallways of the buildings. Close the windows in all rooms and close the doors as you leave the room. If the windows have blinds or curtains, close those also.
2. If time permits, disconnect all computer equipment before leaving the work area.
3. Do not leave the center hallway areas until told to do so by authorized personnel. You will be notified when it is safe to return to your work area or classroom.
4. It is very likely that phone service and electricity will be cutoff during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Montgomery Community College personnel.
5. Montgomery Community College has an Emergency Tower information system (ET). The tower will give verbal directions in case of an emergency.

Syllabus

The syllabus is a document on file in the Instructional Division and the library for new and adjunct instructor information, auditing purposes, and SACS review. It is the responsibility of the Dean and/or the Department Chair/Director to see that the syllabi are on file. Instructors are required to maintain and provide students with a current syllabus which is distributed to students on the first day of class.

*In fall 2017 a standard design template for a course syllabus was designed. Refer to page 68 for an example of the full syllabus template.

Semester Schedules

Department Chair/Director are responsible for preparing each semester's course schedule. The courses included on the schedule must follow the sequences as they are published in the catalog. The Vice President of Instruction or designee establishes the due dates of the semester schedules and will review and approve them before they are put into the computer or distributed to the public. All schedules, changes, additions, and/or deletions must be made with the Vice President of Instruction or designee and the appropriate paperwork completed.

Schedule Changes, Additions, Deletions

Concerns regarding possible course additions or deletions should be discussed with the Vice President of Instruction or designee. No changes, additions, or deletions will be made in the schedule until a Request for Changes in Course Schedule form has been completed and approved by the Vice President of Instruction.

Advisors

Each student is assigned a faculty advisor who is responsible for helping the student to prepare his/her trial schedule. It is the responsibility of that advisor to be aware of the student's ACCUPLACER scores and take these into considerations when advising students on class choices and loads. A separate section on "Academic Advising" is included in this handbook.

Breaks

Classes scheduled to meet in continuous session for more than 75 minutes are entitled to breaks. It is generally accepted that a ten-minute break be given for each 50 minutes of class time. (See NC Administrative Code 23NCAC 02D.0323 (b) (3)).

Room Assignments

Questions concerning room assignments for classes, etc., should be directed to the Assistant to the Vice President of Instruction. No instructor should change rooms without getting approval and then checking with the assistant.

Sick Leave

A full-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave computed at the rate of eight hours per month. A part-time employee who is under annual contract and is employed on a continuing basis with a part-time appointment in a budgeted position and is working less than full time, shall earn sick leave on a pro rata basis if he/she works one half or more of the scheduled work days in a month. The leave shall be computed on a percentage of total amount earned by a full-time employee. Temporary full-time or temporary part-time employees will not earn sick leave. Personnel leave forms should be completed for sick leave and submitted to the Department Chair/Director and/or Dean.

Sick leave is granted for:

- illness or injury which prevents an employee from performing his/her usual duties;
- illness or injury of another member of his/her immediate family (confined to spouse, parents, children, and other dependents living in the household) for which the employee must provide care;
- a maximum of three days in case of death in the employee's immediate family (See Funeral Leave);
- medical appointments;
- quarantine due to a contagious disease in the employee's immediate family to which the employee has been exposed; and
- the actual period of temporary disability connected with child bearing.

Compensation will not be granted to employees for illness when sick and vacation leave (if applicable) have been exhausted. (The complete Sick Leave Policy can be found in the MCC Board Policy Manual)

Maternity Leave

Maternity leave, in accordance with the Family and Medical Leave Act of 1993, shall be granted to Montgomery Community College employees. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, the administration shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave. Her return to work should be within a reasonable length of time, depending upon the advice of her physician. Leave may be extended based on medical certification. Reinstatement of employment to the same or similar position with like pay must be made upon the employee's return to work, unless the employee is dismissed or her contract is not renewed for reasons other than pregnancy. (The complete Maternity Leave Policy can be found in the MCC Board Policy Manual.)

Civil Leave

Montgomery Community College recognizes jury duty as a civic responsibility. When an employee serves on jury duty, he/she is entitled to leave with pay for the period of the absence required. He/she shall receive his/her normal compensation plus the fees received for jury service. As with any anticipated absence, the appropriate supervisor shall be advised in advance.

Funeral Leave

Montgomery Community College grants a maximum of three days leave with pay for a death in the immediate family. "Immediate family" is defined as mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parents, step-children, step brother or sister, guardian, or ward. (The complete Funeral Leave Policy can be found in the MCC Board Policy Manual.)

Educational Leave

The granting of educational leave with pay will be contingent upon evidence that study or work is related to improving competencies of the instructor or administrator, seniority, number of requests, availability of a substitute (if necessary), and funds being available to pay the qualified substitute. The employee is expected to complete a minimum of 9 semester hours during the period of educational leave. Any deviation from this schedule must have the President's approval. Applications for educational leave must be submitted to the appropriate Dean no later than 60 calendar days prior to the proposed period of leave. (The complete Educational Leave Policy can be found in the MCC Board

Policy Manual)

Military Leave

Montgomery Community College shall grant leave with pay to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. (The complete Military Leave Policy can be found in the MCC Board Policy Manual)

Benefits: Medical and Death

Medical Care Insurance for full-time permanent employees is provided. Employees may add family members to the plan and have the premium deducted from their monthly checks. Each full time and permanent part time employee is eligible to receive a \$10,000 basic term-life insurance policy at no cost to the employee.

Retirement

Full-time employees are eligible for participation in the State Employees Credit Union and are enrolled in and must contribute to the North Carolina State Retirement Program.

Insurance Investments

Other optional group insurance and investment plans are available and paid by payroll deduction. See the business office personnel for further information.

Workman's Compensation

Employees are covered by Worker's Compensation in the case of accidental injuries that occur at work. Information on such compensation may be obtained in the business office.

Longevity Pay

All permanent full-time employees are eligible for longevity pay after ten years of aggregate service. The amount of longevity pay is determined by multiplying the employee's annual salary on the date of eligibility by an established rate. Longevity payments are made on the regular payday following the month the employee satisfied the eligibility requirements.

Salaries

Salaries for faculty at Montgomery Community College are established and approved by the Vice President of Instruction in consultation with the President. Annual salaries are stated in employee annual contracts. Salaries may increase annually depending upon funding provided by the North Carolina Legislature and College Board action.

Pay Day

The payroll is normally dispersed on the last working day of each month. Contact the business office for information concerning direct deposit.

Messages

Instructors may receive messages though their personal mailbox, computers, and voice mail. Mailboxes are provided for each Montgomery Community College employee and adjunct faculty. These boxes are located in the faculty office area adjacent to the mail room. Messages may also be left there for other employees. It is important that faculty members check their box daily. Full-time instructors are also provided a personal telephone equipped with voice mail. Voice mail information should be made available to students, and instructors should check their voice mailboxes daily as this is a primary source of communication at Montgomery Community College. Voice mail may be checked from any off-campus telephone. Contact the Information Technology Department for more

information about the telephone. In addition, all faculty have access to e-mail.

Copies

Instructors may use any available printer with a specific department code.

Personal Use of Equipment

No employee should use college equipment, properties, or services for conducting personal business. It is further expected that full-time and permanent part-time employees are to give full-time services to the college and to avoid activities that might cause divided loyalties or conflict of interest. There are times when college functions will require participation of faculty outside the normal working hours.

Computer Access

The college makes available to instructors and students the use of computers. Instructors should contact their lead instructors for information regarding computer use for faculty.

Student Use of Computers

Computers labs are available to students when not utilized for class work. No student is allowed in the computer labs without supervision. The open computer labs are staffed with personnel according to a posted schedule. However, supervision is the responsibility of the instructor who permits the student access to the computer lab in the absence of lab personnel.

Dress Code

As employees of a public higher education institution faculty and staff at Montgomery Community College shall maintain as appropriate appearance and professional image to students, general public, corporate supporters and other users of our services and facilities.

Professional appearance, dress, and good hygiene are expected of all faculty & staff at all times, along with the sensible use of perfumes, colognes, or other products that may affect others in close proximity. Hair should be clean, combed, and neatly trimmed or arranged.

What constitutes appropriate dress will vary according to specific job and occasion. Staff whose regular duties entail heavy work or exposure risk should dress as their supervisor or safety standards demand.

The descriptions below are intended to provide general guidelines for faculty and staff. If an employee is unsure of acceptable norms for his/her specific position, he/she should seek guidance from his/her immediate supervisor.

- Business/Field casual is acceptable for most occasions for office and faculty personnel. (Examples: field specific uniforms; cotton blend trousers and collared shirt for men; slacks/dress/skirt and blouse/sweater for women).
- Business attire presents an appropriate professional image when meeting with external constituents while representing the College. (Examples: suit and tie for men; dress or pantsuit for women).
- Unacceptable attire includes, but is not limited to: clothing that is torn, ripped, frayed, wrinkled, or unclean; clothing containing obscene, profane, discriminatory, provocative, or inflammatory words or images; exposed undergarments, t-shirts with slogans (except college logos); denim clothing; sweatpants, sweatshirts, leggings and or stirrups or other workout attire (including tennis shoes); cutoffs; beach attire; flip-flops; halter or tank

tops; dresses, skirts, or shorts that are excessively short (2 inches or more above the knee); sheer clothing that otherwise is revealing, distracting, or provocative.

Exceptions to the dress code may be granted by the President for special events, on pre-determined occasions, or other situations where casual attire is appropriate.

Instructional Supplies

Dispensable supplies such as roll books, pencils, pens, legal pads, chalk, markers, etc., may be obtained in purchasing by signing out the individual items. If you are an evening instructor and cannot be on campus between 8 am and 5 pm please leave a list with the Assistant to the Vice President of Instruction and (s)he will obtain the supplies for you. Supplies that are not obtainable in purchasing must be ordered with a requisition and a purchase order number. The requisition for the purchase must be processed and approved by the Vice President of Instruction and a purchase order number obtained BEFORE a purchase is made. DO NOT buy materials or supplies without approval. You MAY NOT be reimbursed.

Emergency Purchase Orders

All purchases made by Montgomery Community College employees in the local area must be made via an emergency P.O. number.

A requisition must be completed before the purchase. This requisition should include the name of the vendor (place of business), a general description of items you are purchasing, and an estimated cost of the items. The requisition must be signed by your Vice President and approved by the Vice President of Administrative Services. Once the two Vice Presidents have approved the purchase, an emergency P.O. number can be obtained from purchasing department.

Travel Procedures

College-related travel must be approved in advance by completing a Travel Authorization form. The person requesting the trip must fill in the form completely, including the destination and the reason for the trip, the method of travel, the department to be charged, and the estimated cost of the trip. If more than one employee is making the trip, each should submit an individual authorization form. If payment needs to be made in advance for the trip (such as registration fees, lodging, etc.), completed requisition forms and/or credit card authorization forms must be attached and submitted with the travel authorization form. If the employee will be using the school car for travel, a request for the school car should be submitted as well.

Travel authorizations should be approved at least one week prior to the trip and signed by the instructor's immediate supervisor and the Vice President of Instruction before being forwarded to the Business Office. Requests for overnight travel will also be forwarded to the President for approval.

Upon returning from a trip, the employee should complete a Request for Reimbursement for Travel Form for expenses incurred within thirty (30) days. Reimbursement requests must be approved and signed by the instructor's immediate supervisor and the Vice President of Instruction before being forwarded to the Business Office. Receipts for pre- paid expenses (registration fees, lodging, etc.) must be attached to the reimbursement form and documented in the appropriate space on the form. Expenses the instructor is requesting reimbursement for (subsistence, parking fees, registration fees not paid in advance, etc.) must be documented in the appropriate space on the form and actual receipts attached. Receipts for meals do not need to be submitted.

The following reimbursement criteria apply to the travel:

- to be eligible for either breakfast or dinner allowances, the employee must depart from the work station before 6:30 a.m. or return to work after 8:00 p.m. and travel must be at least 70 miles away;
- allowances are not paid for meals if travel does not involve an overnight stay; and
- mileage will be reimbursed at a rate of .54 cents per mile *if* the school car is not available; employees are strongly encouraged to request the school vehicle for work-related travel. If the school car is available and the employee elects to drive their personal vehicle, then mileage will be reimbursed at a rate of .30 cents per mile.

The subsistence amounts below should be used to complete the reimbursement form:

	<u>In State</u>	<u>Out of State</u>
Breakfast	\$8.40	\$8.40
Lunch	\$11.00	\$11.00
Dinner	\$18.90	\$21.60
Lodging/Daily (actual, up to)	<u>\$71.20</u>	<u>\$84.10</u>
Total	\$109.50	\$125.10

Note: Excess lodging rates must have prior Presidential approval.

Field Trips

Field trips must be scheduled at least one week in advance, and at a time least conflicting with the students' other courses. (Students are not excused from other classes missed and must make up the course work.)

All field trips must be approved by the Vice President of Instruction. Instructors whose classes will be missed must be notified by the instructor responsible for the trip. Students are responsible for a signed release from the instructors whose classes will be missed prior to the field trip.

Fund Raising for Curriculum Programs

Monies may be raised for programs through "Live Projects" or student club-sponsored events. Monies should not be solicited as donations from private or public sources without prior approval from the appropriate Vice President. Any projects that create profits must first be approved in writing, by the Vice President of Student Services and the records of receipts from such activities must be handled through the Business Office.

Keys

Keys are issued through the Business Office. An instructor needing a key should contact the Vice President of Instruction, through their appropriate supervisor, who will authorize the Business Office to sign out a key to that instructor. Part-time instructors needing a key should go through the Department Chair.

Lost and Found

Unclaimed items of value found anywhere on campus should be turned in at the Information Desk (Switchboard). Reports of lost items should also be reported to the person on duty at the Information Desk.

Accidents on Campus

Instructors should make sure the first aid kits are placed in all laboratories. Hazardous areas are the instructor's responsibility to mark. Adequate safety instructions related to hazardous materials must be delivered to the students and evidence of this should be maintained on file in the form of an instruction sheet or part of the syllabus.

If an accident should occur, the instructor should administer first aid and, if necessary, call the rescue squad or ambulance service and notify Student Services, the Vice President of Instruction or the Coordinator of Evening Operations/Safety..

Witnesses to an accident on campus should make a signed report of the event. The instructor must make a full written report of the accident which should be submitted to the Purchasing Officer/Coordinator of Evening Operations/Safety within 24 hours following the incident.

Housekeeping and Maintenance

For minor housekeeping issues, please notify the person on duty at the Information Desk to call maintenance. For more time-consuming housekeeping needs, please complete the Request for Maintenance/Housekeeping form to facilitate scheduling.

Planning Events

All program events should be scheduled by September each year and submitted to the office of the Vice President of Instruction for inclusion on the Faculty/Staff calendar. Any facility set-up needs for the event should be submitted on the Request for Maintenance/Housekeeping Formation form, and any monetary needs for the event should be submitted on a Purchase Requisition form. Room scheduling for events should be coordinated, with advance notice, with the Assistant to the VP of Instruction.

Students with Obvious Academic or Personal Problems

Contact the MCC Counselor, the Vice President of Student Services or the Vice President of Instruction concerning students with obvious academic or personal problems.

Publicity

Contact the Vice President of Student Services for all college promotional materials. Contact the Public Information Officer, for all curriculum advertising.

Library

The library hours are posted and a library staff person is on duty at all times to assist faculty and students. Instructors are asked to schedule library orientation tours for classes early in the semester to help students feel comfortable using the library. Library staff members will show students how to find information about their topic and how to use library computers and equipment. The library staff will give "how to use our library" tours and instruction to small groups or whole classes. Please pre-arrange a time with the staff that fits your class schedule and assignment needs. The library staff will also give one-on-one instruction and assistance to faculty or students as needed.

Faculty members are encouraged to take an active part in keeping library materials in their particular subject areas current. All faculty members will participate in the collection evaluation process. Faculty members are encouraged to give the library staff specific book titles that would be appropriate to the collection (Request for Purchase Consideration form). It is important that faculty be familiar with the materials that the library currently holds in their disciplines when designing class assignments to eliminate student's frustrations and help create a positive learning experience. If you are unsure of what the library collection holds, feel free to browse or contact a library staff member for assistance.

Instructors may place materials on reserve for their students to use in the library or on limited check out. Faculty may borrow books and materials to keep in their offices or classrooms for a semester. At the end of each semester, instructors are asked to return materials checked out in their name or arrange for an extended check-out period.

Audio/Visual Equipment

Most classrooms are equipped with TV/VCR/DVD and other appropriate multi-media. Check with the Information Technology department for equipment not already in the classroom.

The IT department has some replacement bulbs for items like data projectors and overhead projectors. Check with the IT staff before requisitioning a new bulb to see if we have one in stock.

Distance Education

MCC provides distance education opportunities for our students through the use of the NC Video over Internet Protocol (NCVIP), fully online, hybrid and web supported. The learning management system currently used at MCC is Blackboard.

Instructors wishing to teach a class using the NCVIP room or receive a telecast in the NCVIP facility should see the Director of Distance Learning for scheduling information.

Instructors wishing to teach a course via the Internet (online, hybrid or web supported) using Blackboard should fill out an electronic Distance Education Course Request Form. Instructors can request a link to the form from the Director of Distance Learning or the Blackboard Administrator. If further signatures are required, the Office of Distance Learning will forward the form to the appropriate supervisor. The instructor will be contacted when the course has been set up and is ready for their review. New courses and courses that are modified over 50% from a previous semester will be peer reviewed during the next semester in which the course is offered.

First Assignment

During the first week of the semester, students in online courses only must complete a mandatory icebreaker assignment. This assignment will be loaded into the Blackboard course by the Blackboard administrator. This assignment acts as the attendance flag for online students. Students that do not complete the icebreaker within the first 10% of the course will be dropped from the course. Syllabus – Additional items may be required for online, NCVIP and hybrid courses. Please see the Director of Distance Learning for an updated list of required syllabus items.

Evaluation of Distance Education Courses

Off Campus NCVIP Courses

Off-campus NCVIP students will be provided an instructor evaluation form by the room facilitator at the same time as the on-campus students. The room facilitator will collect the completed forms and will send them to the Assistant to the Vice President of Instruction who will include them with the on-campus student evaluations of the instructor.

Online and Hybrid Courses

Students taking online and hybrid courses will be provided an instructor evaluation form online during the last three weeks of the semester. Most evaluations will be completed using Blackboard's Enterprise Survey tool, while some may utilize Survey Monkey, if necessary. After the evaluation is completed in by the student, it will be processed and included in the on-campus student evaluations of the instructor.

Every online and hybrid course will be peer-reviewed using MCC's Online Course Expectations rubric (see appendix).

Online course observations are included in the annual performance review process and conducted in March by the Vice President of Instruction, Director of Distance Learning or designee. Student evaluations of instruction are also included in the annual performance review process.

New Instructor Hires and the Quality Enhancement Plan as it relates to Distance Ed.

The College's Quality Enhancement Plan is "strengthening the online student learning environment at Montgomery Community College." One of the identified ways we are working to achieve a stronger online student learning environment is by having qualified and properly trained instructors. Further, having properly qualified and skilled instructors is also an essential and significant component to achieving the College's mission to "provide quality educational opportunities," regardless of delivery modality.

Adequate consideration by the search committee and/or Department Chair/Director must be given to an instructor candidate's education level, prior teaching experience, prior related work experience (if any) and the particular vacancy which the college is trying to fill. Specific contemplation about MCC's vacancy should include not only the topic to be taught, but also the delivery modality of the course(s).

Online instruction has grown in popularity in the last two decades. Teaching in a seated classroom is not the same as teaching online. Online and/or hybrid instructors not only have to be knowledgeable in their topic area, but also need to have technology skills, be competent and comfortable with email and video conferencing tools, as well as a desire to stay up-to-date with new instructional technology tools.

All new instructors, regardless of their classification (full-time, permanent part-time, and/or adjunct) should be identified no less than 45 to 60 days ahead of the semester in which they will teach. Ample time is needed for various processes that follow the actual identification of new instructors; potential supplemental training for our Learning Management System is just one example where short-turnaround time in new hires is nonproductive.

Once a new instructor has been identified, upon following the appropriate hiring process outlined in the Board Policy manual, the Department Chair/Director will immediately notify the Director of Distance Learning. The Director of Distance Learning will discuss with the Department Chair/Director what courses and delivery modalities the new instructor will be handling in the upcoming semester. If the new instructor will be teaching online, hybrid and/or using our Learning Management System as a supplement for a seated class, then the Director of Distance Learning will promptly reach out to the new instructor. The initial contact will include a survey to assess the new instructor's skill level for online instruction and experience with our Learning Management System.

Upon completion of the survey and based on the assessed needs, the Director of Distance Learning will enroll the new instructor in the appropriate online orientation training, which is conducted via our Learning Management System. The survey may identify several online teaching modules which the new instructor requires in order to be ready to teach at MCC online. Thus, as mentioned above, hiring an instructor who has no previous online instruction experience or who is not skilled with technology only a few days ahead of the start of the semester will not yield a positive result.

It is the QEP Implementation Committee's hope that hiring qualified instructors for online and hybrid instruction, as well as providing in-house professional development/training for these modalities will help our students be more successful in their courses.

New Students *New Students to MCC*

The College's Quality Enhancement Plan is "strengthening the online student learning environment at Montgomery Community College." One of the identified ways we are working to achieve a stronger online student learning environment is by early identification of new online students.

The Office of Distance Learning is pulling a newly registered student list from Informer on a weekly basis. Student email accounts for the new students are created, and they are enrolled in the Online Orientation Course in our Learning Management System. The Director of Distance Learning then sends the new students a letter which contains information about their student email account, the orientation course, and the services of the CATS lab. The letter instructs them on how to access the email and the course, as well as advises them to go ahead now ahead of the start of the semester, to complete the orientation course in order to be better prepared.

Assuming the new student follows the advice given, the Director monitors their participation in the online course, and provides encouragement and assistance as needed. If the Director identifies a student that is struggling with the online orientation course, she will relay this information on to their respective advisor.

It is the QEP Implementation Committee's hope that by providing new students early familiarization through the online orientation and the CATS Lab introduction that they will be better prepared and more successful at MCC.

Bookstore

Montgomery Community College contracts with E-Campus to provide textbooks and supplies. E-campus is an online vendor and their website is available through Montgomery Community College's home page, bookstore link, or at montgomery.ecampus.com.

The General Store located on the Montgomery Community College campus is owned and operated by Montgomery Community College and is open according to its posted schedule. The on-campus store offers school supplies, memorabilia, and some program-specific supplies for students. Help is also available with ordering books from E-Campus. Additional services offered by the bookstore include a return and book buy-back policy.

Drug Free Workplace

It is a policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the college's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action up to and including termination. (The complete Drug-Free Workplace Policy can be found in the MCC Board Policy Manual.)

Evaluation – Personnel

The evaluation of instructor performance is an ongoing process and serves as a tool for self-improvement in the areas of teaching performance, program and department effectiveness, and institutional cooperation. It is also used by the administration in the decision-making process.

The procedures for evaluation of distance learning faculty and off-campus faculty are the same as those used for evaluating all faculty. All full-time and permanent part-time instructors will be observed by the Vice President of Instruction or designee once during the semester. All new part-time curriculum instructors will be observed at least one (1) time during the semester by the appropriate supervisor. Observations and evaluations of full-time and permanent part-time instructors will be included in an annual performance evaluation conducted in March by the appropriate supervisor.

A copy of each instructor's annual performance evaluation will be placed in his/her master personnel file in the Business Office.

On-Campus Courses

All instructors are evaluated electronically by the students they teach at the end of each semester/session, excluding summer. Each instructor is evaluated by the students in selected classes they teach including day, evening, and distance education courses.

The evaluations are reviewed by the appropriate supervisors and shared with the Department Chair/Director. Evaluation copies are stored for five years. Evaluations of all instructors are also reviewed by the President.

Off-Campus NCVIP Courses

Off-campus NCVIP students will be provided an instructor evaluation form by the room facilitator at the same time as the on-campus students. The room facilitator will collect the completed forms and mail them to the Assistant to the VP of Instruction at MCC who will include them with the on-campus student evaluations of the instructor.

Online Courses

Students taking online courses will be provided an instructor evaluation form online near the end of the term. The Coordinator of Institutional Effectiveness will compile the survey results and forward them to the Vice President of Instruction who will review and disseminate the results to the appropriate supervisor.

Observations and evaluations are included in an annual performance review conducted in March by the Vice President of Instruction or designee.

Program Evaluation/Review

The strength of the college is based on program viability, quality, and growth. The Vice President of Instruction, Dean, and Department Chair/Director, with the assistance of the Coordinator of Institutional Effectiveness, is responsible for conducting an evaluation of each curriculum program. This will occur on a three-year cycle to include all programs.

Academic Program Review is a summary of divisional program activities, objectives, and performance standards measuring the strength of a curriculum program. Major considerations include enrollment, program cost, FTE, goal achievements (program and student), job placement, program quality, and other institutional effectiveness criteria. Other considerations include community, business and industry needs, and requirements. From these, a program profile can be outlined for program improvements, objectives and activities. The Academic Program Review for each program is due to the Vice President of Instruction in November.

Program Viability Review occurs when circumstances and/or conditions identified by the Program Review Report or another data review separate from the Program Review cycle shows a threat to the

viability of a program. When this occurs, a special process will be initiated by the Vice President of Instruction with assistance from the appropriate Dean and Coordinator of Institutional Effectiveness. A Program Vitality Review Action Plan will be implemented. The Department Chair/Director will be responsible for implementing the action plan.

At the conclusion of the process, a recommendation concerning the program's status will be made. Decisions could include revitalization, suspension, or conversion to Continuing Education.

LIVE PROJECTS

A. Legal Basis

According to State Board Policy, “Live Projects” are defined “as (1) educational programs in which students repair or remodel equipment not owned by the College, or (2) educational programs producing goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activity of students.”

In the case of (1) above, the owner of the equipment must supply or pay for all parts required.

In the case of (2) above, the following regulations apply:

- Where federal programs are involved, federal regulations do not permit goods to be sold. In such programs, goods produced may be used for the benefit of the institution or donated to another non-profit charitable or educational agency or institution.
- For live projects that involve the purchase of equipment from the State or Federal surplus property agency, the repair of this equipment, and its sale as surplus under the regulations of the State Division of Purchase and Contract, the proceeds of such sales shall be deposited with the State Board of Community Colleges and credited to the equipment budget of the institution.
- When no charge is made by the college to the student or employee for college owned supplies used in the production of a good or service, the product becomes the property of the college and is subject to disposal or use by the college as the President may direct, subject to compliance with all laws and state regulations. Goods and services produced from college-owned materials may be sold by the college at a fair market price based on quality and volume. Sale prices will be recommended by the instructor in charge. Receipts will be deposited to the appropriate departmental supply budget.

It is not the intent of the programs at Montgomery Community College to be of a production nature, but in that some projects require costly supplies and materials, it is simply sound economic policy to dispose of these products in such a way as to replenish supplies and materials when possible. Monetary gain is not the objective in the disposal of goods and services.

B. Philosophy and Criteria for Approval

Live projects are deemed necessary in order to provide realistic experiences in specific program areas in which there are currently limited training opportunities available. The utilization of live projects for a curriculum program shall be based on:

- projects that are appropriate to the current subject material being taught;
- projects that facilitate meeting current course objectives; and
- projects that can reasonably be accomplished given the time constraints of the current subject matter.

The clientele served in providing laboratory experiences for students by carrying on live projects shall be limited to students, employees, advisory committee members, trustees, foundation board members

of the college as far as possible.

When these projects do not provide sufficient experiences to carry out educational programs, clients may be selected from the general public on a first-come-first-served basis. Priority is given to currently enrolled students in the curriculum where the live project is being done.

C. In-Class Students and Advisory Committee Members

The classroom instructor will approve all class and live projects for currently enrolled students and advisory committee members of that program. The responsibility for determining the appropriateness of any work shall rest with the instructor.

D. Montgomery Community College Students, Employees and Community

All Montgomery Community College students, employees, as well as members of the community (business and general public), must have projects approved by the appropriate instructor, Vice President of Instruction and President according to the philosophy and criteria for approval for the project.

E. Board of Trustees, and Foundation Board of Directors

Requests for live projects for members of the Montgomery Community College Board of Trustees, Foundation Board of Directors, and profit-making organizations must be made through the President of the College and approved according to the philosophy and criteria for approval for the project by the instructor, Vice President of Instruction and President.

F. In-House Requests for Live Projects

All work projects dealing with College equipment or buildings must be approved by the appropriate instructor, Vice President of Administrative Services, Vice President of Instruction and President.

G. Emergency Live Projects

Live projects which are determined to be emergencies revolve around incidents in which functions or components of a home or vehicle become inoperable or nonfunctional and commercial help is not available for such a time period as to create a severe hardship on the party affected. Emergency Live Project Requests will be approved by the appropriate instructor, Vice President of Instruction and President.

PROCEDURES FOR LIVE PROJECTS

A. Requests for Live Projects

All requests for work produced through live projects must be submitted through appropriate personnel according to sections C, D, E, F or G in the Montgomery Community College Board Policy Manual, 473.00 Live Projects. Requests will be submitted on the **MCC LIVE PROJECT REQUEST FORM**. Students enrolled in the curriculum will be exempt from completing a form for each project required during the semester but must sign a Waiver of Responsibility and Liability Statement releasing the College from responsibility and liability of student projects. The instructor will notify the person requesting the job whether or not the job is accepted, the estimated starting and completion date, and any parts or materials to be supplied by the person requesting the work done.

B. Payment for Live Projects

Clients shall pay for all materials, supplies, and travel involved in completing a project. The student shall not charge for services rendered, but only for the costs of materials utilized. The ownership of the interim product shall be solely that of the client. If the student opts to have a duplicate interim product, he/she shall save and produce for the client all receipts for purchase relating to the duplicate interim product.

Curriculum supplies used solely as teaching aids will not be subject to billing provided they remain the property of the college or are expendable.

Costs are to be paid directly to the Business Office before the project can be released. The Business Office will issue a validated receipt after payment, which must be presented to the appropriate instructor as a basis for releasing the project. If there are no expenses, the individual retaining the REQUEST FOR LIVE PROJECT FORM will go directly to the appropriate instructor for release of the project.

This instructor may, at his/her sole discretion, order necessary supplies directly from the supplier as long as those costs involved are repaid prior to release of the project.

Expenses dealing with travel to and from an off-campus live project in a private vehicle by an employee will require payment by the project owner to the Business Office for the mileage involved at the current state rate for private vehicles. Instructors will file the standard Reimbursement for Expense form through the Business Office the day the project is completed. Situations dealing with a student's expense in traveling to a live project will be handled on an individual basis between the Lead Instructor and the student.

No instructor or other employee of the college is to receive personal monetary gain from live projects or other activities in relationship to their employment with the college other than salaries and benefits, which are paid to them by the college.

Instructor-Furnished Demonstration Items

In select vocational and technical fields, some instructors operate private businesses/services in the same industry as the subject they teach. Demonstration items in possession of such an instructor, belonging to his/her customers, can play a significant role in providing students selective experience in their area of study. Such demonstration items used to introduce a specific procedure and items, which are rare, add to the quality of instruction.

This method of teaching not only provides a broader insight into the subject but also assists the college financially since the availability of such items and materials required are free to the school. In some instances, the cost of such demonstration items could exceed the cost the college is able to finance. Often it is difficult for instructors (through normal channels) to obtain the necessary demonstration items required, both in quantity and quality, to perform adequate demonstrations. This fact is particularly true when dealing with specialized programs. When the instructor can provide such items from his/her related business, it is a definite advantage to the program involved.

Based upon the preceding statements, it has been determined that on rare occasions such activity may exist at Montgomery Community College, provided that such demonstrations are in direct support of the program involved do not violate the live project guidelines, and the instructor does not expend any Montgomery Community College resources other than the demonstration time required. The disposition of such demonstration items will be left to the discretion of the instructor involved.

College facilities and equipment will not be used by non-students, students, or employees except for instructional purposes and for the operation of the college

The instructor must request and obtain, in writing, permission from the Vice President of Instruction to use special demonstration items.

Procedure for New Program and/or Program Concentration Application

Recommendations for new curriculum programs and/or program concentrations may be made at any time during the academic year by MCC faculty, staff, or administration. Recommendations are taken to the MCC Instructional and Student Services Committee for discussion, and new programs considered to be viable are then recommended to the MCC Planning Council, the President's Cabinet and Board of Trustees.

New program and program concentrations must follow the application process outlined by the North Carolina Community College System. Once the college has identified a new program or program concentration to be pursued, the new program application process is coordinated by the Vice President of Instruction in conjunction with the appropriate dean and/or Department Chair/Director. The Coordinator of Institutional Effectiveness is involved in new program or program concentration development because SACSCOC also has Substantive Change Policies related to such which may need to be administered.

Preparation should occur between October and March and submitted to the NCCCS in March or April for action by the State Board of Community Colleges and for program implementation, if approved, the following fall semester. New programming that is substantially different from existing programs may also require SACS pre-approval. If so, SACS requires submission of a Prospectus 9 months ahead of the planned implementation.

Procedure for Curriculum Program Changes

A Department Chair/Director may request changes to his/her program through the Dean and Vice President of Instruction. After review, the Vice President of Instruction will present changes to the Instructional and Student Services Committee and college President. Changes must be recommended as a result of program review or action by the North Carolina Community College System and have advisory committee input.

Once a decision has been made to change the program of study, requested changes must be submitted

though the NCCCS Programs of Study Maintenance computer program for approval by the NCCCS. The dates for submission of program changes are by the following dates: by June 15 to be effective fall semester; by November 15 to be effective spring semester; and by March 15 to be effective summer session.

STUDENT SERVICES

Student Services Functions and Services

Student Services functions and services, as described below, implement the comprehensive goal of student services as an educational and learning process designed to ensure academic success and personal development of all students. The Student Services Division shares the critical task of facilitating or directly bringing the resources of the college to bear on the educationally-related needs of the students.

Student Services provides or assists in providing the following functions and services in the context of a campus-wide, shared commitment to the success of students. It is through a philosophy of partnerships and collaboration that Montgomery Community College can facilitate the achievement of its students' aspirations and goals.

Student Services helps provide for five (5) basic institutional functions:

1. Preparation for academic success
2. Academic support services for enrolled students
3. Enrollment management
4. Administrative services
5. Transition to work and further education

The following services listed under each function are focused on the development of students as individuals and as group members.

1. Function: Preparation for Academic Success

Services

Admissions counseling
Career planning/educational counseling
Financial aid
Orientation
Personal counseling
Placement testing
Services to students with special needs
Transitional services to high school students' Veteran services

2. Function: Academic Support Services for Enrolled Students

Services

Health services information
Housing information
Monitoring academic progress
Promoting good study skills
Tutoring programs
Transitional (refresher) courses/workshops

3. Function: Enrollment Management

Services

Public relations
Recruitment
Retention

4. Function: Administrative Services

Services

General college policies
Graduation services
Institutional & community committees
Institutional, state, federal, & SACS reports
International students
Managing human & physical resources
Planning and evaluation
Registration
Staff development
Student discipline & grievance
Student records

5. Function: Transition to Work and Further Education

Services

Educational institutions
Employment skills workshops
Job development & placement
On-campus visits from four-year institutions
Recommendations & transcripts
Transfer articulation & counseling to employers & other agencies

Procedures Relating to Instructors

Admissions: An Open Door Policy

Montgomery Community College operates with an open door policy. This policy guarantees that anyone who is 18 years old or older will be appropriately served in keeping with his/her needs and goals. There may be restrictions on admissions to specific programs. However, these restrictions are flexible enough to allow students to improve their educational skills and earn admission into curriculum programs. Some programs have a limited enrollment and the college reserves the right to adhere to these limits; however, no student will be turned away. The college may encourage the student to enroll in required general education courses in his/her desired program of study while waiting for admission to a specific program.

Admission of Students into Class

On the first day of class for each term, you will be given an “Unofficial Class Roster” for each of your classes. Please check each student’s registration receipt and schedule to make sure that they are in the correct class, section, etc. If you have a student who does not have a registration receipt, send them to Student Services immediately. Also, if you have a student who has a registration receipt but whose name is not on your roster, notify the Assistant Registrar. It is imperative that you maintain accurate records on attendance and registration. Many MCC students receive veteran benefits or some type of financial assistance. If these students receive an overpayment of funds due to an inaccurate account of attendance or registration, you may be liable for the overpayment. If you have any questions or doubts, please contact the Assistant Registrar.

Attendance of Students in Class

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. All absences will be evaluated by the instructor of the class which the student has missed. Individual instructors will determine whether absences are excused or unexcused. Students who anticipate an absence should contact the instructor before the class meets.

Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. **To receive credit for a course, a student must attend 80 percent of class and 80 percent of lab hours. When absences total more than 20 percent of class time, a student may be dropped from a class.** If extenuating circumstances exist, the drop may be waived by the Vice President of Instruction.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20 percent of the class. **Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.**

Unofficial Drop Notice

Unofficial drops may be made by the instructor. If a student stops attending your class and does not notify you or fails to officially withdraw from class/classes in writing, then you need to follow the "Two Rule" procedure outlined as follows:

1. If a student misses two (2) classes, contact the Director of Counseling Services for follow-up.
2. If a student misses two (2) weeks of class, drop the student from your roster by completing an Unofficial Drop Form and returning it to the Enrollment Coordinator. The grade for an unofficial drop is "F."

It is imperative that you notify the Enrollment Coordinator when a student is no longer attending your class. Failure to do so may create an overpayment with the Veterans Administration or a sponsoring financial aid agency and you may be held responsible for this overpayment if the proper agency is not notified within 30 days.

To avoid liability for a financial aid overpayment, also follow the "Two Rule":

1. If a student misses two (2) classes, contact the Director of Counseling Services for follow-up.
2. If a student misses two (2) weeks of class, drop the student from your roster by completing an Unofficial Drop Form and returning it to the Enrollment Coordinator. The grade for an unofficial drop is "F."

Official Withdrawal

All students officially withdrawing prior to the 75% point of the term will receive a grade of "W" for all classes in which they are enrolled. After the 75% point of the term, instructors must decide on the proper grade (withdrawal or failure). Please consider extenuating circumstances and reasons carefully. The reason must be stated on the withdrawal form or on an attached note signed or approved by you if a non-punitive grade (W) is given. Note (Board Policy): All special credit students will receive a grade of "W" (withdrawal) no matter when they drop or stop attending class.

Official Class Roster

MCC's curriculum budget is based on the number of full-time equivalent (FTE) students enrolled in classes at the 10% period each term. An official roster for each of your classes will be sent to you by the Assistant Registrar; each roster includes a census/10% date. You will record an entry date and attendance for each student listed on the roster. After each class has met on its 10% date, you will sign and date the roster in the appropriate space and will submit a copy to the Assistant Registrar.

This copy will serve as your 10% attendance report and will be used to help ensure that MCC will receive credit on our FTE report to the North Carolina Community College System Office.

You will continue to record attendance on your copy of the roster. At the end of the term, you will add the students' grades, sign and date each roster in the appropriate space, and submit your completed rosters to the Assistant Registrar within 24 hours after each class meets for the last time. Include the appropriate grade ("W," "F," or "FA") for students listed on the report who have withdrawn or have been dropped during the term. You should make a copy of each of your final rosters for your records and maintain the copy on file for one year in case there are questions about grades or attendance. After that time, you may shred the old rosters. (Shredding is necessary since the rosters include grades). We maintain the original copy on file in Student Services.

Advanced Placement

High school students enrolled in tech/prep articulated curricula should make a request to the Assistant Registrar for advanced placement by May 15 of each year. The Advanced Placement Examination forms are available in Student Services.

At Risk Students

The Director of Counseling Services will send you a "Student Referral Form" approximately three to four weeks into the term. If a student is having academic or personal problems, please submit this information to the Director of Counseling Services. After this time period, contact the Director of Counseling Services directly for assistance.

Course Repeat Policy

A student may repeat courses in which he/she has earned a grade below a "C" in an effort to earn a higher grade or raise the overall grade point average. The higher of the grades will be used as the grade of record in computing the cumulative grade point average. All grades received will remain on the student's transcript. A student may repeat for credit or audit a course in which he/she has made a "C" or higher or has previously audited only one time in a five-year period. A course may not be taken twice during the same term on either a credit or at audit basis. However, a student may add to his/her mastery of course content by enrolling for the class upon recommendation of the instructor and approval by the Vice President of Instruction. Regular tuition charges apply for students repeating the class excessively and the College may not report membership hours. Any student who has completed a course with a grade of "C" or better may not displace a new student for the course.

Credit-By-Examination

Students must register for the course for which they desire to attempt the credit-by-examination. The course must appear on the class schedule for that term. Only extenuating circumstances concerning graduation requirements may allow the examination to be given at other times. Special certification showing graduation need must be obtained by the Assistant Registrar.

The credit-by-examination may only be attempted once for each course. A student who has previously received a grade of "D," "F," "FA," or "I" for the course is not eligible to attempt a credit-by-examination for that course. Students may not complete more than 25% of the course work required for their curriculum through credit-by-examination.

The credit-by-examination should be completed by the 10% period of the term of application for credit to be awarded. A passing grade of 78% is required for credit to be awarded. The recorded grade is CE and carries no grade points. Credit hours are not used in computing financial aid or veteran assistance awards.

The instructor will report the grade to the Assistant Registrar within 24 hours after giving the examination. Upon successful completion of the examination, it is the student's responsibility to complete a drop/add form. Tuition refunds will not be given for credit hours earned through credit-by-examination.

Grading Procedures

An explanation of the grading system is found in the college catalog. Any deviations from this system should be approved by your supervisor and explained in writing to your class. Note (Board Policy): All special credit students will receive a grade of "W" (withdrawal) no matter when they drop or stop attending class.

Independent Study

Students may, if unusual circumstances exist, register for independent study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, divisional chairperson and the Vice President of Instruction. Completed applications should be submitted to the Assistant Registrar at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the independent study class and must meet with the instructor at least once prior to the 10% date for the class. Students not following these procedures will be dropped from the independent study class. The student's registration form will show "TBA" (To Be Announced) for the scheduled time for the independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran's benefits or financial aid are not eligible for independent study for pay purposes except when approved for special study in developmental courses.

Communications/Telephone Calls/Messages

Communications

During the day, please notify the appropriate administrative assistant in your area when you are away from your office or assigned classroom area for an extended period of time -- breaks, lunch, meetings, etc. or whenever you leave campus. The administrative assistant or the receptionist should know where you are when on campus in order to provide proper information to students, MCC personnel, general public, or your family in an expedient, professional manner. Additionally, it provides a quick way to locate you in case of an emergency.

Special Meetings/Events/Visitors

When you are involved with a special meeting, event or expecting a visitor, please notify the receptionist at the Information Desk in Building 100. The receptionist will post this information so it can be taken care of in an expedient manner.

For Support Personnel & Faculty

Telephone calls will be sent directly to your extension whenever possible. Callers may leave messages through your voice mailbox. Remember to check for messages regularly.

Calls for college personnel without a telephone extension may be directed to the Assistant to the VP of Instruction from 8 a.m. until 5 p.m.; calls occurring between 5 p.m. and 9 p.m. may be handled by the evening receptionist at the Information Desk. Please contact the receptionist to receive your messages.

For Students

Only emergency messages or calls will be delivered. All other messages will be posted on the Student Message Board in Student Services. This board should be checked regularly for non-emergency messages. Students are not to use the telephone in employee and shop areas; these phones are for business use only.

Student Code of Conduct/Student Discipline

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits.

The Student Code is directed toward breeches of the Articles of Student Conduct as set forth below. Any administration of this Code of Ethics must bear the responsibility of interpretation of general principles to specific situations. In addition to the Articles listed below, students who engage in acts such as stealing, gambling, profane language, offensive or inappropriate behavior, and personal abuses are liable for disciplinary action stated in the Student Code.

ARTICLES OF STUDENT CONDUCT

A. Disruption of the Educational Process

A student shall not, by use of violence, or force, noise or coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption or obstruction of any lawful mission, process, or function of the College. Further, a student shall not engage in any conduct for the purpose of causing a disruption or obstruction of any lawful mission, process or function of the College, if such a disruption or obstruction is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the College if a disruption or obstruction is reasonably certain to result from his/her urging.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting the operation or function of the College.

1. Occupation of any building or part thereof, with intent to deprive others of its use;
2. Blocking the entrance or exit of any building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room;
3. Setting fire to or by any other means destroying or substantially damaging any building or property of others on college premises; Any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or the college campus.
4. Prevention of, or attempt to prevent, by physical act, personal conduct, or personal habits the attending, convening, continuation, or orderly conduct of any class or activity or of any lawful meeting of assembly on or off campus; and
5. Blocking pedestrian or vehicular traffic on or into any part of the campus.

6. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; or remaining at the scene of such an assembly after being asked to leave by a representative of the College.

Additionally, students are prohibited from engaging in any conduct which materially and adversely affects the educational process including the following:

1. Trespass which includes unauthorized entry or presence on the property of the College or a college facility or any portion thereof to which entry or presence has been restricted.
2. Lewd or indecent conduct on college premises or at college-sponsored functions.
3. Setting off a fire alarm or using or tampering with any fire safety equipment on college premises or at college-sponsored functions except with reasonable belief in the need for such alarm or equipment.
4. Smoking and using other forms of tobacco products is prohibited in all campus buildings, facilities or property owned, leased or operated by MCC, including outside areas; on campus grounds or facilities that are the property of the college; in school-owned vehicles; and at lectures, conferences, meetings and social/cultural events held on college property or campus grounds.
5. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
6. Failure to comply with instructions of college officials acting in performance of their duties.

B. Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property, or steal or attempt to steal private property, either on the campus or during a college activity, function, or event off campus. Damage, misuse, or theft involving private property shall be a basis for disciplinary action.

C. Assault or Mental or Physical Abuse of Another Person

A student shall not intentionally physically or verbally assault, do bodily injury, cause mental or physical abuse or behave in such a way as could reasonably cause injury to any person either on campus or off campus at an institutional activity, function, or event. A student is expected to exercise self-discipline and display courtesy expected of mature adults when dealing with others in a college environment. Actions of self-defense or those undertaken on the reasonable belief that it was necessary to protect some other person are not to be considered an intentional act under this rule.

D. Sexual Offense Policy (Assault/Harassment)

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000 and the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. Section 1092), MCC recognizes that sexual offenses and harassment, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College. The Acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained.

The Acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. MCC will support this policy and increase awareness through educational brochures, handouts, special literature, information sessions, and counseling, as well as providing services and resources for victims. All persons found in violation of this policy shall be subject to disciplinary

action up to and including suspension or expulsion from the College. All College employees found in violation of this policy shall be subject to disciplinary action up to and including termination.

Note: The North Carolina State Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:

1. State websites: <http://www.fbi.gov/hq/cid/cac/registry.htm>
2. National Sex Offender Public Registry: <http://www.nsopw.gov>
3. NC Sex Offender and Public Protection Registry: www.ncfindoffender.gov
4. Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-576-6222, Ext. 225), the Counselor (910-576-6222, Ext. 210), the Receptionist (910-576-6222, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

Additionally, it is the policy of the College to encourage the reporting of any incident of sexual harassment and to provide just procedure for the presentation, consideration, and disposition of sexual harassment grievances. The College further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

Disciplinary Action for Sexual Offense(s)/Harassment All persons found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any college employee found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the Student Handbook and for employees in this policy as outlined below. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have others present during campus disciplinary proceedings. All parties will be informed of the determination or outcome and will have the right to appeal. Upon final determination, corrective actions will be implemented. The College will assist either party in making changes to their academic situation if deemed necessary and if the request is a reasonable option. The College will retain as confidential all documentation of allegations, investigations, and determinations.

In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the

Equal Employment Opportunity Officer (EEO). Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the written complaint may be made directly to the Equal Employment Opportunity Officer.

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days. When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting will be held within five days of written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.

If the findings and recommendations of the supervisor and the EEO are not satisfactory to the employee, the employee may within ten days appeal the decision in writing to a personnel action committee appointed by the Equal Employment Opportunity Officer and the President within five days of receipt of complaint. A committee of five employees to review the complaint will be appointed. This committee will consist of at least three peers when possible and include at least one representative from the same category as the person filing the complaint. The employee will be notified in writing of a scheduled meeting of this committee within five days after the committee is appointed. The Human Resources Coordinator will serve as the hearing officer and preside at all meetings. This personnel action committee shall meet with the employee within five days after written notice of the meeting is presented.

If the findings and recommendations of the committee are not satisfactory to the employee, the employee has ten days to appeal in writing to the President of the College. The President will within five days notify the employee in writing of a meeting date and time to review the complaint. This meeting shall be scheduled no later than ten days following appeal to the President. If a satisfactory solution is not agreed upon, the employee may, within ten days, appeal in writing to the Personnel Committee of the Board of Trustees. The Personnel Committee will establish a meeting date and time and give the employee written notice of it within ten days of receipt of the appeal. This meeting shall be held within ten days of the written notice of said meeting.

E. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle or transmit an object that can reasonably be considered a weapon on campus or off campus at an institutional activity, function, or event. MCC adheres to the [North Carolina State General Statutes \(G.S. 14-269.2\)](#) regarding weapons on campus or other educational property. The law reads:

It shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14- 284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private educational institution.

For the purpose of this section, a self-opening or switch-blade knife is defined as a knife containing a blade or blades which opens automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except unaltered nail files and clips and tools used

solely for preparation of food, instruction and maintenance.

This section shall not apply to the following persons: officers and enlisted personnel of the armed forces of the U. S. when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, officers and soldiers of the militia and the national guard when called into actual service, officers of the State, or any of any county, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps (ROTC) and who are required to carry arms or weapons in the discharge of their official class duties and any private police employed by the administration or board of trustees of any public or private institution of higher education when acting in the discharge of their duties.

Any person violating the provision of this section shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500) fine or six-months imprisonment.

For more detailed information regarding weapons on campus or other educational property, visit <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=14-269.2> to read the full statute.

F. Drug & Alcohol Policy

In accordance with the Drug Free Workplace Act of 1998 and the Drug Free Schools and Communities' Act of 1989 (Public Law 101–226) as well as Underage Drinking Laws and the laws of the state of North Carolina, the college has endorsed the following drug and alcohol policy:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activity.

A person shall not knowingly distribute, dispense, possess, use, or be under the influence of alcohol, any illegal drug, or narcotic or marijuana or any other controlled substance on the campus or off the campus at an institutional activity, function, or event.

Any student who violates the terms of this policy may be suspended or expelled from the College in accordance with the Student Code or may be required to or requested to participate in a drug abuse assistance and rehabilitation program approved by the Board of Trustees. If the student fails to satisfactorily participate in such a program, the student shall be suspended or expelled from the College in accordance with the Student Code. If an employee fails to participate in such a program, termination may be the end result.

The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this rule may result in suspension or expulsion from the College on the first offense.

1. MCC does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued or re-enrollment or continued employment at the College.
4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
6. If any employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued enrollment or employment at the College.
7. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina.
8. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Note: An educational program/course that requires the use of alcohol or the display of controlled substances as part of course content is exempt from the Drug and Alcohol Policy. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

For additional information, please go to college web site at www.montgomery.edu and click on the Campus Security Report link.

G. Academic Dishonesty

At MCC, it is our desire to maintain the highest degree of academic integrity. To that end, academic dishonesty in any form will be considered as a violation of the Student Code.

1. **Cheating.** Students shall not intentionally use or attempt to use unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
2. **Fabrication and Falsification.** No student shall intentionally alter or invent any information or citation in an academic exercise. Falsification refers to the alteration of information; fabrication refers to the invention or counterfeiting of information.
3. **Multiple Submissions.** Students shall not submit substantial portions of the same academic work (including oral reports) for credit more than once without instructor permission or authorization.
4. **Plagiarism.** Students shall not intentionally present the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.
5. **Abuse of Academic Materials.** No student shall intentionally abuse, cause destruction, steal or conceal library or other resource materials.
6. **Complicity in Academic Dishonesty.** No student shall intentionally help or attempt to help another person to commit an act of academic dishonesty.

DISCIPLINARY ACTION

Any breach of the above stated code shall be interpreted as an offense to the body politic of MCC and shall be dealt with as set forth below.

Disciplinary action (sanctions) resulting from the violation of any aspect of the Articles of Student Conduct are listed below.

- i. The focus of responsibility for non-academic student discipline that affects an individual's welfare and is not directly related to academic activities of the College resides initially with the Coordinator of Campus Life, in consultation with the Vice President of Student Services; final authority rests with the Vice President.
- ii. The focus of responsibility for academic discipline directly related to the teaching/learning process resides with the Vice President of Instruction.

The Vice President/designee shall be responsible for investigating any written allegation against a student by any employee or student for inappropriate and unacceptable behavior for, but not limited to, the violation of published rules and regulations of the College. The Vice President has the authority to probate, suspend, or expel a student. Additionally, the Vice President has the authority to restrict the student's movement and access to campus facilities. In the event of probation, suspension, or expulsion, the student will be informed in writing of the Appeals Procedure for Disciplinary Action by the appropriate Vice President. In the event of expulsion, a report will be filed with the President.

Charges

Any administrative official, faculty member, or student may file charges with the appropriate Vice President against any student or student organization for violations of college regulations. The individual(s) making the charge must submit a written statement which includes:

1. The name of the student(s) involved;
2. The specific code(s) of conduct violated;
3. A description of the incident(s), including the time, place, and date of the incident(s);
4. Names of person(s) directly involved or witnesses to the incident(s);

5. Any action taken related to the matter; and
6. Desired solution(s).

Preliminary Investigation

Within five (5) working days after the charge is filed, the Vice President/designee shall complete a preliminary investigation of the charge which shall include a meeting with the student. During the meeting with the Vice President, the student shall be confronted with the evidence against him and shall be given the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Vice President/designee or where the student refuses to cooperate, the Vice President/designee shall send a certified letter to the student's last known address which shall inform the student of the charges, the results of the Vice President's/designee's preliminary investigation, the Vice President's decision, and the appeals process.

Vice President's Decision

Within five (5) business days after the charge is filed, the Vice President shall present a final decision to the student, which shall include a statement of the determination of whether the student violated the Student Code.

1. If the Vice President determines that the student has violated the Student Code, the decision shall include: (a) a statement of the specific provision(s) of the Code that the student violated; (b) a statement of sanctions imposed; (c) a statement of the student's right to appeal the decision; and (d) instructions governing the appeals process.
2. If the Vice President determines that the student did NOT violate a provision of the Code, the decision shall state that the charge has been dismissed.

Sanctions

1. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, college personnel, or students.
2. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
3. Withholding Diploma, Grades, Transcript, or Right to Register: Imposed when financial obligations to the College are not met.
4. Verbal Reprimand: A warning to a student against violating the Student Code from an instructor or administrative official at the College.
5. Written Reprimand: A written communication which gives official notice to the student that he/she has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.
6. Probation: The student continues to attend class subject to written restrictions and/or conditions. The written restriction(s) serve as official notice to the student that he/she has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.
7. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
8. Suspension: Exclusion from class/classes and/or all other privileges or activities of the College for a specified period of time. Students who receive written notification of this sanction must get specific written permission from the Vice President of Student Services before returning to class and may be required to attend a counseling session with the MCC counseling staff.
9. Expulsion: Dismissing a student from campus (in writing) for an indefinite period. The student loses his or her student status. The student may be readmitted to the College only with the approval of the President.

10. Group Probation: May be issued to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. Group Restriction: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
12. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.

Appeals Procedures for Disciplinary Action

In any case in which a student receives disciplinary action, the student has the right to appeal the decision in writing within five (5) business days of receipt of the decision to the President of the College. The President will call into session a Disciplinary Review Committee to hear the case and make appropriate recommendations back to the Vice President of Student Services.

- A. The Disciplinary Review Committee (with members and Chairperson appointed by the President) shall be composed of two (2) SGA officers or senators, two (2) faculty members, and two (2) non-instructional staff members.
- B. The chairperson is responsible for notifying the accused, the accuser, all witnesses, Vice President of Instruction and Vice President of Student Services of the time of the hearing, giving five (5) business days' notice. The chairperson will also notify the Vice President of Student Services, the accuser, and the President concerning the committee's recommendation(s).
- C. The hearing must be completed within five (5) business days after notification by the President.
- D. All relevant information will be presented by the Vice President of Student Services or witnesses of his/her choosing.
- E. The student has the right to hear all evidence against them, to face and question their accuser, to have assistance of counsel, an advisor of his/her own choice and two witnesses. Failure of the student to appear at the hearing will not prevent the committee from hearing the evidence.
- F. The Vice President of Student Services will review the recommendations of the committee and may make appropriate changes he/she deems necessary. This must be done within two (2) business days after receiving the committee's recommendations and a formal response submitted to the President.
- G. The President will review all findings from the committee and the Vice President and issue a final ruling within five (5) business days of receiving the final report from the Vice President. The President's decision is final on all disciplinary appeals.

STUDENT GRIEVANCE/COMPLAINT PROCEDURE

A grievance or complaint is defined as any matter of student concern or dissatisfaction within the control of the College, except for the following:

1. Grades, which shall be resolved under the College's Grade Contesting Policy as outlined in the Student Handbook and the College Catalog.
2. Attendance policies and matters of a purely academic nature, which shall be adjudicated through the Vice President of Instruction.
3. Matters involving allegations of sexual harassment, which students should report, via written as well as verbal report to the Vice President of Student Services so that the matter can be resolved, or a confidential investigation immediately initiated.

4. Residency classification, which shall be subject to the final ruling at the campus level by the Vice President of Student Services.

The purpose of this student appeal procedure is to assure MCC students that their grievances/complaints will be considered fairly, rapidly, and in a non-threatening atmosphere. In keeping with the College policy, students should initially address problems and matters of concern informally with the student(s), faculty, or staff member involved prior to resorting to formal procedures. Students are expected to make every effort to resolve any problems as they arise.

However, the College recognizes that not all student grievances/complaints will be satisfactorily settled on an informal basis. Therefore, this procedure has been adopted and applies to all appeals with the exception of disciplinary appeals, which are discussed in the Student Code section of the Student Handbook. Any student electing initially to pursue a grievance/complaint outside of these procedures has thereby waived the ability to pursue his/her grievance/complaint hereunder. Students having questions about the Student Grievance/Complaint Procedure should contact the Vice President of Instruction or the Vice President of Student Services.

1. First Step: Informal Resolution

Academic Grievances/Complaints. Students who have a grievance/complaint resulting from academic practices other than disruptive student behavior should attempt to resolve the issue with the appropriate faculty member, Department Chair/Director, or Dean. If not resolved informally, students may proceed to Step 2. Students must do so within five (5) business days of the attempt at informal resolution.

Non-Academic Grievances/Complaints. Students who have a grievance/complaint that affects an individual's welfare and is not directly related to academic activities of the College should make every effort to resolve the problem on an informal basis through conversation with the individuals involved. If not resolved informally, students may proceed to Step 2. Students must do so within five (5) business days of the attempt at informal resolution.

2. Second Step: Formal Resolution - Vice President's Review

Student submits a written statement of the grievance/complaint to the appropriate Vice President within five (5) business days of the attempt at informal resolution. The written statement must include documentation (date, time, results, etc.) of the attempt at informal resolution. The Vice President or designee will conduct an investigation and will render a decision within five (5) business days. A student who disagrees with the Vice President's decision may elect to continue the appeal to Step 3.

3. Third Step: Formal Resolution - President's Review

A student who disagrees with the Vice President's decision may appeal the decision to the President of the College. This request must be submitted in writing to the President within five (5) business days after the Vice President's decision. The President will conduct an investigation and render a decision within ten (10) business days. The President's decision is final on all student grievance/complaint appeals.

The President has the authority to:

- (a) Hear from the student and the Vice President before ruling on the appeal.
- (b) Approve, modify, or overturn the decision of the Vice President.
- (c) Inform the student in writing of the final decision within ten (10) business days of the receipt of the appeal. The President's decision will be final except in cases of sexual harassment or discrimination. In those cases, the student may elect to continue the appeal to the MCC Board of Trustees as outlined below.

Appeal for Sexual Offense or Discrimination:

If a student desires to appeal the results of the Presidential investigation for a sexual offense or discrimination decision, he/she may do so in writing within five (5) business days to the Chairperson of the Board of Trustees. The Chairperson of the Board of Trustees will appoint a special committee of three Trustees to investigate and make a recommendation to the full Board within ten (10) business days. The President will administer the recommendations of the Board of Trustees.

Student Government Association/Clubs

Student Government Association

The Student Government Association is the official organization that represents the students. Officers are elected annually and consist of a President, a Secretary/Treasurer, a Day Vice-President, and an Evening Vice-President. Various student activities and publications are supervised and approved by the SGA, SGA Advisor, and Vice President of Student Services. (The SGA Constitution is included in the Student Handbook.)

Student Clubs

Student organizations are encouraged at Montgomery Community College. Any student group desiring to form a club must submit a petition to the SGA Board. The petition must include the name of a Montgomery Community College faculty or staff member who has agreed to serve as the advisor for the club, the names of the club's organizers, a constitution, and by-laws. The Vice President of Student Services must approve the petition before it is forwarded to the SGA and will present it to the President's Administrative Cabinet for final approval. Additional information may be found in the Student Handbook.

All clubs follow the same procedures and regulations for fiscal accountability and governance responsibilities as other administrative areas at the College. All clubs are responsible for undergoing appropriate audit accountability as with any other area in the College.

Student Ambassadors

The Student Ambassadors are an honorary group of students who participate in public relations for the college and serve as liaisons between the college, the students, and the community. Staff and faculty who desire to make use of the services provided by the Ambassadors are asked to contact the Vice President of Student Services.

Academic Advising

Academic Advising

Academic advising is a developmental process that assists students in the clarification of their life and/or career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor.

The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of student upon acceptance. Curriculum advisors will assist students during their initial registration. After this, students will meet with their assigned academic advisor.

Role of the Academic Advisor

1. The role of the advisor is to serve as primary source of contact with the student for his/her total academic and extra-curricular activities while enrolled at the college.
2. Each student will be assigned to an advisor upon acceptance. Student Services will provide copies of individual curricula outlines used in keeping track of graduation requirements to the student. Each advisor will be provided a copy of all grade reports along with notes, comments, and special arrangements for each advisee.
3. The advisor must be familiar with the academic policies and procedures; degree, diploma, and certificate requirements; schedule of classes; Student Handbook; and administrative, faculty, and staff resources to advise the student accordingly. (i.e. Policy Manual, etc.)
4. The advisor has the responsibility to assist the student in selecting the courses that will help him/her to meet graduation requirements and to aid the student in completing the appropriate form each time he/she registers or makes changes in his/her registration.
5. The advisor has the right and responsibility to take into consideration the student's goals, past performance, work load, etc., in recommending or refusing to recommend the student's course selection, load, or any changes, additions, or deletions in the schedule.
6. The advisor is expected to confer with each advisee periodically each semester as necessary. The advisor should post office hours that he/she will be able to confer with advisees in case special problems arise.
7. The advisor will keep the Student Services staff informed of particular problems that individual students (advisees) may have who can benefit from professional counseling.
8. Student Services will keep each advisor informed of discipline matters pertaining to his/her advisees outside the classroom. If a student wishes to appeal any decision relating to probation, suspension, or expulsion, the advisor will assist his/her advisee through the proper channels in making the necessary appeal.

9. The advisor has the responsibility to observe the confidentiality of the advisor/advisee relationship.
10. Advisors will assist with registration in capacity of temporary advisors in their broad area of educational expertise as assigned by the Vice President of Instruction. Special arrangements may be entered into between an advisor and advisee when scheduling conflicts exist, when one course would better prepare the student or serve the needs of the student than another, or in other situations that might arise affecting the student's timely progress toward graduation.

Note: The following statements are not to be considered as a description of an academic advisor, but are general statements regarding the role.

1. Instructors of stand-alone diploma/certificate programs such as BLET, Dental Assisting, Practical Nursing, and Taxidermy are advisors for the particular area they teach only.
2. Whenever possible, instructors in degree areas will serve as advisors to students in the instructor's respective areas.
3. Academic advisors should not get involved with personal counseling problems of students, but should instead refer such situations to the Director of Counseling Services. Personal counseling is defined as assisting with personal problems that may or may not affect school performance and problems arising with other fellow faculty members. A faculty member should never take it upon himself/herself to be the "middle person" between a student and another faculty member. Always refer the student to the Director of Counseling Services. On certain personal matters, the faculty advisor must use professional judgment as to the degree of involvement to which he/she undertakes.
4. Whenever an advisor feels it in the best interest of the student to refer him/her to Student Services (regardless of the problem), the advisor should do so without hesitation.
5. Whenever an advisor is not certain of a policy affecting the student, the advisor should contact Student Services before making an interpretation.

Assignment of Academic Advisors

Each student accepted into a degree, diploma, or certificate program is assigned an academic advisor based upon the student's program of study. The student's acceptance letter includes the name of his/her academic advisor.

Advisors are usually Department Chair/Director/program faculty members. After a student has registered, a different advisor may be assigned based on the student's schedule.

Curriculum Program	Advisor
Accounting	Mike Collins/Wendy Berry
Air Conditioning, Heating, and Refrig.	Ed Hinson
Associate in Arts/Science	Robert Nelson
Associate in Engineering	Robert Nelson
Associate in Fine Arts: Music	Robert Nelson
Associate in General Education	Robert Nelson
Basic Law Enforcement Training	Tracey Wyrick/Pete Herron
Business Administration	Michael Collins
Criminal Justice	Tracey Wyrick
Dental Assisting	Lori McAllister
Early Childhood Education	Amy Frieary
Electrical Systems Technology	Art Furr/Ryan Cobb
Forest Management Technology	Russell Strong/Mike Thompson
Gunsmithing	Mark Dye
Human Services Technology	Amy Frieary
HST: Developmental Disabilities	Amy Frieary
Hunting and Shooting Sports Mgmt	Michael Collins
Industrial Systems Technology	Russell Strong
Information Technology	Marsha Mabry
Medical Assisting	Cyndi Caviness
Medical Office Administration	Mike Collins
Metal Engraving	Russell Strong
Nurse Aide	Tracey Wyrick
Office Administration	Mike Collins
Phlebotomy	Amanda Beaman
Practical Nursing	Lynne Hancock
Taxidermy	Andy Speer
Welding Technology	Russell Strong

FORMS

NEW EMPLOYEE ORIENTATION

The orientation process at Montgomery Community College is intended to prepare the new full-time or permanent part-time employee for employment and to familiarize him/her with the College's operations and functions. Each Supervisor will be responsible for the orientation session. **Please check as you review each item and return this form to the Business Office upon completion.**

Tour of Facilities & Other Procedures

- Student Services
- Parking Permit (Information Desk)
- Library
- ID Badge
- Learning Lab
- Instructional Areas
- Print Shop
- Continuing Education
- Computer Labs
- Purchasing
- Office Location
- Keys

Institutional Advancement/Planning

- SACS
- Annual Program/Services Review
- MCC IE Plan
- Foundation
- Committee Membership
- Board Policy Manual (located on Website)
- Board Introduction Process

Information Technologies

- Email Account (New User Access)
- Voice Mail
- IT Policy

PLEASE COMPLETE THE ABOVE PROCESS, SIGN, AND RETURN THIS FORM TO THE BUSINESS OFFICE

Employment Forms Full & Part Time

- Completed Application
- State & Federal Tax Forms (NC-4 and W-4)
- I-9 Form
- Selective Service Form
- Drug Free Work Place Statement
- New Hire Reporting
- WebAdvisor/Colleague Access

Full Time Only

- Direct Deposit forms
- Retirement (info will be mailed to home)
- Vision Plan
- Dental Plan
- Major Medical Plan (enroll online)
- Colonial Insurance Packet
- Tax Sheltered Annuity (457-b)
- State 401k Plan
- State Employees Association of NC

Administrative Services

- Official Transcripts or copies of certifications
- Copier Code
- Leave (Sick, Funeral, Vacation)
- Safety Procedures
- Mailbox
- Contract

- Travel Policy
- Purchasing Procedures
- Tobacco Policy
- Employee Dress Code
- Employee Assistance Program
- FERPA Training

I certify that I have been informed of the items above.

Employee Signature

Date

Supervisor's Signature

Date

FACULTY WORKSCHEDULE

Name:
Semester:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
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7:00						
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						

Work schedule includes class hours, office hours, other.



1011 Page Street ▪ Troy, NC 27371 ▪ Phone: 910-898-9600 ▪ Website: www.montgomery.edu

COURSE INFORMATION

INSTRUCTOR INFORMATION

Instructor's Name

Phone Number

Email Address

Office Location

Office Hours

Instructor Web Page: Remove this line if not needed.

REQUIRED TEXTBOOK(S) AND OTHER MATERIALS

Please list anything in this section that is required for the course (required textbooks, optional textbooks, required materials, tools, supplies, etc.). Always include the title, author, publisher (if known), and ISBN of the book(s) or bundle to ensure that students purchase the correct materials if buying somewhere other than the bookstore. It would also be helpful to include a small picture of the cover of the textbook and/or other items. Remember to add alternate text to the picture(s) if you do this.

Textbooks are available in the virtual MCC Bookstore (opens in a new window) [Direct Link: montgomery.ecampus.com].

Microsoft Office 365 is available to all MCC students for free. It contains helpful applications for creating reports and presentations. Use your MCC student email address and these instructions (opens in a new window) [Direct Link: 3mit.com/mcc/get365.pdf] to install it. You can install it on up to five devices.

ACCESSIBILITY STATEMENT

If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform counselor, Natalie Winfree in Building 100, 910-576-6222, Ext. 210 or winfreen@montgomery.edu as soon as possible. It is important to request accommodations in a timely manner (at least one month prior to registration) so that the request may be considered and approved by the Vice President of Student Services.

COURSE COMPETENCIES

COURSE OUTLINE OF TOPICS

FINAL GRADE COMPUTATION

The final grade computation must contain the kernel from the Department Chair but may contain more specific information as an instructor deems important. It should be observable and measurable behavior and should correlate with the course competencies. It may be helpful to base the grade on several categories, not just tests. The final grade computation must be clear to enable students to understand grading/weighting elements. If any items in a category are not weighted evenly, please provide individual percentages for items in that category so that a student can estimate his/her grade manually if desired. If you use Blackboard, please ensure that the percentages in the Bb gradebook match what is in the syllabus.

GRADING SCLAE

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

Grade	Explanation	Quality Points Per Credit Hour
A (90-100)	Outstanding	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (Below 60)	Failure	0

STUDENT ACCOUNTS

MCC students have access to several accounts as described below.

WebAdvisor: WebAdvisor is the student information database. All students are required to access WebAdvisor to keep track of courses completed, grades, GPA, financial aid, etc.

Student Email (Gmail): All students are required to check student email at least weekly. Students in online and hybrid courses are required to check it multiple times weekly, preferably daily. If desired, student email can be forwarded to another email account that is checked more frequently. Please check with the CATS Lab for forwarding instructions. MCC instructors will only use the MCC student email account when communicating with students via email. They will not use students' personal email address(es).

Blackboard: Blackboard is the course management system used at MCC. Online and hybrid students are required to access Blackboard many times weekly. Some traditional students must also access Blackboard for supplemental course information (e.g., viewing documents, submitting assignments).

Instructions for accessing all of these accounts can be found in the Distance Learning section of the MCC website (opens in a new window) [Direct Link: <http://www.montgomery.edu/distance-learning>]. Students should never give access to any student account to another person. Sharing access with others is academically dishonest.

COURSE POLICIES

If your policies significantly vary in the traditional version of the course compared to the online version of the course, consider creating a separate syllabus for each type of course. This will prevent student confusion because they won't have to read through policies and "decide" what applies to their version of the course.

ATTENDANCE POLICY

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class. All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction will review the appeal and make the final determination concerning readmission.

Additional attendance policy information may be necessary. For example, some instructors require online students to submit assignments to earn attendance credit. Please provide specific information about this.

TARDY POLICY

LATE WORK POLICY

ACADEMIC DISHONESTY POLICY

At MCC, it is our desire to maintain the highest degree of academic integrity. To that end, academic dishonesty in any form will be considered as a violation of the Student Code. Please reference the Student Handbook (opens in a new window) [Direct Link: http://www.montgomery.edu/images/pdf/student_handbook.pdf] for further information.

LIABILITY POLICY

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

OTHER POLICIES

OTHER HELPFUL INFORMATION

This can be customized by individual departments or instructors. Please list and define anything here that you are going to hold students accountable for that may not already be covered elsewhere in this syllabus. Delete anything you're not going to use. At a minimum, consider adding a statement about extra credit. Also, would your students benefit from including any of the following?

1. Clear guidelines detailing how students are to prepare for and behave during a session or lab (e.g., read the assignments on time, participate in class discussions)
2. Description of special rules or procedures for the course
3. Description of emergency procedures, permission forms needed, liability issues
4. Advice on how to read materials or study for tests
5. Specific criteria for each graded assignment
6. Statement on incomplete coursework
7. Statement telling students how to dispute a grade for an assignment
8. Statement regarding extra credit
9. Statement regarding resubmitting work or retaking exams
10. Information on special services or resources which might be helpful in this course
11. Other information which would help students succeed in this class
12. Statement describing what students can/cannot expect from you

COURSE CALENDAR / TIMELINE OF PROJECTS / SCHEDULE OF ASSIGNMENTS

Enter course calendar here. Or, add a note indicating that it's available in a certain area of Blackboard.

DISCLAIMER STATEMENT

Deviations from this syllabus are at the discretion of the instructor. Whenever possible, prior notice of any deviations will be provided.

AFFIDAVIT

Instructors can customize this statement for their courses. Some examples are provided below.

My signature below indicates that I have read and understand this syllabus and am bound by its contents.

--OR--

Completion of the Mandatory First Assignment in Blackboard indicates that I have read and understand this syllabus and am bound by its contents.

MCC Instructor Observation Criteria

Use the following criteria to guide you in determining a rating for the classroom observations

Instructional Delivery

1. Announced and met class session outcomes

0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
___ Did not have introduction or closing	___ Introduced class session	___ Introduced and closed class session	___ Introduced and closed class session
		___ Stated daily outcomes	___ Stated daily outcomes
			___ Used additional reinforcement, i.e. handouts, overhead, demonstrations, etc.

2. Motivated students to ask questions and participate in classroom activities

0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
___ Showed up, conducted class	___ Showed up, conducted class	___ Showed up, conducted class	___ Showed up, conducted class
	___ Students participated only when questioned by instructor	___ Allowed time for students to respond to questions	___ Allowed time for students to respond to questions
		___ Provided positive feedback to students	___ Provided positive feedback to students
		___ Students participated when questioned by instructor as well as on their own	___ Students participated when questioned by instructor as well as on their own
			___ Encouraged classroom interaction
			___ Addressed students by name

3. Showed interest, concern, and respect for students

0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
___ Did not acknowledge students in class	___ Acknowledged students in class as a whole but not individually (i.e. welcome or greeting only)	___ Acknowledged students in class by name	___ Acknowledged 50% or more of the students in class by name
		___ Used positive reinforcement	___ Used positive reinforcement
		___ Provided responses to student questions	___ Provided timely responses to student questions
		___ Actively listened to students	___ Actively listened to students
		___ Acknowledged differences of opinion where appropriate	___ Encouraged differences of opinion where appropriate

4. Made class session stimulating and interesting			
0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
__ Lectured in monotone voice	__ Lectured in monotone voice	__ Used at least two teaching techniques, e.g. lecture, visual aids, (handouts, overhead,etc), group discussion etc.	__ Used at least three teaching techniques, e.g. lecture, visual aids, (handouts, overhead,video, computer technology etc), group discussion etc.
__ Did not explain material	__ Explained relevance of lecture material but did not check for student understanding	__ Communicated with appropriate voice inflection and projection as well as eye contact	__ Communicated with appropriate voice inflection and projection as well as eye contact
__ 10% of the class participated in class discussion or activities	__ 20% of the class participated in class discussion or activities	__ Explained importance of lecture material and checked for student understanding	__ Explained importance of lecture material and checked for student understanding
		__ 50% of the class participated in class activities, i.e. including note taking, active listening, asking questions	__ 70% of the class participated in class activities, i.e. including note taking, active listening, asking questions
			__ Made material relevant to other courses
			__ Made material relevant to real world situations

5. Used effective communication skills			
0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
__ Presented instruction incoherently with no logical sequence	__ Presented instruction coherently and in logical sequence	__ Presented instruction coherently and in logical sequence	__ Presented instruction coherently and in logical sequence
__ Presented instruction in an inaudible tone and pitch	__ Presented instruction in an audible tone and pitch	__ Presented instruction in an audible tone and pitch	__ Presented instruction in an audible tone and pitch
__ Wrote illegibly on board or overhead	__ Wrote illegibly on board or overhead	__ Wrote legibly on board or overhead	__ Wrote legibly on board or overhead
__ Maintained no eye contact with students	__ Maintained eye contact with few students	__ Maintained eye contact with most students	__ Maintained eye contact with all students
		__ Used appropriate course vocabulary	__ Used appropriate course vocabulary
		__ Questioned students for understanding	__ Questioned students for understanding
		__ Used closed and open questioning	__ Used closed and open questioning
			__ Used interactive activities
			__ Used real world or other examples
			__ Encouraged critical thinking
			__ Reviewed material prior to class ending

Instructional Design

6. Appeared adequately prepared for class

0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
___ Did not bring needed materials into class session	___ Read from textbook only (lecture)	___ Lecture material prepared from textbook or related sources	___ Lecture material prepared from textbook or related sources
	___ No additional reinforcement of concepts or ideas presented	___ Materials presented in an organized manner and based on session outcomes	___ Materials presented in an organized manner and based on session outcomes
		___ Presented main points	___ Presented main points
		___ Used relevant examples or experiences to explain concepts or ideas	___ Used relevant examples or experiences to explain concepts or ideas
			___ Presented teaching materials in innovative way (e.g.; multimedia, costumes, drama, demonstrations, actual components , etc)

7. Presented material in a clear, understandable, and organized manner

0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
___ Presented material in incoherent manner	___ Presented material coherently and sequentially but did not reinforce it	___ Presented material coherently, sequentially and reinforced it	___ Presented material coherently, sequentially and reinforced it
		___ Encouraged student interaction	___ Encouraged student interaction
			___ Promoted critical thinking

8. Maintained classroom climate conducive to learning

0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
___ Did not interact with students	___ Asked questions of students but provided answers prior to students' responses	___ Either student or instructor initiated questions and discussion	___ Both student and instructor initiated questions and discussion
___ Demonstrated no classroom management skills	___ Maintained eye contact with students in only one section of the classroom	___ Maintained eye contact with students throughout the classroom	___ Maintained eye contact with students throughout the classroom
	___ Demonstrated inadequate classroom management skills	___ Provided sufficient time for student responses	___ Provided sufficient time for student responses
		___ Demonstrated adequate classroom management skills	___ Demonstrated efficient classroom management skills

9. Adapted teaching methods to meet individual student needs			
0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
__ Utilized only one teaching modality	__ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard	__ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard	__ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard
		__ Checked for student comprehension	__ Checked for student comprehension
		__ Used individual and/or group activities	__ Used individual and/or group activities
			__ Directed students to use fine motor skills for practice and retention and/or to promote critical thinking skills

<i>Content Expertise</i>			
10. Demonstrated content-area knowledge			
0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations
__ Made incorrect statements or factual errors	__ Made unclear statements	__ Answered students' questions and provided supporting details	__ Answered students' questions and provided supporting details
__ Not able to respond to students' questions	__ Answered students' questions but no supporting details	__ Explained terminology or concepts accurately	__ Explained terminology or concepts accurately
		__ Made no incorrect statements or factual errors	__ Included additional supporting content from expert sources beyond textbook

Survey Item	Rating			
1. Announced and met class session outcomes	0	1	2	3
2. Motivated students to ask questions and participate in classroom activities	0	1	2	3
3. Showed interest, concern, and respect for students	0	1	2	3
4. Made class session stimulating and interesting	0	1	2	3
5. Used effective communication skills	0	1	2	3
6. Appeared adequately prepared for class	0	1	2	3
7. Presented material in a clear, understandable, and organized manner	0	1	2	3
8. Maintained classroom climate conducive to learning	0	1	2	3
9. Adapted teaching methods to meet individual student needs	0	1	2	3
10. Demonstrated content-area knowledge	0	1	2	3

Observer's Signature	Date	Instructor's Signature	Date
----------------------	------	------------------------	------

Signature does not necessarily indicate agreement with the contents of this observation but verifies that I have read it and had the opportunity to discuss the contents with the evaluator.

Composite Scoring	Average
Instructional Delivery (Items 1-5)	
Instructional Design (Items 6-9)	
Content (Item 10)	

EMPLOYEES AND FACULTY				
Attribute	Supervisor	Self-Assm	Provide 1 to 3 examples of meeting this attribute.	Provide 1 to 3 areas for improvement on this attribute.
Demonstrates professional communication skills; handles stressful situations with tact (email etiquette, timely responses, verbal communications, etc.)				
Seeks out opportunities for improvement and exhibits willingness to take on assigned responsibilities.				
Supports the vision, mission and core values of the College.				
Demonstrates planning and organization in execution of their work responsibilities; exhibits problem solving skills.				
Demonstrates full commitment of time energy and talent to their assigned work and the mission of the College (produces a quality work product in a timely manner, as well as an appropriate quantity of work as expected for said position.)				
Meets the professional development goals outlined in the Board Policy Manual and related procedure. (15 hours of PD annually)				
Actively participates in assigned teams and/or committees.				
Maintains professional dress and grooming at all times as outlined in the Dress Code Procedure.				
Maintains appropriate office hours and is accessible to students and co-workers.				
Exhibits a Customer Service attitude toward students and visitors.				
SECTION TOTAL	0	0		

Attribute	Supervisor	Self-Assm	FACULTY ONLY	
			Provide 1 to 3 examples of meeting this attribute.	Provide 1 to 3 areas for improvement on this attribute.
Actively participates in Professional Days and Student Registration.				
Accurately advises students regarding courses, programs, and program requirements.				
Reviews/updates the content of the courses and curricula within the discipline.				
Develops organized course materials and presentations.				
Evidence of curriculum, program or course development or redesign.				
Maintains safe and orderly learning environments (classrooms, labs, etc.)				
Conducts himself/herself in a professional manner in the learning environment.				
Promotes and encourages in-class and/or online, student-teacher interaction.				
Uses current, appropriate technology, materials and tools available.				
Conducts annual Advisory Board meeting(s) and forwards appropriate documentation to Institutional Effectiveness Officer and Vice President of Instruction.				
Is active in student retention efforts.				
Manages department resources and budget effectively and efficiently.				
Other evidence of effective job performance not mentioned. (Please provide specific examples if you rate this with anything other than Not Applicable.)				
<i>For Online and/or hybrid faculty:</i> Improvements/updates to online courses identified in a peer review have been satisfied.				
<i>For Online and/or hybrid faculty:</i> Five hours of the Professional Development obtained in the last 12 months is related to online teaching.				

MONTGOMERY COMMUNITY COLLEGE



STUDENT EVALUATION OF INSTRUCTION – (TERM/YEAR)

The purpose of this survey is to evaluate instruction at Montgomery Community College. The feedback that you provide will help us improve instruction. Please complete this evaluation carefully and thoughtfully by entering your responses in the spaces provided on the questionnaire. Your responses will be completely secure and confidential and will only be used to evaluate instruction.

Course Name: _____

Course Instructor: _____

1. Please rate the course and/or instructor in the following areas:

	Strongly Agree	Agree	Neither Agree/Disagree	Disagree	Strongly Disagree
The instructor clearly communicated course objectives in a printed and/or posted syllabus.					
The instructor provided regular and timely feedback on my progress.					
The instructor returns tests and assignments within a reasonable amount of time.					
The instructor was accessible and/or available to provide additional assistance outside of regular class meeting times.					
The instructor returned phone calls and/or emails in the timeframe provided in the course syllabus.					
The instructor provided clear explanation for grades that were assigned to all work and tests.					
The instructor encouraged students to ask questions and responded in class or provided other opportunities for questions to be answered.					
The instructor maintained an environment which actively encourages learning.					
The course materials / textbook(s) aid my understanding of the course.					
The pace of the class was reasonable for me individually.					
The instructor related to me in ways that promoted mutual respect.					
The instructor started and ended class on time.					
I would recommend this course to other students.					

2. If you rated any of the preceding areas as Disagree or Strongly Disagree, please provide additional insight on that topic, so that improvements can be made for future sections of this course.

OR

If you have other topics you would like to comment on relative to this course and/or instructor, please feel free to provide those in the box below.

Thank you for your time with this survey.

Your responses will help us serve you better in the future.

Distance Learning Course Peer Review Form

Overview:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
<p>1.1 The course uses the approved common Home Page design:</p> <p>Top four menu buttons:</p> <ol style="list-style-type: none"> 1) Home Page (Announcements link included here) 2) Course Info (Syllabus, Instructor Information, DL/Library/Student Services/Other Contact Information, 3) Assignments 4) Grades <p><i>Note: Three additional menu buttons (instructors' choice) may be used below the above four approved, separated by a divider line.</i></p>				
<p>1.2 The course syllabus must provide information on the overall structure of the course and, as a minimum, must include the following information:</p> <ul style="list-style-type: none"> • instructor contact information (e-mail, phone/fax, e-office hours, etc.) • required textbook(s) and course materials • course goals and instructional objectives/outcomes • assignments (papers, exams, projects, etc.) and due dates • grading criteria • the following phrase which describes possible accommodations: <p><i>"If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform counselor, Natalie Winfree in Building 100, 910-576-6222, Ext. 210 or winfree@montgomery.edu as soon as possible. It is important to request accommodations and/or make your disability known in a timely manner in order to consider your request and recommend reasonable accommodations."</i></p>				

<ul style="list-style-type: none"> expectations and penalties for academic dishonesty; be specific about whether and to what extent collaboration among students is appropriate 				
1.3 Students are introduced to the purpose and structure of the course (e.g., a How this Course Works document, calendar, or other)				
Introduction:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
1.4 A self-introduction by the instructor is appropriate and present in Course Info; may include a photo or video.				
1.5 A discussion forum or other tool is used or created in which students are asked to introduce themselves to the class, perhaps with photo.				

I. Course Overview and Introduction

Course Overview and Introduction includes elements such as instructions for students as to how to get started in the course, ensuring the syllabus includes all pertinent information such as minimum technical skills expected and course materials listed, as well as a personal introduction from the instructor, and a method for students to introduce themselves to each other for collaboration.

II. Course Design & Learner Support

Course Design addresses elements of instructional design. These elements include structure of the course, goals and objectives, content, content presentation, and technology used. Learner Support addresses resources available to students that are accessible within or external to the course environment.

Course Goals and Objectives:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
2.1 Course goals and objectives are explained clearly in the syllabus.				
2.2 Instructions to students for how to meet learning objectives are stated clearly and written from the student’s perspective; [e.g., assignment rubrics or check sheets are provided and included in corresponding assignments].				

2.3 Assignments are appropriate and reflect the desired learning goals for the level of the course.

Content Presentation:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
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2.4 Course Content is provided in manageable segments that are easily navigated in a logical, consistent and efficient manner.

2.5 Course Content is presented using a variety of current media [e.g., text, visual, audio] that promote active learning.				
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2.6 Course materials are visually and functionally consistent throughout the course, using color and texture to enhance content; not overpower the course information.

2.7 Unused buttons, links and tools are hidden or deleted.				
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2.8 The tools and media used promote the achievement of the stated learning objectives. Examples: video tutorials, screencasts, lecture-capture video, links to Library resources, publisher interactive modules, etc.

2.9 Due dates for assignments, tests, quizzes, etc. are used so that students can use the Calendar to view deadlines.				
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Course Technology:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
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2.10 Innovative use of tools or technologies enables students to learn in a variety of ways, including, but not limited to publisher produced tools and content.				
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2.11 Students can easily access the tools and media within the course, with links to download files for media players, compatibility applications and readers readily apparent.				
2.12 If an online lab is used, a link to technical assistance is clearly displayed with directions for how to get support.				

III. Learner Interaction and Engagement

Learner Interaction and Engagement includes course accessibility for students with visual or auditory challenges, and as well as communication between and among learners and instructor with the goal of giving students a sense of belonging to a group, rather than the student perceiving himself/herself studying independently.

Accessibility:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
3.1 The course contains equivalent alternatives to auditory and visual content; [e.g. text version of audio and video].				
3.2 The course design facilitates readability and minimizes distractions; [e.g., color choice is highly contrasting, and colored text is not used].				
3.3 Alt-tags are used for all images and video.				
Student Engagement:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
3.4 Assignments and activities promote the achievement of the stated learning objectives and provide clear guidance for completion.				
3.5 Deliberate attempt is made to create an interactive learning community using either group projects, chats, videoconferencing, discussion boards or other activities.				

3.6 The method for which students may interact with each other and the instructor about course content is clearly defined and encouraged.				
3.7 The Instructor takes an active role in facilitating and moderating discussions, or other class interactions to include providing feedback to students.				
3.8 Students have a forum to ask questions and/or provide feedback about course content and design during the course.				

IV. Assessment and Feedback

Assessment focuses on instructional activities; [e.g., assignments, quizzes, activities, and exams] designed to measure progress towards learning outcomes and provide feedback to students and instructor. This section addresses the quality and type of student assessments within the course.

Assessment Design:	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
4.1 Multiple assessment opportunities are provided to record student performance over time.				
4.2 Multiple types of assessments are provided to address learning style differences and enhance motivation.				
4.3 Multiple opportunities for self-assessment are provided that includes feedback for helping students improve their understanding.				
4.4 Assessments are sequenced, varied, and appropriate for measuring the skills and knowledge students have acquired.				
4.5 Instructor feedback for assessments is timely and relevant to the work being assessed.				
4.6 Assessments include clear instructions, including expectations, due dates, guidelines, rubrics, and grading policy.				
Totals				

**MONTGOMERY COMMUNITY COLLEGE
1011 PAGE STREET -- TROY, NORTH CAROLINA 27371
REQUEST FOR LIVE PROJECT FORM**

Description of Work Requested: _____

WAIVER OF RESPONSIBILITY AND LIABILITY

I, the undersigned, hereby release Montgomery Community College, its agents and its students, of all responsibility and liability however incurred for work done in my behalf and at my request. I understand that students will do the work requested under the supervision of an instructor employed by Montgomery Community College.

I also waive any responsibility to the College for my property while it is situated on the premises of Montgomery Community College for any damage or loss incurred by fire, accident, theft, vandalism, or pilferage. I further understand that it may be impossible to keep my property locked inside of the buildings of Montgomery Community College overnight.

I further accept the responsibility for paying for all parts and materials necessary to accomplish the work requested by me and understand that no warranty will be applied or expressed on projects left for repair.

Signature _____ **Print Name** _____

Date _____ Phone No. _____

St. Address _____ PO Box _____ City _____ Zip Code _____

To be Completed by the College

Check one: Student _____ College Employee _____ Board Member _____

Foundation Board Member _____ Community _____ Other _____

Check one _____ Parts/supplies to be provided by person requesting job.

_____ Estimated costs of parts/supplies provided by the College

Estimated Starting Date _____ Requested Completion Date _____

Instructor's Signature _____ Date _____

Approvals:

Dean _____ Date _____

Vice President of Instruction _____ Date _____

Vice President of Administrative Services _____ Date _____

President _____ Date _____

IMPORTANT: PLEASE READ

Your signature on this document releases Montgomery Community College from legal responsibility should an accident occur on or during a college-related or-sponsored fieldtrip or activity. The student assumes full responsibility for himself/herself and his/her actions and agrees to abide by all Articles of the Student Code of Conduct as approved in the Student Handbook. Students under 18 years of age must have parent's signature.

Name of Student

Age

RELEASE

KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned student or parent if student is under 18 years of age, hereby release and forever discharge Montgomery Community College and all of the members of said organization, and all agents, representatives and employees of said organization and their successors from all claims and demands whatsoever which I, my heirs, executors and administrators, have or may have against the said organization or its successors or against said members, agents, representatives or employees, by reason of any injuries arising out of my student activities, field trips, road trips, or any other activities directly or indirectly involving the said organization and my consequences resulting directly or indirectly there from.

This the _____ day of _____, 20_____

Student's Signature

Student Print Name

Parent's Signature (if under 18)