

# FACULTY

# HANDBOOK

## 2018 - 2019

- ▣ INTEGRITY
- ▣ CARING
- ▣ ACCOUNTABILITY
- ▣ RESPECT
- ▣ EXCELLENCE



## Table of Contents

|   |           |
|---|-----------|
| <b>Atlantic Cape Community College Faculty Handbook .....</b> | <b>4</b>  |
| <b>SECTION ONE .....</b>                                      | <b>4</b>  |
| INTRODUCTION .....  | 5         |
| MISSION STATEMENT .....                                       | 5         |
| DEGREE PROGRAMS: .....  | 6         |
| IMPORTANT DATES: .....  | 7         |
| COLLEGE TELEPHONE NUMBERS: .....                              | 9         |
| DIRECTIONS: .....   | 9         |
| <b>POLICIES AND PROCEDURES .....</b>                          | <b>12</b> |
| ABSENCE: .....  | 12        |
| ACADEMIC FREEDOM: .....                                       | 12        |
| ACADEMIC INTEGRITY: .....                                     | 13        |
| APPEAL PROCESS: .....   | 14        |
| ADMISSION TO ATLANTIC CAPE: .....                             | 15        |
| ATTENDANCE: .....   | 15        |
| CELL PHONE POLICY: .....                                      | 15        |
| CHILDREN IN CLASSROOMS: .....                                 | 15        |
| COPYRIGHT REGULATIONS: .....                                  | 15        |
| COURSE SYLLABI/OUTLINES: .....                                | 15        |
| PROFESSIONAL CONDUCT AND SOCIAL MEDIA: .....                  | 16        |
| EDUCATIONAL RECORDS RIGHTS: .....                             | 17        |
| EMERGENCY CLOSING: .....                                      | 17        |
| ENROLLMENT/GRADES: .....                                      | 17        |
| COURSE WAIVER REQUEST: .....                                  | 21        |
| AUDITING OF COURSES: .....                                    | 21        |
| STUDENT GRADE APPEALS PROCEDURES: .....                       | 21        |
| ADA/504 GRIEVANCE PROCEDURE .....                             | 22        |
| STUDENT HANDBOOK: .....                                       | 24        |
| FIELD TRIPS: .....  | 24        |
| FINAL EXAMINATIONS: .....                                     | 24        |
| FOOD AND BEVERAGES: .....                                     | 24        |
| GUEST LECTURERS: .....  | 24        |
| ID CARDS: .....   | 24        |
| LATENESS: .....   | 25        |
| UNANNOUNCED EMERGENCIES: .....                                | 25        |
| MAKE-UP TESTS AND MAKE-UP WORK: .....                         | 25        |
| MEDICAL EMERGENCIES: .....                                    | 26        |
| NONDISCRIMINATION POLICY: .....                               | 26        |
| ORGANIZATIONAL CHARTS: .....                                  | 26        |
| PARKING: .....  | 26        |
| PERSONNEL/ HUMAN RESOURCES: .....                             | 26        |
| SECURITY: .....   | 27        |
| SMOKING: .....  | 27        |
| Threatening and Violent Behavior: .....                       | 27        |
| <b>SUPPORT SERVICES .....</b>                                 | <b>28</b> |
| ATLANTIC CAPE WEBSITE: .....                                  | 28        |
| COMPUTER LABS: .....  | 28        |
| CAREER CENTER: .....  | 28        |
| TUTORING SERVICES: .....                                      | 28        |

|  |           |
|--|-----------|
| LIBRARY SERVICES:.....   | 29        |
| LIBRARY HOURS: .....   | 29        |
| LIBRARY COLLECTIONS:.....                                      | 29        |
| THE RESERVE COLLECTION:.....                                   | 30        |
| BOOKS AND MEDIA:.....  | 30        |
| E-BOOKS, ARTICLES, AND OTHER DIGITAL RESOURCES:.....           | 30        |
| INTERLIBRARY LOAN: .....                                       | 30        |
| REFERENCE:.....  | 30        |
| LIBRARY INSTRUCTION:.....                                      | 30        |
| LIBRARY TECHNOLOGY:.....                                       | 31        |
| ASSISTIVE TECHNOLOGY:.....                                     | 31        |
| COUNSELING AND STUDENT PROGRAMS: .....                         | 31        |
| INSTRUCTIONAL TECHNOLOGY:.....                                 | 32        |
| ADA ACCOMMODATION PROCEDURES: .....                            | 33        |
| CREDIT COURSES AT ATLANTIC CAPE: .....                         | 41        |
| EMPLOYMENT OF ATLANTIC CAPE STAFF AS ADJUNCT INSTRUCTORS:..... | 42        |
| MAILBOXES, COPYING, PRINTING, SUPPLIES, TYPING: .....          | 42        |
| OBSERVATION PROCESS: .....                                     | 43        |
| STUDENT EVALUATION OF INSTRUCTION: .....                       | 43        |
| <b>OTHER SERVICES AND RESOURCES .....</b>                      | <b>44</b> |
| HUMAN RESOURCES DEPARTMENT: .....                              | 44        |
| ATHLETIC FACILITIES: .....                                     | 44        |
| BOOKSTORE: .....   | 44        |
| CAFETERIA:.....  | 45        |
| CHILDCARE FACILITIES: .....                                    | 45        |
| THEATER/AUDITORIUM:.....                                       | 45        |
| <b>SECTION TWO.....</b>  | <b>46</b> |
| <b>ADJUNCT INSTRUCTOR SUPPORT: .....</b>                       | <b>47</b> |
| ADJUNCT ABSENTEEISM AND REMUNERATION PROCEDURES: .....         | 47        |
| COPY OF GRADEBOOK AND ATTENDANCE RECORDS:.....                 | 47        |
| HEALTH AND PENSION BENEFITS:.....                              | 48        |
| COLLEGE CANCELLATION OF COURSE/SECTION: .....                  | 48        |
| SENIOR ADJUNCT STATUS:.....                                    | 48        |
| TEACHING LOAD:.....  | 50        |
| WORKSHOPS: .....   | 50        |
| WORKSPACE:.....  | 50        |

# Atlantic Cape Community College Faculty Handbook

## SECTION ONE

This section is for informational purposes only for full-time and adjunct instructors and should not be construed as a contract or as part of any bargaining agreement with Atlantic Cape Community College.

## INTRODUCTION

### Atlantic Cape Community College

Atlantic Cape is a comprehensive two-year public institution serving the residents of Atlantic and Cape May Counties, enrolling more than 7,000 students. The College offers 42 transfer and career degree programs as well as non-credit professional development and training services. It awards Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The college operates nationally recognized casino career and culinary arts programs and is a leader in technology.

Atlantic Cape is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools.

Located on 537 acres in the picturesque New Jersey Pinelands, the college's main campus is 17 miles west of Atlantic City's boardwalk, 45 miles from Philadelphia, and 115 miles from New York City. Founded in 1964, its first classes were held in the fall of 1966 in rented facilities in Atlantic City, New Jersey. In February 1968, the College moved to its present main campus location in Mays Landing, the Atlantic County seat. Atlantic Cape was the second community college organized in the state.

In 1982, a building was purchased in Atlantic City and by 1984, was renovated into a modern facility, where both credit and non-credit courses are offered. In 2001, the building was renamed the Charles D. Worthington Atlantic City Center. As a result of recent renovations, Worthington Atlantic City Campus (AC) is now a full-service campus.

On January 1, 1999, Atlantic Cape officially became a joint college encompassing Atlantic and Cape May Counties. The Board of Trustees approved a new name for the joint college, Atlantic Cape Community College in February 1999. The Cape May County Campus opened in Middle Township, August 2005. With the addition of a library commons, the Cape May campus is now a full-service campus (Cape May County Campus or CMC).

## MISSION STATEMENT

Atlantic Cape Community College creates opportunity by providing access to excellent educational programs and services that successfully meet students' educational goals.

## DEGREE PROGRAMS:

Atlantic Cape Community College offers curricula leading to four degrees: the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Applied Science (A.A.S.), and the Associate in Fine Arts (A.F.A.).

### Associate in Arts (A.A.)

The Associate in Arts degree is designed for students who wish to continue their education at a four-year college or university and pursue studies in the humanities or social sciences. This degree is often used as a first step toward an advanced professional degree in areas such as law, social work, public administration, medicine, and education.

The A.A. degree requires a minimum of 45 credits in general education and a minimum of 15 credits in program courses and electives.

### Associate in Science (A.S.)

The Associate in Science degree is awarded to students who successfully complete programs which emphasize mathematics, the biological or physical sciences, and business programs, intended as pre-baccalaureate work.

The A.S. degree requires a minimum of 30 credits in general education and a minimum of 30 credits in program courses and electives. Some programs feature options to ease transfer into specific majors at four-year colleges or to meet more specific career preparation needs.

### Associate in Applied Science (A.A.S.)

The Associate in Applied Science degree is awarded to students who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. These programs are designed to prepare students for job entry at the completion of the two-year program. Some A.A.S. programs have transfer agreements with four-year colleges. While the A.A.S. is designed as a non-transferable degree, the A.A.S. degree requires a minimum of 20 credits in general education and a minimum of 40 credits in program courses and electives.

### Associate in Fine Arts (A.F.A.)

The Associate in Fine Arts degree is a specialized degree awarded to students who successfully complete the Fine Arts Studies program which emphasizes preparation in the fine and visual arts for entry-level positions in the field of art. While the A.F.A. degree is designed as a non-transferable degree, the degree requires a minimum of 20 credits in general education and a minimum of 40 credits in program courses and electives.

### Articulation Agreements with Four-Year Colleges

Articulation Agreements with four-year colleges can be found in the course catalog on individual degree program pages, where applicable, and on the Atlantic Cape website, [www.atlantic.edu](http://www.atlantic.edu)

## IMPORTANT DATES:

### FALL 2018 (September 4 – December 22)

| Event                                | Date                    |
|--------------------------------------|-------------------------|
| Labor Day – College Closed           | September 3             |
| Classes Begin                        | September 4             |
| Drop/Add                             | September 4 – 10        |
| Faculty Development Day              | September 28            |
| Last Day to Drop with Withdraw grade | November 9              |
| Thanksgiving Break                   | November 22 – 25        |
| Last Day of Classes                  | December 15             |
| Finals Week                          | December 17 – 22        |
| College Closed                       | December 24 - January 1 |
| Fall Grades Due                      | January 2               |

### WINTER 2019 (January 2 – 16)

| Day and Date | Event  |
|--------------|--|
| Sunday       | <b>December 30<sup>th</sup>: College Closed</b><br><b>January 6<sup>th</sup>: No Class</b><br><b>January 13<sup>th</sup>: No Class</b> |
| Monday       | <b>Dec. 31: (college closed)</b><br>Jan. 7: (class)<br>Jan. 14: (class)  |
| Tuesday      | <b>Jan. 1: (college closed)</b><br>Jan. 8: (class)<br>Jan. 15: (class)   |
| Wednesday    | Jan. 2: (class)<br>Jan. 9: (class)<br>Jan. 16: (class)   |
| Thursday     | Jan. 3: (class)<br>Jan. 10: (class)<br>Jan. 17: (make-up day*)   |
| Friday       | Jan. 4: (class)<br>Jan. 11: (class)  |
| Saturday     | <b>Jan. 5: (no class)</b><br><b>Jan. 12: (no class)</b>  |

\*If one of the 11 days is cancelled, classes will meet on Thursday, January 17, 2019 as their last day. Should there be no cancellations, and every session is held, the last day of the Winter Session is Wednesday, January 16, 2019.

**SPRING 2019 (January 22 – May 18)**

| <b>Event</b>                                    | <b>Date</b>     |
|---|-----------------|
| Faculty Development Day                         | January 18      |
| Martin Luther King, Jr. Day - College closed    | January 21      |
| Classes Begin                                   | January 22      |
| Drop/Add  | January 22 – 28 |
| Spring Break                                    | March 18 – 23   |
| Last Day to Drop with Withdraw Grade            | March 29        |
| Good Friday, Classes in Session, Offices Closed | April 19        |
| Last Day of Classes                             | May 11          |
| Finals Week                                     | May 13 – 18     |
| Commencement                                    | May 23          |
| Spring Grades Due                               | May 24          |

## COLLEGE TELEPHONE NUMBERS:

The main phone numbers for the college are (609) 625-1111, 646-4950, 343-4900, or 463-4774 (from Cape May County). Extensions beginning with 48, 49, 50, 51, 56 can be dialed direct from off-campus using the 343 exchange.

Refer to Appendix 1 for a list of frequently called phone numbers.

## ATLANTIC CAPE WEBSITE:

Atlantic Cape's website, Atlantic Cape Home Page, is a comprehensive online source about the college's programs, projects, and people. In addition, the various departments offer invaluable additional web resources for students and faculty.

## DIRECTIONS:

### MAYS LANDING CAMPUS

Atlantic Cape is located on U.S. Rte. 322 (Black Horse Pike), midway between the Pike's intersection with U.S. Rtes. 40 and 50. It is 2.2 miles west of the former Atlantic City Race Course and the Hamilton Mall.

**From the East** -- Take U.S. Rte. 322 West (Black Horse Pike). Or take the Atlantic City Expressway to Exit 12. Turn left at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

**From the North** -- Take Garden State Parkway to Exit 38A. Take Atlantic City Expressway to Exit 12. Turn left at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

**From Philadelphia and West** -- Take Rtes. 42 and 322 East. Or take the Atlantic City Expressway to exit 17. Turn right at exit. Drive 2.8 miles to top of overpass and turn left onto Rte. 322 East. Atlantic Cape is 1.8 miles on the right.

**From the South** -- Take Garden State Parkway to Exit 38A. Take Atlantic City Expressway to Exit 12. Turn left at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

#### CHARLES D. WORTHINGTON ATLANTIC CITY CAMPUS (AC)

Atlantic Cape's Charles D. Worthington Atlantic City Campus (AC) is located at 1535 Bacharach Blvd., in Atlantic City.

**From Atlantic City Expressway** -- Take Atlantic City Expressway to its end. Make a left at second traffic light onto Arctic Avenue. Continue to New York Avenue. Make a left turn onto New York Avenue. Go one block and turn left onto Baltic Avenue. Turn left into fenced-in parking lot, or continue on Baltic and turn first left onto Kentucky Avenue and turn first left into the parking lot.

**From the White Horse Pike (Rte. 30)** -- Take Rte. 30 to Kentucky Avenue. Turn right onto Kentucky Avenue. Immediately after crossing Baltic Avenue, enter fenced-in parking lot on your left.

**From the Black Horse Pike (Rte. 322 or Rte. 40)** -- Entering Atlantic City at the World War I Memorial, make a left onto Atlantic Avenue. Continue to New York Avenue. Make a left on New York Avenue, go two blocks, make a left on Baltic Avenue. Make another left into fenced-in parking lot.

#### CAPE MAY COUNTY CAMPUS (CMC)

Atlantic Cape's Cape May County Campus (CMC) is located at 341 Court House-South Dennis Road, Cape May Court House.

**From the North** -- Take Garden State Parkway south to Exit 10A for Cape May Court House. Turn right onto Rte. 657 West (Court House-South Dennis Road) which turns into Rte. 657 North. Go 1.3 miles. The entrance is on your left.

**From the South** -- Take Garden State Parkway north to Exit 10A for Cape May Court House. Turn left onto Rte. 657 West (Court House-South Dennis Road) which turns into Rte. 657 North. Go 1.3 miles. The entrance is on your left.

**From the East** -- Take Rte. 657 West (Court House-South Dennis Road) which turns into Rte. 657 North. Cross the Garden State Parkway. Go 1.3 miles. The entrance is on your left.

**From the West** -- Take Rte. 47 to Rte. 657 South (Court House-South Dennis Road). Turn onto Rte. 657 South. Go 4.9 miles. The entrance is on your right.

# MAYS LANDING CAMPUS

## LEGEND

- Campus Building
- Parking Lot
-  Handicapped Parking
-  Bus Stop

## CAMPUS BUILDINGS & DESTINATIONS

- A** Simon Lake Hall  
Classrooms, Division Office, Faculty Offices, Greenhouse, Science Labs
- B1** Slias Morse Hall  
Classrooms, Faculty Offices
- B2** Charles B. Boyer Hall  
Classrooms, Computer Labs, Faculty Offices
- B3** Samuel Richards Hall  
Classrooms, Faculty Offices
- C** Walter E. Edge Hall  
Cafeteria, Dance Studio, Music Room, Theater
- D1** Daniel Leeds Hall  
Art Gallery, Learning Assistance Center, Tutoring, William Spangler Library
- D2** Richard Somers Hall  
BS, Instructional Technology
- E** Jonathan Pitney Hall  
Athletics, College Nurse, Fitness Center, Gymnasium
- G** Student Center  
Student Lounge, SSA, Radio Station, Pearities, Career Center, Veterans Lounge



- H** Ruth Lee Allied Health Building  
Allied Health Laboratory, Classrooms, Faculty Offices
- I** Admissions  
1st — Admissions, Advising, Bookstore, Busse, Child Care Center (Counseling Center for Accessibility), Enrollment Services, Financial Aid & Veterans Affairs, Testing  
2nd — Administrative Offices, Classrooms, Human Resources, President
- J** Academics/Info Tech  
Academic Administration, Art Rooms, Computer Lab, Information Technology Services
- K** Academy of Culinary Arts  
Administrative Offices, Caren's Restaurant, Classrooms, Computer Lab, Faculty Offices, Perishable Storeroom, Shreds Bake Shop, Teaching Kitchens
- L** Rutgers Building
- M** Science Technology Engineering & Math Building  
Art Traffic Control and Aviation Studies, Cafe, Chemistry and Biology Labs, Computer Labs, Faculty Offices, Observatory, Technology Studies Institute
- N** Continuing Education
- O** Campus Security

Emergency  
Phone Number  
(609) 343-5125

## POLICIES AND PROCEDURES

### ABSENCE:

Any anticipated conflict that would require cancellation of class must be discussed with the Dean. An instructor who expects to be absent or late or wishes to dismiss a class prior to the scheduled ending time must first have the approval of his/her Dean.

Full-time faculty members will report unplanned absences to the "24-hour Absence Reporting Voice Mail System" at **609-646-5040** in case of sudden illness or emergency.

Full and part-time faculty will call the Faculty Support Office at their assigned campus for the purpose of posting a note for the students. Informing the Dean via e-mail is advisable.

Adjunct Absenteeism and Remuneration Procedures are outlined in Section Two of this handbook.

Faculty Support Office contact information is listed as follows: 343-5114 (ML), 343-4874 (AC), or 463-3502 (CMC). The Faculty Support Office staff will post a notice near the classroom door; this can include brief assignment instructions from the faculty member, as applicable. The class cancellation will also be posted on the college's Web site. As a courtesy, faculty are encouraged to e-mail students in the event of a class cancellation.

An instructor who misses class without proper notification will be listed as "No Show" on the "Weekly Attendance Report."

**Please note:** in the case of a planned absence, all faculty are encouraged to arrange for substitute coverage for their class(es). Substitute Instructors can only be secured through the approval of the Dean (see **Appendix 10** for the Substitute Request Form). Substitutes must be current faculty of the college. Area coordinators and chairs can assist faculty with identifying appropriate substitutes.

### ACADEMIC FREEDOM:

Academic freedom is viewed as an assurance of the following entitlements:

- Educators are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return shall be based upon an understanding with authorities of the institution.
- Educators are entitled in the classroom to discuss their subjects, yet they should be careful not to introduce into their teaching controversial material which has no relation to the subject matter.
- Educators are citizens, members of the learned profession, and officers of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship and discipline, yet their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge the profession and the institution by their utterances. Hence, they should at all times be accurate, should exercise

appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## ACADEMIC INTEGRITY:

Atlantic Cape expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated and the student will be subject to disciplinary action as detailed below. Students are required to give credit to all individuals who contributed to the completion of any assignment. Specific sources of all information, ideas and quotations not original to the author of the assignment must be referenced. These references must be cited using standard methods such as those taught in ENGL101-Composition I and ENGL102-Composition II or other formats as specified by the instructor. If group work on an assignment is permissible, specific authorization and instructions pertaining thereto must be provided in writing by the instructor.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated below. Examples of such facilitation include, but are not limited to, the following:

1. A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.
2. A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report same to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, studio work, reports and projects.

The following penalties apply in cases of cheating or plagiarism:

- 1) The instructor may assign a grade of "F" or a zero for an assignment. OR The instructor may assign a grade of "F" for the course in cases of repeated dishonesty or in such cases where the assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.
- 2) All confirmed breaches of academic honesty will become part of the student's permanent academic record. Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years. After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

*If the student is not in agreement with the action taken by the faculty member, the student is encouraged to meet and discuss the issue with the faculty as the first step. If the student is not satisfied with the outcome, the student requests a meeting with the Academic Dean, Nursing Chairperson or testing director.*

## STEPS FOR FACULTY REPORTING PLAGIARISM AND ACADEMIC DISHONESTY:

1. Refer to the Student Handbook for guidelines listed under “Academic Integrity”
2. The instructor should discuss the act of academic dishonesty and the consequences with the student
3. After speaking with the student, “the instructor may submit a written report” to the appropriate Dean outlining the action he/she has taken and include appropriate documentation
4. After review, the Dean will forward the report to the Dean of Student Affairs/Enrollment Management
5. The Dean of Student Affairs/Enrollment Management sends a letter and a copy of the instructor’s report and documentation to the student.

## APPEAL PROCESS:

If the matter is not resolved between the student and faculty member or at the Academic Dean level, the student will contact the Director of Counseling and Support Services to file an appeal. The appeal process will be explained to the student and a student advocate will be assigned, if requested.

The Academic Standards Policy and Procedures Committee will be the appeal board for students who wish to appeal a faculty member's, Nursing chairperson or testing director's action. The committee must have a quorum in order to hear the charge.

The following procedure will be followed in order to provide the student with due process:

- The faculty member, Nursing chairperson or testing director will be notified of the appeal and will prepare a written statement of charges to be submitted to the Director of Counseling and Support Services, who will prepare and present the case to the Academic Standards Policy and Procedure Committee.
- A hearing date will be selected that is mutually agreeable to all parties. The student will receive written notification of the violation and hearing date by registered mail or delivered in person and by email at least ten days before the date of the hearing. The hearing will take place on the scheduled date as long as the Committee has a quorum to hear the case.
- The charges, all affidavits, and all exhibits which the College intends to submit will be made available to the person making the allegation and the charged student for inspection.
- The student may bring counsel to the hearing in a consultative role only. Also, the student can be assigned a student advocate from the counseling center to accompany them. The advocate can help the student prepare for the hearing and accompany the student to the hearing in a consultative role.
- The student will have the opportunity to present his/her own version of the facts, by personal statement as well as by affidavits and witnesses.
- The student will have the right to hear evidence against him/her and to question adverse witnesses personally.
- The Academic Standards Policy and Procedure Committee will make a determination of the facts of each case solely on the basis of the evidence presented at the hearing. The chairperson of the committee will prepare a written statement of the committee's findings of fact and a recommendation to the Vice President of Academic Affairs for action.

The Vice President of Academic Affairs receives recommendation and makes the appropriate decision regarding disciplinary action or dismissal of charges and the decision is final.

#### **ADMISSION TO ATLANTIC CAPE:**

Admission to the College is available to applicants who have graduated from an accredited secondary or preparatory school, possess a high school equivalency test such as GED, HISET, or TASC, or are 18 years of age or older. Applicants who do not meet these criteria may be admitted through Special Admission Programs, including High School/Approved Home Schooling Programs and Project Second Chance.

#### **ATTENDANCE:**

Some departments mandate a class attendance policy while other departments allow the instructor to determine the policy. All instructors must address their policy on attendance, including any impact on the student's grade, in the syllabus. This should be reviewed with the class within the first week of the semester. It is the student's responsibility to know and to observe the attendance policy for each course.

#### **CELL PHONE POLICY:**

Before entering class, cellular phones and other electronic devices must be turned off or placed on "silent" mode. If the instructor or a student has an emergency situation that may require him/her to be contacted quickly, Security should be contacted prior to the start of class.

#### **CHILDREN IN CLASSROOMS:**

Children are not permitted in the classroom during class sessions.

#### **COPYRIGHT REGULATIONS:**

When copyrighted material is used in course materials or handouts, all applicable laws, including the U.S. Copyright Law, must be observed.

In an effort to offer a "reasonable interpretation of the minimum standards of fair use in an educational setting," Congress endorsed the fair use guidelines. The fact that materials are reproduced for classroom or student use alone does not make the use a fair one.

For more information, please visit: [Copyright Laws](#)

#### **COURSE SYLLABI/OUTLINES:**

The College has initiated a policy of a standard syllabus for each course clearly delineating the requirements, such as learning goals, student learning outcomes, measurable learning objectives, assessment strategies, policies, and procedures. Departments should have a standard syllabus on file for all existing classes. Prior to teaching a class, faculty should contact the area coordinator for an updated copy of the standard syllabus for a course. For those tasked with creating a standard syllabus for a new course, a template is located on the Assessment Committee's Google site:

[Atlantic Cape Academic Assessment](#)

## PROFESSIONAL CONDUCT AND SOCIAL MEDIA:

Faculty are expected to present an appearance that is neat, clean and in good taste.

It is important to remember that even when pages on social networking sites like Facebook or Twitter are set to “private,” information may be leaked to public entities via printouts, e-mail, or other online sources. Faculty members are expected to always conduct themselves in the most professional manner possible. When students enroll in classes, they entrust the faculty member with their learning and assume the instructor will always protect their dignity and privacy. Faculty members should never share student work or speak disparagingly of students in online forums – public or not.

## STUDENT CODE OF CONDUCT:

On admission to Atlantic Cape, each student accepts a commitment to act in a responsible manner, which conforms to generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College’s code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance of the instructional process or the daily life of the campus should be rejected and resisted by all members of the College community.

Possession, use or distribution of alcoholic beverages on the College campus premises is prohibited regardless of age. This includes all College sponsored off-campus activities.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.

Possession or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

The College reserves the right to dismiss any student whose attendance, in the judgment of the Administration, is detrimental to the College or its students. Refer to **Appendix 2** for further information and guidelines regarding conduct issues.

## EDUCATIONAL RECORDS RIGHTS:

The Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment) insures students of the right to privacy in their educational records and establishes the right of students to inspect and review their records and to initiate grievance proceedings to correct inaccuracies. Students are also assured of the right to file complaints with the FERPA office concerning alleged failures by the College to comply with the Act.

## EMERGENCY CLOSING:

For bad weather or other emergencies, delayed openings or closings are announced at Atlantic Cape Home Page as well as radio and television stations and via the College's cell phone/email TxtAlerts system. **Sign up for cell phone and e-mail text alerts by visiting [www.atlantic.edu/about/txtMessage.html](http://www.atlantic.edu/about/txtMessage.html)**

Delays or closings may differ by campus or site and may only impact morning and/or afternoon and/or evening classes. Instructors are encouraged to create and utilize e-mail and text alert distribution lists of their classes to assist with timely communication of delays or cancellations.

Mays Landing and Atlantic City campuses have emergency yellow notification lights and PA systems in the hallways. Emergency flip chart guides are posted in all classrooms. Periodic emergency drills are held at each campus, and each building is assigned a team captain to assist Security Staff.

## ENROLLMENT/GRADES:

### Class Rosters

The Initial, Final, and Grade Report/Class Rosters are retrieved from **WebAdvisor**. **Blackboard should not be used as an official class roster.**

1. **Initial Class Roster:** This is your online class roster, available through WebAdvisor. **It is the instructor's responsibility to download the roster.** It will be continuously updated. If a student appears in class whose name does not appear on this roster, ask him/her to report to the Enrollment Services Department immediately. **DO NOT** accept any student whose name does not appear on the class roster. The initial class roster should be checked **daily** to ensure all students are registered.
2. Any change to a student schedule must be processed through the required Drop/Add timeframe. **Do not** permit students to attend "closed" classes in anticipation of "drops."
3. **Grade Reporting:** Toward the end of the semester, you will receive grading instructions. ALL grades are submitted online using WebAdvisor. Any computer with Internet access can be used for this grade submission. Do not use the Google Chrome browser to enter grades. Instructors will be given a personal identification number and password through the Office of Academic Affairs. **Administrative staff is not responsible for submission of grades and should not be asked to record or submit grades.**

It is important that semester grades are posted by the exact deadline included in the grading instructions.

### Taking Attendance:

It is important to take attendance every class meeting. Not only is this a good way to learn the students' names, but it is also required. A last date of attendance must be supplied for every student who is assigned an "F." Additionally, Federal and State grant programs, health care insurers, the athletic program, and others must know whether students are attending classes.

### Course Drop/Add Or Changes:

Students must initiate the course Drop/Add or Change process. Changes in registration may be made during the first week of the fall or spring semester at any of the Atlantic Cape locations by completing a registration/course change form in person, by fax or by mail. Students may also make changes via the Web. Dates to change registration status vary for culinary blocks or for any course that meets outside the regular semester schedule. The date of the change determines the amount of any eligible refund.

The effective date of the change will be the date the request is received, if made in person; the postmarked date, if mailed; or the date the transaction took place online. It is recommended that mail requests be sent "return receipt requested" to provide students with written proof that their forms were received.

### Overload Policy:

To be registered into a closed course, students must have an overload form or other written authorization signed by the instructor, except if the department has policies prohibiting overloads or if the occupancy limit of the room has been reached. The appropriate Area Coordinator can confirm the departmental policy related to admitting students to classes that are at capacity. Please be cognizant of space and chair/desk limitations within the classrooms when making a decision to allow extra students to register.

Information Systems and Aviation Studies (ISAS) Department has a policy of no overloads due to hardware constraints. However, if an instructor feels a student has a legitimate request and the assigned computer lab has sufficient equipment, the overload form may be signed.

The Mathematics, Science Department faculty and ESL and Modern Languages Department prohibit faculty from signing overloads. All students requesting overload permission for a class in one of these areas must be referred to the respective Area Coordinator. ALP classes in the English Department strictly prohibit overloads.

### Withdrawing from class with a "W" grade or Withdrawing from the College

Faculty cannot assign students a withdrawal grade; this grade is issued by the Registrar in response to a formal student request. Students should withdraw from a course only after a conference with a counselor or advisor. A student who wishes to withdraw from a course may do so in writing or online through the 10<sup>th</sup> week of the Fall or Spring semester. Summer and Winter session withdrawal dates vary. "W" grades are not computed in the student's grade point average (GPA). Contact Enrollment Services or check the Academic Calendar in this publication or college website for dates.

It is the student's responsibility to withdraw from courses by the deadline at any Atlantic Cape campus or online. Withdrawing from class may affect financial aid awards/status. Not attending classes or stopping payment of a check does not constitute an official withdrawal. These students will receive an "F" grade and will be responsible for course requests.

Students enrolled in the Academy of Culinary Arts or Nursing/Allied Health career programs who need a leave of absence because of illness or other valid cause must contact the Dean of ACA or the Chairperson of Nursing/Allied Health, respectively.

### Grading

Each student is evaluated by instructors at the end of the semester. Faculty should follow the formula for calculating the final grade that is outlined in the core syllabus of the course. In cases where the core syllabus does not contain a standard formula for calculating a final grade, faculty should add one. The following grades are used to indicate the caliber of the student's academic achievement:

| Grade | Percentage Range | Grade Point Value |
|-------|------------------|-------------------|
| A     | 93-100%          | 4.0               |
| A-    | 90-92%           | 3.7               |
| B+    | 87-89%           | 3.3               |
| B     | 83-86%           | 3.0               |
| B-    | 80-82%           | 2.7               |
| C+    | 77-79%           | 2.3               |
| C     | 70-76%           | 2.0               |
| D     | 60-69%           | 1.0               |
| F     | 0-59%            | 0.0               |

### Nursing Grading Scale:

**Applies to courses with the NURS alpha.**

| Grade | Percentage Range | Grade Point Value |
|-------|------------------|-------------------|
| A     | 93-100%          | 4.0               |
| A-    | 90-92%           | 3.7               |
| B+    | 87-89%           | 3.3               |
| B     | 83-86%           | 3.0               |
| B-    | 80-82%           | 2.7               |
| C+    | 77-79%           | 2.3               |
| C     | 75-76%           | 2.0               |
| D     | 60-74%           | 1.0               |
| F     | 0-59%            | 0.0               |

**Paralegal Studies Grading Scale**  
**Applies to courses with the LEGL alpha.**

| Grade | Percentage Range | Grade Point Value |
|-------|------------------|-------------------|
| A     | 93-100%          | 4.0               |
| A-    | 90-92%           | 3.7               |
| B+    | 87-89%           | 3.3               |
| B     | 82-86%           | 3.0               |
| B-    | 80-81%           | 2.7               |
| C+    | 77-79%           | 2.3               |
| C     | 70-76%           | 2.0               |
| D     | 65-69%           | 1.0               |
| F     | 0-64%            | 0.0               |

**Academy of Culinary Arts Grading Scale**  
**Applies to courses with the following alphas: CUBP, CULA, and CULN.**

| Grade | Percentage Range | Grade Point Value |
|-------|------------------|-------------------|
| A     | 92-100%          | 4.0               |
| A-    | 90-91%           | 3.7               |
| B+    | 87-89%           | 3.3               |
| B     | 83-86%           | 3.0               |
| B-    | 80-82%           | 2.7               |
| C+    | 77-79%           | 2.3               |
| C     | 75-76%           | 2.0               |
| D     | 66-74%           | 1.0               |
| F     | 0-65%            | 0.0               |

**Changing an “F” to “W”** – A change of grade request from “F” to “W” because of failure to withdraw in a timely manner from the course or non-attendance will only be processed by the Registrar.

**“I” Incomplete** – This grade is defined as a failure to complete the requirements of a course due to illness or other circumstances acceptable to the instructor as beyond the control of the student. An Incomplete grade may be changed to a letter grade by the instructor if the student completes the requirements of the course before the end of the eighth week of the next regular (Fall or Spring) semester. A grade of Incomplete or “I,”

which has not been changed by the end of the eighth week, becomes an "F." The responsibility for the elimination of an "I" grade entry on the permanent record lies entirely with the student. Requests for a change of an "I" grade to a letter grade must be submitted by the instructor by email to: [register@atlantic.edu](mailto:register@atlantic.edu).

### **NA Grades**

Prior to mid-semester, faculty members must report NA grades for students who never attended the class or who have never logged in to an online course. NA grades may not be given at the end of the semester. If a student has stopped attending or dropped out of classes, or if the student has failed the class through non-attendance and has not officially withdrawn from the course, a grade of "F" should be assigned. The last date of attendance is required.

### **Repeating a Course**

Students may repeat a course for credit with this restriction: No course may be taken a third time without the written permission of the Dean.

All attempts will appear on the transcript, but only the highest grade will be calculated into the semester or cumulative grade point average. If a student repeats a course for credit in which the final grade of the original attempt was A, A-, B+, B-, C+ or C, the higher of the grades will be used.

Within certain career programs, a course in which a student received a grade of "W," "NA," or "AU" (audit) and elects to take it again is not considered a repeat course.

Courses transferred from other institutions will not repeat Atlantic Cape courses.

Note: Nursing/Allied Health program policies prohibit students from taking courses more than twice.

### **COURSE WAIVER REQUEST:**

Students are encouraged to follow the degree requirements in the College catalog when selecting courses. A waiver is given only in exceptional circumstances and for valid reason. In most cases, a course or courses must be substituted for each course waived. Course waivers do not waive the College's graduation requirement.

### **AUDITING OF COURSES:**

Anyone who wishes to audit a class must first register as an audit student by notifying the Enrollment Services Office at the time of registration or through the first week of the semester Drop/Add period. See the College catalog for further details.

### **STUDENT GRADE APPEALS PROCEDURES:**

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If for any reason a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows:

### **Academic Issues (grades, etc.)**

- Level 1 – The student meets with faculty member or the person with whom the grievance began; if unresolved, then proceed to the next level.
- Level 2 – The student meets with the appropriate academic Dean. If the issue is still unresolved, the student proceeds to the next level.
- Level 3 – The student meets with the Director of Counseling & Support Services who will forward the case on to the Academic Policies, Procedures, and Standards Committee. This committee makes its recommendation to the Vice President of Academic Affairs, who then renders a binding decision.

### **ADA/504 GRIEVANCE PROCEDURE**

If a student believes that he or she has been discriminated against in connection with any Atlantic Cape Community College program or activity because of a disability, he or she has the right to submit a grievance to have their concerns formally addressed. No qualified student with a disability shall be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any college program or activity. The procedures below apply to any discrimination and harassment by employees, students and/or third parties. Any form of retaliation against individuals who complain about discrimination, file grievances, or participate in the grievance process is strictly prohibited.

#### **Grievances Covered**

These grievance procedures are applicable to grievances arising from disagreements regarding requested accommodations, accessibility barriers to any Electronic and Information Technology used on campus, and/or other complaints alleging that Atlantic Cape Community College has violated applicable disability anti-discrimination law. It should be noted that nothing in these procedures shall be deemed to require Atlantic Cape Community College to fundamentally alter its programs by modifying or waiving academic requirements that are essential to a course of study, or materially altering applicable codes of conduct important to health or safety. Please note that all complaints and grievances must be filed within 180 calendar days of the alleged act, in writing or via audio recording. Additionally, The Center for Accessibility will self-report to the Atlantic Cape Community College's ADA/504 Coordinator in the event that a complaint cannot be resolved within the CFA.

#### **Informal Grievance Process**

The complainant can file an informal grievance by first contacting the Assistant Director of CFA, who (acting directly or through a designee) shall attempt to resolve the matter through informal consultations with the complainant, the Director of Counseling and Support Services, and/or other appropriate administrators over a period not to exceed ten business days. If the resolution of any such complaint shall be documented by a statement signed by the student and ACCC that the complaint was resolved and describing the manner in which it was resolved. If the complaint is not resolved to the complainant's satisfaction in a timely manner, the student may initiate a formal grievance process as described below. Please note that the complainant has the right to file a formal grievance at any time. Furthermore, the CFA office will self-report any instance when a complaint cannot be resolved to the ADA/504 coordinator within 2 business days; no written complaint by the affected student shall be required in such instance.

## Formal Complaint Process

An individual who believes that discrimination or harassment has occurred may file a formal grievance. If accommodations are required to submit a complaint, The Center for Accessibility will provide accommodations. The formal complaint must include the following information:

1. A full description of the problem and any relevant facts;
2. A summary of the steps the complainant has already taken to attempt to resolve the problem, including the names of persons involved;
3. A statement of the requested resolution and the complainant's rationale for the requested accommodations;
4. Any supporting documentation; and
5. The name, contact information and signature of the person initiating the complaint.

The ADA/504 Coordinator may interview or consult with the complainant and any other individual the he/she believes to have relevant information, including faculty, staff, and students. Additionally, all interested parties have the opportunity to provide any relevant evidence including witnesses and documentation.

The ADA/504 Coordinator will provide the results of their investigation to the student and the CFA, and a proposed resolution, if any within ten business days. Possible resolutions may include but are not limited to, corrective steps and measures to provide reasonable accommodations or a determination that the complainant is not entitled to the accommodations requested. If discrimination is found to have occurred, appropriate corrective and remedial action will be taken. The ADA/504 Coordinator will promptly communicate the resolution to the complainant and the relevant department or other individuals in writing within two business days of the ruling. The decision of the ADA/504 Coordinator will be final and any actions taken in response will complete the grievance process. Regardless of the final result of the formal grievance process all parties involved retain the right to file a complaint with the Department of Justice Civil Rights Division or any appropriate state or federal agency or in court.

To file an ADA complaint, visit ADA Information and Technical Services. To file an ADA complaint, you may also send the information requested at ADA Information and Technical Services to:

### **US Department of Justice**

950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section 1425 NYAV  
Washington, D.C. 20530  
Fax: (202) 307-1197

You may also file a complaint online at ADA Information and Technical Services.

If you have questions about filing an ADA complaint, please call:  
ADA Information Line: 800-514-0301 (voice) or 800-514-0383 (TTY).

Main Section Telephone Number: 202-307-0663 (voice and TTY)

## STUDENT HANDBOOK:

The Student Handbook is located on the College website at the following site:

[Atlantic Cape Student Services](#)

## FIELD TRIPS:

The use of field trips to supplement classroom and laboratory instruction is encouraged where appropriate. Notify the Dean and the Faculty Support Office if a field trip is planned. The College's van can be used when arranged in advance through the Facilities Office. Approval for a field trip requiring subsidy must be obtained from the Dean before arrangements are made. Proper insurance waivers must be filed in place before the field trip.

## FINAL EXAMINATIONS:

Instructors are required to meet with their students during the scheduled exam time during Finals Week, even if no exam is being administered. Atlantic City and Cape May campuses have exam schedules that are different from Mays Landing Campus.

Any/all requests to change the Finals Week schedule must be approved by the Dean, who will confirm room availability for such requests.

## FOOD AND BEVERAGES:

Eating and drinking are prohibited in all classrooms and labs. The Dean should be consulted if a special activity requiring food or beverage is planned.

## GUEST LECTURERS:

The use of experts from the College or community as guest lecturers is encouraged when appropriate to the course. All invitations to guest lecturers must have the prior approval of the Dean. If a guest lecturer requires payment, a consultant form must be filled out by the instructor and submitted with a purchase requisition to the Dean for approval of payment. Refer to Appendix 11 for the Guest Lecturer Form.

## ID CARDS:

A College photo identification is required of any instructor who wishes to use the library services and the computer labs. ID's may be obtained through the Student Life Center, "G"- Building, Mays Landing, in Room G-105, in the Atlantic City Campus (AC) Room 145, or through the Career and Academic Planning Center, first floor, at the Cape May County Campus (CMC).

Instructors must display their ID to Security to be admitted into the Atlantic City Campus and Cape May County Campus. Keep IDs with you at times while in the buildings. If the permanent ID is forgotten or misplaced, instructors are required to report to Security to sign for and receive a temporary identification badge in AC and CMC.

***Please note that I.D. badges must be with you at all times.***

## LATENESS:

Faculty are expected to arrive on time. If lateness is unavoidable, contact the Faculty Support Office, 343-5114 (ML), 343-4874 (AC), or 463-3502(CM), so students may be notified.

Inform students that the Student Handbook states, "In the event no prior notification of an instructor's absence is given, students are required to wait 15 minutes after the class time for the instructor to arrive. After 15 minutes, one student should collect the names of those present and report the instructor's absence to the Faculty Support Office, A123, ext. 5214 (Mays Landing) or Room 335, ext. 3502 (CMCC)." At the Atlantic City Campus, the absence should be reported to the Administrative Office, W217 (ext. 4874) or Security (ext. 4841).

## UNANNOUNCED EMERGENCIES:

Unless there is an official announcement from the College about a closing (e-mail, text message, or website), classes will run as scheduled. In the absence of any closing announcements, faculty members who are already on campus are expected to be at their work stations for the duration of the scheduled class times.

Obviously, if the emergency prevents the instructor from arriving on campus in time for class, the class may need to be cancelled and reported, as would be the case for any other urgent requirement that would prevent an instructor from getting to his or her assigned room for that day/evening.

## MAKE-UP TESTS AND MAKE-UP WORK:

Unless a department has a policy, it is up to the individual instructor to develop a policy as to whether or not make-up tests or work are permitted. Existing departmental policies can be confirmed with the Area Coordinator. A faculty member's make-up test/work policy must be clearly stated in the syllabus to be enforceable.

The Testing Office provides alternate testing opportunities for students unable to take a scheduled classroom test *only because of one or more of the following reasons:*

- A documented disability identified by Counseling and Support Services
- Observance of a religious holiday
- Emergency situation(s)

Instructors make arrangements with the students to initiate the make-up test. The student is responsible for contacting the Testing Office, in person or by phone, to make the appointment. Appointments must be made at least 24 hours in advance. Seating is limited. An appointment will not be scheduled if the Testing Office has not received the testing materials and the Test Cover Form from the instructor.

**PLEASE NOTE:** *The Testing Office does not proctor tests for entire classes or large groups of students in the case of planned instructor absence.* Faculty can make arrangements with the area Dean to have a proctor administer a test to the class in the case of absence.

The Testing Office in Mays Landing office is located in J-014. To schedule an appointment, call 343-5633. At CMC, the Testing Office is in Room 234, 463-3775. Make-up tests are offered at AC in Room 137. Call 343-4831 for assistance.

#### MEDICAL EMERGENCIES:

Phones which connect directly to the Security Office have been installed in most classrooms on all three campuses. Security may also be reached on the **ML campus** by dialing ext. **5125** from any phone. At the AC campus, contact Security on the first floor or call 343-**4841**. For **CMC**, contact Security in Room 122, ext. **6390 (daytime) or ext. 3967 (evening)**. Refer to **Appendix 6** for information regarding “Unexpected Medical Emergencies.”

#### NONDISCRIMINATION POLICY:

Atlantic Cape is committed to the philosophy of equal opportunity and affirmative action in education and employment. The College does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership, or veteran’s status.

Atlantic Cape complies with the Americans with Disabilities Act (ADA) of 1990, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to 343-5090. Inquiries regarding Title IX services may be directed to 343-5043.

The College is involved in a continuing effort to comply with ADA, Title IX, and Civil Rights legislation and regulations. Inquiries regarding civil rights compliance may be directed to the Human Resources Department.

#### ORGANIZATIONAL CHARTS:

College organizational charts can be found at: [Organization Charts](#)

#### PARKING:

Parking is available to instructors at all campus locations. A current parking permit must be hung on the car’s rearview mirror (part-time staff). The parking sticker for full-time staff must be displayed on the driver’s side of the window. A permit and a copy of the motor vehicle regulations brochure can be obtained from the Security building or at the security desks at AC or CMC. The parking permit must be updated each semester.

#### PERSONNEL/ HUMAN RESOURCES:

##### Instructor Name/Address/Phone Change

Name, address, and/or telephone number changes should be reported immediately to Human Resources, “J” Building, or e-mailed to Brenda Kuhar in Human Resources at 343-5604 at [bkuhar@atlantic.edu](mailto:bkuhar@atlantic.edu). Changes in Personal Information forms are available in A123, ML Campus.

##### Paychecks:

Instructors are paid every other week (BIWEEKLY), and pay advices can only be viewed through WebAdvisor. Pay will be made through direct deposit only. For more information, contact Payroll Department at 343-5265.

**Pension Plan:**

Enrollment in the pension system for full-time instructors is mandatory. If the member is retired from a State of New Jersey pension system, he or she is not eligible to enroll in PERS. Please notify Human Resources at 343-5611 if you are already retired from a N.J. pension system.

Note: Adjunct instructors should consult with Human Resources at 343-5611 concerning their eligibility in any pension system.

**Personnel Files:**

With advance notice, an instructor may examine his/her personnel file. To make an appointment, contact Human Resources at 343-5610.

**SECURITY:**

Phones which connect directly to the Security Office have been installed in most classrooms on all three campuses. Security may also be reached on the ML campus by dialing ext. 5125 from any phone. At the AC Campus, contact Security on the first floor or call 343-4841. At the CMC, contact Security in Room 122, ext. 6390 (daytime) or ext. 3967 (evening). Security may be contacted to unlock rooms and assist with disruptive students or intruders, and must be contacted immediately for accidents and thefts.

**SMOKING:**

Smoking (including vaping) is prohibited in all campus buildings.

**Threatening and Violent Behavior:*****Policy #215***

Atlantic Cape is a place where students, staff and guests expect safety and security while pursuing academic excellence and Atlantic Cape activities.

Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty, or campus guests will be immediately suspended pending a disciplinary hearing.

The outcome of that hearing may result in penalties including, but not limited to, additional suspensions or dismissal from the College depending on the circumstances of the offense.

Students who are suspended or dismissed from the College are banned from all Atlantic Cape campuses, learning sites, and college-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged with trespassing under New Jersey criminal code.

## SUPPORT SERVICES

### ATLANTIC CAPE WEBSITE:

Atlantic Cape's website, [Atlantic Cape Student Services](#), offers comprehensive information for current and prospective students, faculty, staff and community members. Be sure to check out links relating to the academic areas for discipline-specific information and syllabi, teaching tips, technical support, policies and procedures, and many other useful resources.

### COMPUTER LABS:

The Library and Learning Assistance Center computer labs provide computer access and supporting services for Atlantic Cape students. A current Atlantic Cape ID is required to use computer labs.

Library computer labs have Windows and MAC workstations as well as laptops for in-library use. Scanners, printers and photocopiers are available at all three locations. Library staff is always available for basic technical support; writing tutors are available during scheduled hours for guidance with essays and papers. For more information call:

#### **Mays Landing, 343-4951**

Atlantic City Campus, 343-4800 ext. 4726

#### **Cape May Campus, 463-3713**

### CAREER CENTER:

Regardless of where a student is in the career development process, the Career Center can be of assistance. The Career Center has resources to help the student learn about themselves and match their values, interests, personality traits and skills to educational and career pathways. The career software, SIGI, integrates self-assessment with in-depth and up-to-date career information that is easy to use and provides a realistic view of the best educational and career options for future success.

There is a Career Center located on each campus. For hours and additional information contact: (ML) the Counseling and Support Services Office at 343-5667; (AC) Cynthia Correa at 343-4897 or [ccorrea@atlantic.edu](mailto:ccorrea@atlantic.edu); (CMC) Dr. Tammy DeFranco at 463-8113 or [tadefran@atlantic.edu](mailto:tadefran@atlantic.edu)

### TUTORING SERVICES:

Tutoring services are offered through the college libraries at all campuses, free of charge, to all currently enrolled Atlantic Cape students. Tutors are available for most subject areas. Hours vary.

For more information and for the current schedules, inquire at the library desk at any campus, telephone the library desk, or email [tutoring@atlantic.edu](mailto:tutoring@atlantic.edu)

Mays Landing: 609-343-4951

Atlantic City: 609-343-4800, ext. 4726

Cape May: 609-463-3713

Online tutors are available to support students in many of the online courses. For more information, or to request a tutor for your online course, email [tutoring@atlantic.edu](mailto:tutoring@atlantic.edu) or call 343-5631. Students in online courses are always welcome to make use of in-person tutoring in the library.

### LIBRARY SERVICES:

The libraries of Atlantic Cape Community College provide our students with access to information resources that support successful research and learning at an undergraduate level. There is a library located on each campus, and the libraries provide a complete range of academic support. Books, articles, and other information resources are available in print and digital formats, and reference librarians provide assistance in identifying the best resources for any research project. Each library contains one or more computer labs, and basic technical support is available. Tutoring services are located conveniently in the library, so that students can receive seamless support from research to writing. The library also provides access to many resources and services online, to support research and learning wherever our students are.

| Campus                           | Contact Information   |
|----------------------------------|---|
| Mays Landing Campus              | William J. Spangler Library<br>Daniel Leeds Hall (D1)<br>Circulation: 609-343-4951<br>Reference: 609-343-5665 |
| Worthington Atlantic City Campus | Worthington Center Library<br>Circulation: 609-343-4800 x4726<br>Reference: 609-343-4815                      |
| Cape May County Campus           | Mullock Family Library<br>Second Floor<br>609-463-3713  |

[Atlantic Cape Library Resources](#)

e-mail: [library@atlantic.edu](mailto:library@atlantic.edu)

### LIBRARY HOURS:

Library hours vary with the academic calendar. Please visit the library web site for current information about library hours and services.

### LIBRARY COLLECTIONS:

The Atlantic Cape libraries currently hold more than 87,000 print volumes, and have access to more than 170,000 digital books to support research and learning in all areas of the curriculum. 32+ databases give online access to more than 60,000 full-text articles from reference books, newspapers, magazines, trade publications, and scholarly journals, as well as a wide range of documents, reports, and other resources. The libraries' print and digital collections are augmented by access to the collections of the Atlantic County Library System, through our shared catalog.

## **THE RESERVE COLLECTION:**

Each of the campus libraries maintains a reserve collection to support the classes that are taught on that campus. When possible, textbooks supplied by instructors and departments are made available to students for in-library use. Instructors may also place supplemental material in the reserve collection. Please help us to support student success by making sure that the textbooks for your classes are available in the library.

## **BOOKS AND MEDIA:**

The library endeavors to ensure that all areas of the curriculum are supported by our collections. Your suggestions for book purchases are welcome. A valid Atlantic Cape library card is required to borrow material from the collections. Most materials circulate for 28 days.

Video resources are available on the college's video server, supported by the Instructional Technology department. Additional resources are available in the Cape May Campus Holocaust Collection, and from our partner libraries in the Atlantic County System.

## **E-BOOKS, ARTICLES, AND OTHER DIGITAL RESOURCES:**

The library databases cover a large range of disciplines and source types. Computers connected to the campus network have full access to the libraries digital collections. Off-campus access is restricted to current students, faculty, and staff. Contact the library for login information.

## **INTERLIBRARY LOAN:**

Books, articles, and other materials not owned by the Atlantic Cape libraries can usually be obtained at no cost through our regional partnerships and our Interlibrary Loan service.

## **REFERENCE:**

Reference assistance is available in the library and online to assist researchers in finding and selecting the best materials to support their projects. Send your students to us, and let us help with your own projects and questions, too. Professional librarians and friendly staff provide research assistance and technical support. Visit the reference desk, set up a research consultation, call us for help, or send us your questions through e-mail.

## **LIBRARY INSTRUCTION:**

Learning to conduct research is an integral part of a college education, and the NJ State requirements for general education include proficiency in information literacy. Please consider incorporating the library into any class where students are asked to identify and use sources beyond their textbooks. We can help your students navigate the research environment in print and online, narrow and focus their ideas, learn to select and evaluate resources, engage with the scholarship in their disciplines, and document their sources.

Library instruction is most effective if students can connect the lessons with a specific assignment for which they need to practice their research skills. You can schedule one or more sessions tailored to your assignment. We ask that you give us a minimum of two week's notice to schedule a class, and getting on our calendar early increases the probability of getting your preferred dates. You can request a library session by sending e-mail to [library@atlantic.edu](mailto:library@atlantic.edu).

The library also provides access to a growing collection of digital learning resources to support online classes and independent learning.

### **LIBRARY TECHNOLOGY:**

The library computer labs are equipped with Windows and MAC workstations and laptops for in-library use. Software on library computers supports research, writing, study, homework, and creative engagement with learning.

Scanners, printers, and photocopiers are available in the libraries. There is a charge for printing and copying. Students are advised to bring cash to pay for printing and copying.

WiFi provides access to the college network for personal computers and mobile devices in the library and around campus.

When not in use for library instruction, the library classroom on the Mays Landing campus can be booked for research-related activities. Each instructor is limited to no more than two sessions per class each semester, and scheduling is subject to availability. To request the use of Room D202, send e-mail to [library@atlantic.edu](mailto:library@atlantic.edu).

### **ASSISTIVE TECHNOLOGY:**

All public computers at Atlantic Cape are equipped with:

- The ZoomText screen magnifier and keyboard
- JAWS (Windows) or OpenBook (MAC) screen readers

The following equipment is available in each library:

- SARA Reading Machine (reads printed text aloud)
- Epson scanner (converts printed text or images to digital files)
- Aladdin Sunshine CCTV (enlarges text)
- Eye-Pal Solo (portable device reads text aloud or uses optical character recognition (OCR) software to convert print to sound or text files)

Additional assistive technology devices are available; contact the Center for Accessibility at (609) 343-5680 or [cfa@atlantic.edu](mailto:cfa@atlantic.edu) for more information

The library will be happy to provide large-print versions of library handouts and literature, and makes every effort to ensure that digital resources are accessible to all our community of learners.

### **COUNSELING AND STUDENT PROGRAMS:**

The Counseling and Support Services Office (ML campus) houses counselors and academic support programs to enhance student academic success. The Educational Opportunity Fund (EOF), Student Support Services (SSS), New Jersey Stars (NJS) and Center for Accessibility (CFA) programs offer counseling, advising, tutoring (SSS), financial assistance (EOF), workshops, monitoring of academic success and transfer assistance. For additional information, call 343-5667 (ML); 343-4859 (AC); or 463-8113 (CM).

Counselors are also available to present generic workshops in the classroom that are instrumental to college success. Topics include, but are not limited to: College Resources, Classroom Etiquette and Time Management. Call 343-5667 (ML); 343-4859 (AC); or 463-8113 (CM) to schedule a workshop.

If there is a classroom issue that needs the assistance of a counselor, requests can be made through the Behavior Assessment Team (BAT) Reporting System. Counseling staff is also available to provide assistance to students seeking to resolve alcohol or chemical dependency issues. Referrals are made to appropriate community agencies and self-help groups. Assistance is confidential and will not jeopardize enrollment or legal status. The BAT Reporting Form and contact information can be found at [Behavioral Assessment Team/Reporting System](#).

### **INSTRUCTIONAL TECHNOLOGY:**

The Instructional Technology Department assists and supports faculty members using educational technology both in the classroom and in online instruction. The mission of the department is to train and coach faculty in the use of new technology and multimedia tools, and to help acclimate faculty to pedagogical and cultural changes in online teaching.

#### **Instructional Technology Services available:**

**Blackboard (Bb) courses** – Blackboard Learn 9 is a complete Web-based learning management system (LMS). Blackboard can be used to enhance your traditional face-to-face class by providing Web-based activities outside of regular class time. Blackboard contains communication tools like mail, discussions and chat; course content tools for course handouts, lectures, and presentation materials; and evaluation tools for online quizzes and surveys. It is the primary LMS used for our online courses.

Faculty must attend one “Getting Started with Blackboard Learn 9” workshop prior to receiving a Blackboard account.

**Web Server Space** – Atlantic Cape has an academic Web server available for faculty who may not wish to use all the tools detailed on the previous page but would simply like some web “space” for syllabi and handouts.

**Technology Workshops & Webinars** – These training sessions are offered at different times throughout the year, based on interest. Session topics include, but are not limited to, the following: Blackboard, Turnitin, and GradeMark, and Creating Accessible Content.

**Effective Online Teaching Course:** This completely online five-week workshop is offered twice a year. Topics covered in this workshop are an overview of online teaching and learning, using course management tools to create online courses, strategies to promote communication and collaboration in the virtual classroom, Best Practice guidelines for conducting an online class, and self-evaluation using a course rubric. Enrollment for this course by adjunct instructors must have the permission of the Area Coordinator.

For more information about any of the above services or to set up an appointment to meet with a member of the Instructional Technology staff, contact Michelle Perkins, Director of Instructional Technology, at 343-5038, or [mperkins@atlantic.edu](mailto:mperkins@atlantic.edu). Instructional Technology department’s website can be accessed at [Instructional Technology Department](#).

## ADA ACCOMMODATION PROCEDURES:

### I. GENERAL INFORMATION

#### Definition of Disability

A *person with a disability* is defined as an individual who has or is regarded as having any mental or physical condition that substantially impairs or restricts one or more major life activities such as performing normal tasks, walking, seeing, hearing, speaking, breathing, learning and working. This includes, but is not limited to, such disabling conditions as visual impairments, psychological/emotional disabilities, speech and/or hearing impairments, mobility impairments or learning disabilities.

#### Equally Effective Communication and Equal Access

The Right To Succeed: Atlantic Cape Community College believes that all students are entitled to an equal opportunity to succeed academically.

A college student with one or more disabilities has the right to equal access to educational opportunity, and equally effective communication. This right is provided under the Rehabilitation Act and the Americans with Disabilities Act. In some cases, in order to have equal access or equally effective communication, the student may need reasonable accommodations or auxiliary aids in the classroom and other areas of the campus. For purposes of this policy, both reasonable accommodations/modifications and auxiliary aids are referred to as “accommodations”

#### Eligibility

Eligibility for student accommodations is based on medical and/or other professional documentation of disability as well as the impact the disability has on the students’ access to their education.

Contact the Assistant Director of The Center for Accessibility (CFA) for information about appropriate documentation of disabilities. Call 609-343-5680, email [cfa@atlantic.edu](mailto:cfa@atlantic.edu) or stop in the Office of Counseling and Student Support.

Please note this is an individualized process, and will vary based on student needs. It is the responsibility of the student with a disability to identify himself/herself as having a disability and to request academic adjustments, auxiliary aids and/or modifications necessary to receive equal access to the College’s program, activities and services.

The person with a disability can initiate self-identification by seeking assistance from The Center for Accessibility. Students who self-identify elsewhere will be referred to the Center for Accessibility.

### PROVISION OF ACCOMMODATIONS:

In order to receive accommodations in a timely manner students are encouraged to schedule a meeting with the CFA for documentation review and individualized need assessment. The process for obtaining accommodations starts with making an accommodation request.

**To make an accommodation request:**

students must first contact the Center for Accessibility. This can be done via phone 609-343-5680, email [cfa@atlantic.edu](mailto:cfa@atlantic.edu), or by stopping by the CFA office on the first floor of J-Building.

At this time an intake meeting will be scheduled with the students assigned CFA counselor, at the students earliest convenience. Please note, this meeting can be held in person, via Skype, or by phone at the request of the student.

**Submit appropriate documentation.**

On or before the intake meeting, students must submit documentation, which includes a diagnosis of medical condition(s) and sufficient information regarding the impact on the student's ability to perform and/or function. Documentation must support the need for the accommodations requested. Please consult the CFA guidelines for examples of acceptable documentation.

The documentation can be submitted in one of three ways.

- Sending as an email attachment to: [cfa@atlantic.edu](mailto:cfa@atlantic.edu)
- Faxing to 609-343-5680
- Bringing the documentation to the intake appointment

**Determination**

Upon completion of the intake, The Center for Accessibility will review the submitted documentation. Students will receive a response within 10 business days with one of the following application statuses:

**Accommodation(s) Approved:** when a student's request for accommodation(s) has been approved, the student will be required to schedule a follow up meeting with their assigned counselor to finalize the process for receiving accommodation(s). This meeting can be done in person, via Skype, or by phone.

**More Information Needed:** when a student's request for accommodation(s) cannot be approved due to insufficient documentation the student will be notified via email that will specifically outline the additional documentation or information needed. The rationale for this determination will be provided.

**Accommodation(s) Not Approved:** when a determination is made that the student is not entitled to the accommodation(s) requested, the student will receive notice of the denial with a detailed explanation as well as an explanation of the student's rights via email. A student may request a follow up meeting with the Center for Accessibility in order to further discuss the rationale for the denial, and to advise the student of his/her right to seek reconsideration and to appeal the determination.

**Areas of Responsibility for Providing Accommodations**

The Center for Accessibility (CFA) does not have the sole responsibility for providing accommodation(s) for students with disabilities. Rather, it is the function of this office to assist and enable all areas of the college to meet mandated responsibilities. Recommendations for the services will be developed in consultation with the appropriate faculty, staff, administrators, and students.

Faculty are requested to inform students about services available to them through the CFA

Atlantic Cape Community College is committed to ensuring that all accommodations are implemented in a timely manner under the supervision of the Center for Accessibility.

## II. RIGHTS & RESPONSIBILITIES

### Students Responsibilities

It is generally the student's responsibility to self-disclose their disability to the Center for Accessibility so that accommodation(s) can be provided in a timely manner. It is also the student's responsibility to provide the appropriate documentation supporting their request for accommodation(s).

A student who is entitled to extended time on a test is to follow the procedures listed below:

- A student who disagrees with the determination of a request for accommodation(s) has the right to dispute this determination to the ADA/504 Coordinator. Students are responsible for notifying the CFA if they have any problems or difficulties regarding approved accommodation(s).
- The decision to request and or utilize accommodations is solely the decision of the individual student.

### Faculty Members' Responsibilities

- Faculty members will be presented with a Center for Accessibility "ADA Accommodation Letter" by the student citing specific accommodations that are to be provided for that specific course.
- Additional accommodation(s) may be requested at any time, and may not be enumerated in the initial Accommodation Letter.
- The nature of the accommodation must not fundamentally alter essential course content or essential requirements for satisfactory course completion.
- A faculty member who disagrees with an accommodation recommended by the Center for Accessibility must provide the accommodation until the disagreement is resolved. Faculty should contact CFA immediately to discuss the disagreement.
- The faculty member will be notified by the CFA if a student expresses concern about the manner in which an accommodation is administered. Concerns will be mitigated in consultation with the student, faculty, and CFA.
- Written instructions from the instructor are required for the testing center if the testing center is to be used for extended time testing. The CFA is to be informed if there are any problems making the necessary arrangements with the testing center.
- Be advised that the Atlantic Cape Community College Center for Accessibility is the main point of contact for issues related to ADA compliance for all faculty members serving students. CFA can be reached at [cfa@atlantic.edu](mailto:cfa@atlantic.edu) and/or (609)-343-5680.
- If a student makes a disability related complaint or request to any faculty member the Assistant Director of the Center for Accessibility must be contacted IMMEDIATELY to ensure an appropriate and timely resolution.
- It is the responsibility of the faculty to ensure that all classroom materials are made accessible to students with disabilities. The CFA will offer assistance if faculty are unable to make any class material accessible. Please contact Chad Bullock, the CFA Adaptive Technology Specialist, at [cbullock@atlantic.edu](mailto:cbullock@atlantic.edu) with any concerns.

- Faculty members are required to attend accessibility training on the creation of accessible materials. These are offered several times a semester both in person and as a webinar. The schedule can be found at: [Instructional Technology Workshops](#)

#### Center for Accessibility Rights and Responsibilities

The CFA ensures that no qualified individual with a disability shall be excluded from or denied the benefit of any service, program, or activity at Atlantic Cape Community College.

The CFA will provide trainings (in person, and web based) each semester to faculty and staff on ACCC's accessible technology policy, common technological accessibility barriers, accepted accessibility standards and the creation of accessible materials for students. The schedule is posted on the college website. Additionally, the CFA is available to assist with questions related to the accessibility of materials.

The CFA will timely respond to any and all requests for reasonable accommodations at all points within the semester including after accommodation letters have been issued.

The CFA will provide ongoing trainings to students on the use of assistive technology and accommodations, overview of the CFA and ADA/504 Coordinator and responsibilities of each, ACCC's accessible technology policy, and ACCC's grievance policy and procedures. This schedule will be posted on the CFA website.

The CFA acts as the liaison between CFA students and faculty.

### III. GUIDELINES FOR ACCOMMODATIONS

#### Electronic & Information Technology

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Atlantic Cape Community College is committed to ensuring all electronic and information technologies (EIT) are fully accessible to students with disabilities. This includes but is not limited to those with visual, auditory and/or manual impairments and/or students who require the use of assistive technologies to access course content. No qualified individual with a disability will be denied participation in, and/or the benefits of EIT at Atlantic Cape Community College.

The CFA will ensure that all electronic technology purchased, licensed, or deployed to students is accessible to students with disabilities, particularly those with visual, auditory and/or manual impairments. In addition, every effort will be made to ensure that all acquired web based EIT is in compliance with WCAG 2.0 AA standards. Please contact Chad Bullock, Adaptive Technology Specialist at [cbullock@atlantic.edu](mailto:cbullock@atlantic.edu), (609) 343-5107, or stop by the CFA with questions and/or concerns.

#### Extended time for tests and examinations:

The student in conjunction with faculty and testing center personnel are responsible for scheduling their exam with the Testing Center at least 5 days in advance of the exam.

Extended time tests (duration to be determined at time of intake based on provided student documentation) may be proctored by someone designated by the Assistant Director of the Center for Accessibility in

consultation with the director of testing services at the specific campus where the test is to be taken, or by the faculty member giving the exam.

Every effort will be made to ensure the student is able to take the test at the same date and time as their peers.

It is faculty responsibility to ensure the testing center has the exam before the test date. Under no circumstances are students to transport their tests and/or examinations to the Testing Center. Security of the test materials is then provided by the Testing Center staff. The faculty member may pick up the test or arrange for delivery under secure conditions.

Proctors who act as scribes and/or readers for CFA students will read test items exactly as given. Proctor readers will not provide additional information, interpretation or definitions about test items unless specifically included as part of the modifications provided to students.

Tests will be administered in accordance with written instructions from the instructor.

Instructors are responsible for ensuring that students are provided the same information and guidance as their peers regarding the exam.

#### **Extended Time for Written Assignments**

To be provided on a case-by-case basis after consultation with the student, the course instructor and the Assistant Director of the Center for Accessibility.

#### **Audio Recording of Class Lectures**

Permitted for each student who has been given the accommodation by the CFA. The College may require the student to sign a Recording agreement specifying limited use of the taped material.

#### **Note Takers**

To be provided for students who, because of disabilities, need assistance with taking lecture notes during class sessions. This need must be specifically defined in the documentation provided by the student. Note takers are not required to attend class and take notes when it is known that the student receiving this service will be absent for any reason. Note taking software and assistive technologies that specifically assist in note taking are available to all CFA students with this approved accommodation.

#### **Sign Language Interpreters**

The student who qualifies for this service is responsible for contacting the Interpreter, as much in advance as possible, when the student will not be attending class.

#### **Aides/Personal Assistants**

The College does not provide Personal Aides or Assistants. It does not provide services of a personal nature, which includes assistance in transporting, eating, toilet usage, and dressing, etc. If students have questions on how to obtain a personal care attendant the CFA will provide pertinent referral information.

### **Specialized Equipment**

The College does not provide personal devices such as wheelchairs, and individually prescribed devices such as hearing aids. Information on modified or specialized equipment available at the college may be obtained in the office of Counseling and Student Services, as well as the Center for Accessibility.

### **Building and Room Location**

When necessary, classes may be moved to an accessible location to accommodate a student with impaired mobility, or under documented special circumstances. This determination shall be made by the Assistant Director of CFA. The Assistant Director will consult with the student, faculty member and the head of the department for the specific course regarding the selection of an alternate location.

### **Course Substitution**

Course substitution will be considered as a reasonable accommodation if supported by documentation and provided the substitution does not fundamentally alter the nature of the academic program in which the student is enrolled or excuse the student from courses that are integral to that program.

This decision shall be made by the Academic Dean of the Division of the student's major field in consultation with the student, appropriate faculty, the Assistant Director of CFA, and/or the ADA/504 Coordinator.

### **Transportation**

If a field trip is scheduled for a class in which a disabled student is enrolled and transportation is provided by the college, the transportation will be accessible to individuals with disabilities.

Field trips and field experiences for courses that have enrolled students with disabilities must be made to accessible sites. If there is an insurmountable barrier to providing access to a site that is essential to the course or program, students with disabilities denied access must be provided an alternative educational experience that offers comparable and equal instructional benefits.

## **IV. DISPUTED REASONABLE ACCOMMODATION**

If the documentation on file does not support the student's request for a specific accommodation, the student will be informed via email within ten business days of the request as follows:

1. Specific reasons for the determination
2. The need, if any, to provide specified additional documentation
3. To schedule a meeting with CFA personnel to discuss alternative accommodations and/or to schedule a meeting to discuss reconsideration and appeal of the determination

## **V. DISCRIMINATION AND HARASSMENT**

Atlantic Cape Community College policies prohibit discrimination and harassment in its educational programs, activities or employment and admissions practices, as required under Section 504 and the Americans with Disabilities Act (ADA). Inquiries regarding Section 504 and ADA compliance may be directed to the 504/ADA Coordinator.

Atlantic Cape Community College personnel are prohibited from denying any disabled student who is otherwise qualified, with or without reasonable academic adjustments, auxiliary aids and modifications, from participation in any program, service or activity.

Atlantic Cape Community College will ensure that all opportunities afforded to students are afforded equally to students with disabilities consistent with the requirements of ADA and Section 504.

## VI. LEGAL COMPLIANCE

The 504/ADA Coordinator of the college will be responsible for legal compliance and investigation of grievances for students with disabilities. In the event of a dispute regarding compliance with applicable laws, college policy or the appropriateness of specific reasonable modifications/accommodations or auxiliary aids, the following procedure should be followed:

### ADA/504 Grievance Procedure

If a student believes that he or she has been discriminated against and/or suffered harassment in connection with any Atlantic Cape Community College program or activity because of a disability, he or she has the right to submit a grievance to have their concerns formally addressed. No qualified student with a disability shall be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any college program or activity. The procedures below apply to any discrimination and harassment by employees, students and/or third parties. Any form of retaliation against individuals who complain about discrimination and/or harassment, file grievances, or participate in the grievance process is strictly prohibited.

### Grievances Covered

These grievance procedures are applicable to grievances arising from disagreements regarding requested accommodations, accessibility barriers to any Electronic and Information Technology used on campus, and/or other complaints alleging that Atlantic Cape Community College has violated applicable disability anti-discrimination law. It should be noted that nothing in these procedures shall be deemed to require Atlantic Cape Community College to fundamentally alter its programs by modifying or waiving academic requirements that are essential to a course of study, or materially altering applicable codes of conduct important to health or safety. Please note that all complaints and grievances must be filed within 180 calendar days of the alleged act, in writing or via audio recording. Additionally, The Center for Accessibility will self-report to the Atlantic Cape Community College's ADA/504 Coordinator in the event that a complaint cannot be resolved within the CFA.

### Informal Grievance Process

The complainant can file an informal grievance by first contacting the Assistant Director of CFA, who (acting directly or through a designee) shall attempt to resolve the matter through informal consultations with the complainant, the Director of Counseling and Support Services, and/or other appropriate administrators over a period not to exceed ten business days. If the resolution of any such complaint shall be documented by a statement signed by the student and ACCC that the complaint was resolved and describing the manner in which it was resolved. If the complaint is not resolved to the complainant's satisfaction in a timely manner, the student may initiate a formal grievance process as described below. Please note that the complainant has the right to file a formal grievance at any time. Furthermore, the CFA office will self-report any instance when a

complaint cannot be resolved to the ADA/504 coordinator within 2 business days; no written complaint by the affected student shall be required in such instance.

### Formal Complaint Process

An individual who believes that discrimination or harassment has occurred may file a formal grievance whether or not the student had previously engaged in the informal process above. If accommodations are required to submit a complaint, The Center for Accessibility will provide accommodations. The formal complaint must include the following information:

- A full description of the problem and any relevant facts;
- If prior to filing a formal complaint, the complainant or anyone on his/her behalf took steps to resolve the problem, please provide a summary of the steps taken;
- A statement of the requested resolution and the complainant's rationale for the requested accommodations;
- Any supporting documentation; and
- The name, contact information and signature of the person initiating the complaint.

The ADA/504 Coordinator may interview or consult with the complainant and any other individual the he/she believes to have relevant information, including faculty, staff, and students. Additionally, all interested parties have the opportunity to provide any relevant evidence including witnesses and documentation.

The ADA/504 Coordinator will provide the results of their investigation to the student, the CFA, and the individual(s) against whom the grievance was filed, and a proposed resolution, if any, within ten business days. Possible resolutions may include but are not limited to, corrective steps and measures to provide reasonable accommodations or a determination that the complainant is not entitled to the accommodations requested. If discrimination is found to have occurred, appropriate corrective and remedial action will be taken. The ADA/504 Coordinator will promptly communicate the resolution to the complainant and the relevant department or other individuals in writing within two business days of the ruling. The decision of the ADA/504 Coordinator will be final and any actions taken in response will complete the grievance process. Regardless of the final result of the formal grievance process all parties involved retain the right to file a complaint with the Department of Justice Civil Rights Division or any appropriate state or federal agency or in court.

To file an ADA complaint, visit [ADA Information and Technical Assistance](#).

To file an ADA complaint you may also send the information requested at ADA Information and Technical Assistance to:

**US Department of Justice**

950 Pennsylvania Avenue, NW

Civil Rights Division

Disability Rights Section 1425 NYAV

Washington, D.C. 20530

Fax: (202) 307-1197

You may also file a complaint online at [ADA Discrimination Complaint Form](#).

For questions about filing an ADA complaint, please call:

ADA Information Line: 800-514-0301 (voice) or 800-514-0383 (TTY).  
Main Section Telephone Number: 202-307-0663 (voice and TTY)

Complaints may also be filed with the Department of Education, Office of Civil Rights by visiting [Office of Civil Rights Complaint Assessment System](#).

You may also mail this pdf: [United States Department Education Complaint Form](#) to:

**US Department of Education Office for Civil Rights**

Lyndon Baines Johnson Department of Education Building  
400 Maryland Ave, SW Washington, DC 20202-1100

### Confidentiality

The complainant's confidentiality shall be maintained by each person involved in the informal and/or formal investigation or resolution of a student grievance under this policy. Any disclosures regarding the complainant or the investigation, including any disclosures of clinical information provided by the student, shall be limited to the minimum necessary to accomplish the investigation or address the grievance with appropriate authorization. Upon the resolution of the complaint, all notes, correspondence and other documents relating to the grievance shall be transferred to the Center for Accessibility for storage in a confidential and secure manner.

Specific questions or concerns may be directed to Michael Barnes, Assistant Director of DSS, 343-5032, [mbarnes@atlantic.edu](mailto:mbarnes@atlantic.edu).

### TECHNOLOGY SERVICES:

The college uses a mixture of PC and Mac computers. Every classroom is equipped with a TV (for projection purposes) or projector and an instructor's computer (with Microsoft Office, DVD player, and Internet access). Many of the classrooms on the CMC Campus are equipped with Sympodiums (touch-panel computer monitors). Several classrooms on the ML Campus are equipped with Smart Boards (touch-sensitive whiteboards) or Smart Projectors (touch-sensitive projection).

Document Cameras and ELMOs (transparent document cameras) are available through the Help Desk by emailing [helpdesk@atlantic.edu](mailto:helpdesk@atlantic.edu) or utilizing School Dude (the online help desk/request service) on a first-come, first-serve basis and must be reserved ahead of time.

To request technical assistance, please use School Dude by clicking on the ACCC Help Desk icon on the teacher's station, email at [helpdesk@atlantic.edu](mailto:helpdesk@atlantic.edu) or call ext. 5555 (ML), ext. 4521 (CMC), and ext. 4772 (AC).

Please do not disconnect any wires or equipment in any classroom, office or lab. Please contact the help desk for assistance. Refer to Appendix 7 for instructions on how to use School Dude request system.

### CREDIT COURSES AT ATLANTIC CAPE:

Instructors may enroll for a credit course, free of charge, during any semester they are teaching. Registration is on a space-available basis, on the final day of the registration period. There will be no tuition cost, but any

special fee connected with the course (i.e. lab fee for computer class, material fee for art, texts) must be paid by the instructor.

Note: Senior adjunct instructors scheduled to teach in the Fall Semester may also enroll for a single course during a **summer semester** when not teaching.

#### **EMPLOYMENT OF ATLANTIC CAPE STAFF AS ADJUNCT INSTRUCTORS:**

Full-time Atlantic Cape employees who teach classes as adjunct instructors must have permission of their supervisor if the teaching assignment impacts their duty day, including approved vacation leave forms that are submitted prior to the start of classes.

#### **MAILBOXES, COPYING, PRINTING, SUPPLIES, TYPING:**

Instructors' mailboxes are located in Room A123 in ML; Room W217 in AC, and Room 335 in CMC.

In **ML**, Room A123 has been assigned as a work area for full-time and adjunct faculty. The room contains the full-time and adjunct mailboxes, a copy machine, fax, op-scan, classroom supplies, and a telephone for faculty use. There is also an information video screen in A123 and bulletin boards in A123 and A129C with pertinent information that should be perused. Students may leave mail and homework for faculty at the receptionist's desk. Students are not allowed beyond the receptionist's desk for any reason. Typing requests may be made at the receptionist's desk at each location; they must be made at least five working days prior to the expected delivery date. Printing requests can be sent as an attachment to the following e-mail address: [divoff@atlantic.edu](mailto:divoff@atlantic.edu). Room A129C is available exclusively for use by adjunct instructors. File drawers are available on a first-come, first-serve basis.

In **AC**, Room W217, the Administrative Office, has been assigned as a work area for full-time and adjunct faculty. This room contains a copy machine, classroom supplies, mailboxes, printers, and a bulletin board for postings. Students are required to sign in any mail or homework they leave for adjunct and faculty instructors with a staff member.

Room 287A is designated as a computer center solely for use by full-time and adjunct instructors.

In **CMC**, copying, shredding, interoffice mail, mailboxes, computer, printer, Scantron reader, workspace, refrigerator and supplies are available at the Faculty Support Desk outside Room 335. Students may also leave homework and messages for faculty at the desk after signing in. Additionally, limited storage space for adjunct instructors is available in Room 339. Please see the Faculty Support staff to inquire about availability of storage space.

**From all locations**, faculty are encouraged to allow at least one week lead time for large copy jobs, which must be sent to the main campus print shop. Faculty Support staff will handle sending those larger jobs to the print shop for faculty. Instructors are responsible for processing their own Scantron forms through the Scantron reader.

## OBSERVATION PROCESS:

Instructors should expect a visit periodically for the purpose of formative assessment of classroom performance. All class visits will follow clearly defined procedures and criteria and will adhere to a standard of fairness. These are outlined for full-time faculty in the TLC Agreement. Part-time faculty should refer to Appendix 5 for a sample observation agenda and report.

## STUDENT EVALUATION OF INSTRUCTION:

Full time, non-tenured faculty and part-time faculty are required to administer student evaluations of their classes every semester. Tenured full-time faculty are required to administer student evaluations either Spring Semester or Fall Semester of each year for at least three (3) classes of the teaching load.

Instructions and materials will be provided to faculty in accordance with dates scheduled on the College calendar. To ensure the integrity of the student evaluations, student anonymity must be guaranteed, and certain procedures must be followed:

- The only instructions to be given to the students are those included in the packet.
- Remind the students not to write their names on the forms and that you will not see the evaluations until after the final grades are submitted.
- Designate a reliable student to distribute and collect the evaluations and to deliver them to the appropriate source.
- Instructors **MUST** leave the classroom until the process is entirely complete.
- Instructors will receive the completed evaluations after the end of the semester.

Please refer to **Appendix 4** for a sample student evaluation form.

## OTHER SERVICES AND RESOURCES

### HUMAN RESOURCES DEPARTMENT:

The College's Human Resources Department (HR) is committed to encouraging a customer-oriented, multicultural and diverse workforce. The HR team attracts, trains and retains an energetic and qualified workforce to support the goals and mission of the College.

The HR Department consists of the following areas:

- Labor Relations
- Recruitment and Staffing
- Recognition, Training and Professional Development
- Benefits
- Time Management and Attendance
- Custodianship of Records
- Chemical and Regulatory Compliance

For more information on each of these areas, please visit the College website at [Human Resource Department](#) or call HR at **(609) 343-5610**.

The website provides instructors with access to the following:

- Policies and Procedures. Please be sure to pay special consideration to
  - Policy No. 5: Drug Free Workplace Act;
  - Policy 100: The Role of Faculty; Policy 102: Academic Freedom; Policy 408: Safeguarding of Information;
  - Policy 803: Code of Ethics Pertaining to Conflicts of Interest for College Employees.
- Benefits Information
- Administrative Forms (Vision Claims, Beneficiary Designations, Tuition Reimbursement Application, etc.)
- Training and Professional Development Opportunities
- Sexual Harassment Prevention Training
- Job Opportunities
- And more

### ATHLETIC FACILITIES:

Atlantic Cape's indoor facilities include a gymnasium with a seating capacity of 800, with lockers and showers. A fitness center equipped with state-of-the-art exercise equipment is available for students, faculty, and staff. Outdoor facilities include baseball, softball, and soccer fields, an archery range and exercise trail. Use of the facilities must be scheduled with the permission of the Director of Athletics, 343 5043.

### BOOKSTORE:

Follett Bookstore is an independently-operated facility located on the first floor of "J" building at the Mays Landing campus. The store sells textbooks for all Atlantic Cape courses, stationery, sportswear, school and art supplies, snacks, and padlocks for student lockers. Cash, VISA, MasterCard, American Express, and Discover are accepted. Personal checks with proper identification are accepted for the exact amount of purchase.

Financial aid book checks may also be used with proper ID; seventy-five percent (75%) of the check must be used before cash change can be given. The store hours are posted. Additional hours will be scheduled during the first two weeks of the fall and spring semesters. Follett Bookstore also sells books at AC. Dates and times can be obtained by calling the Bookstore at 625-5205. Follett Bookstore will buy back books at any time (except the first week of the semester).

Books can be shipped to students' homes by placing an order online. Delivery time is usually two-three days from the date it is shipped. Freight charges are added to the order.

Books can be ordered online at [Atlantic Cape Bookstore](#). Faculty may access the site 24 hours a day, seven days a week.

### **CAFETERIA:**

In ML, the cafeteria is located in Walter E. Edge Hall. It is open weekdays, 7:30 a.m. to 5:00 p.m., Monday through Thursday, and Friday, 7:30 a.m. to 2:00 p.m. Hours are reduced in the summer. Breakfast, lunch, and snacks are served daily. Snacks and drinks are available in the lounges in A, H, and K buildings.

In AC, the cafeteria is open from 8:30 a.m. to 2:00 p.m., Monday through Friday. It is closed in the summer. There are vending machines located in the cafeteria next to the service area.

In CMC, a Breakfast and Lunch Kiosk is open from 8:30 a.m. - 2:00 p.m., Monday through Thursday. There are vending machines located outside of the cafeteria in the hallway.

### **CHILDCARE FACILITIES:**

Atlantic Cape Gateway Headstart/ELC has a center on Atlantic Cape's ML campus. For more information, call 343 4949.

### **THEATER/AUDITORIUM:**

The Walter Edge Theater is located in "C" Building, on the Mays Landing campus, nestled comfortably between the cafeteria and the culinary wing. This 468-seat theater is a classic proscenium arch stage with a large apron, full orchestra pit, ample wing space, six available fly rails, one large dressing room, scene workshop, and a green room. It can accommodate groups large and small. There is a 20 x 15 drop down movie screen on which DVDs and computer images can be projected. The theater has state-of-the-art technology for both sound and lights. It is home to the Atlantic Cape Performing Arts Club and is available for rental by community groups for films, lectures, and performances. For more information, call 343-5039.

## SECTION TWO

Section Two contains information pertinent only to adjunct instructors and should not be construed as a contract with Atlantic Cape.

## ADJUNCT INSTRUCTOR SUPPORT:

Please visit the link below for Faculty Resources:

[Atlantic Cape Faculty Resources](#)

## ADJUNCT ABSENTEEISM AND REMUNERATION PROCEDURES:

It is expected that an adjunct instructor will attend all classes during the semester, and will receive payment for said assignment(s).

However, due to extenuating circumstances, there may be situations that could result in an unplanned absence.

Examples of an unplanned absence may include, but are not limited to:

- Illness or injury
- Unavoidable personal situations
- Traffic accident

In all cases of an unplanned absence, the affected adjunct instructor must call Human Resources at 609-646-5040 **and** the Division Office for their respective teaching assignment - 609-343-5114 (ML), 609-463-3502 (CMC), or 609-343-4874 (AC).

In the instance of one excused absence, remuneration will not be interrupted. Any additional absences within the semester, however, will not be compensated – regardless of reason. Additionally, failure to adequately notify the College of the reason for the absence may result in the withholding of remuneration.

Should the respective Area Coordinator determine that a substitute instructor is necessary to provide instruction for the affected class session, remuneration will be provided to the substitute instructor instead of the adjunct instructor. **Substitute instructor assignments must be approved by the Division Dean.** Refer to **Appendix 10** for the Substitute Instructor Request Form.

Adjunct instructor absences deemed excessive by College Administration may result in failure to obtain future teaching assignments.

Class sessions are scheduled to meet for a prescribed time as per State of New Jersey statutes. **Classes should meet for the fully scheduled time throughout the semester. Classes should not be dismissed early unless there are extenuating circumstances.**

## COPY OF GRADEBOOK AND ATTENDANCE RECORDS:

A copy of instructors' grade book and attendance records are to be submitted to the Faculty Support Office (Mays Landing Campus) or electronically to [divoff@atlantic.edu](mailto:divoff@atlantic.edu) at the end of each semester. Records can be sent via school mail from other campuses as well.

## HEALTH AND PENSION BENEFITS:

Adjunct instructors are eligible for enrollment in the Alternate Benefit Program (ABP) pension system at the start of their first semester teaching. Enrollment in the pension system is mandatory. If the member is retired from a State of New Jersey pension system, they are not eligible to enroll in the ABP. Instructors must notify Human Resources in writing if they are retired from a N.J. pension system.

The ABP pension is a defined contribution system. The employee contributes five percent of their gross earnings and the College contributes eight percent. Contributions are invested with one of the six carriers authorized by the NJ Division of Pensions and Benefits. The six investment carriers are: AIG Valic, AXA-Equitable, ING, Mass Mutual, MetLife and TIAA-CREF.

There is a life insurance benefit included with this pension in the amount of 3.5 times the member's salary. The premium for this life insurance is paid by the State of New Jersey.

Instructors should complete ABP enrollment paperwork at the start of their employment.

**Please Note:** If there is any distribution of mandatory contributions (annuities, roll-overs or cash distributions out of the ABP plan) at any time after termination of employment, members will be considered RETIRED by the State of New Jersey, regardless of age. They will therefore be ineligible to enroll in any State-administered retirement system if they return to public employment in New Jersey.

Instructors with questions, or who need information about enrollment in ABP, should contact Human Resources at 343-5611.

## COLLEGE CANCELLATION OF COURSE/SECTION:

All class schedules for part-time faculty are contingent upon sufficient enrollment and contractual obligations of adjunct faculty members. Every attempt will be made to notify adjunct faculty of schedule changes/cancellations in a timely manner.

## SENIOR ADJUNCT STATUS:

An adjunct instructor who wishes to be considered for the rank of Senior Adjunct must meet the prerequisite criteria for adjunct faculty and must complete the promotion cycle.

### Prerequisite Criteria

- Holds an earned Master's degree in the discipline or other appropriate certification or related experience as determined by the Area Coordinator
- Has participated in onboarding sessions and other workshops, adhered to college and department policies and procedures, incorporated suggestions from mentors and/or Area Coordinators
- Demonstrated professional development
- Completed four consecutive teaching semesters at the College.

## Promotion Cycle

A Senior Adjunct application must be filed by the 10th day of the semester in which the instructor is teaching. The Area Coordinator may encourage the instructor to apply; however, the instructor must complete the appropriate form and submit the required documentation. Refer to Appendix 3 for the Application for Senior Adjunct Status.

The following activities will take place once an adjunct instructor's application is received by the Division Dean. If the adjunct is teaching in more than one department, the application must be sent to all respective Division Deans.

- A formal evaluation in the semester of application or in the next semester in which the applicant is teaching. This evaluation will include the following:
  - Classroom observations
  - Commentary by mentors, if available
  - Student evaluations
  - Verification of adjunct's good standing
  - Review of course documents by Dean (where appropriate)
  - Statement of teaching style and philosophy (include with application)
  - Commentary by Dean to applicant.
- Inclusion in faculty development activities. A minimum of one activity, related to pedagogy, in addition to Adjunct Onboarding. The applicant may document and submit for review pedagogical experiences acquired external to Atlantic Cape.
- To enhance an application, the adjunct instructor may do the following:
  - be assigned to department task forces or complete special projects
  - attend career program advisory committee meetings, and/or
  - demonstrate continued professional development in the subject area
- After the formal evaluation, the Division Dean(s) will determine if an adjunct instructor should be recommended for senior status. The recommendation will be forwarded to the Vice President of Academic Affairs.

## Compensation

A senior adjunct instructor will be compensated at a rate above the regular rate and may serve as mentor to new adjunct faculty (See Appendix 8 for End of Semester Faculty Mentor Report).

A senior adjunct instructor will remain a senior adjunct on the following conditions:

- his/her teaching assignment is not interrupted for more than three semesters, not including summer.
- continued professional development exhibited by attending at least one faculty development activity annually. In addition to attendance at faculty development activities, the senior adjunct may demonstrate professional development by attending professional conferences and participating in departmental activities.

**TEACHING LOAD:**

Adjunct Instructors are permitted to teach a maximum of nine credits per Fall and Spring semesters.

**WORKSHOPS:**

Atlantic Cape is committed to the professional development of all its employees. Adjunct faculty members are urged to attend College-sponsored workshops. Workshops are offered through the Academic Affairs Office. Attendance at workshops is also one of the criteria used to evaluate candidacy for senior adjunct status.

**WORKSPACE:**

In **Mays Landing, Room A129, B110, and B131** in **AC Rooms 255 and 287A**, and in **CMC, Room 334** are available for adjunct instructors as a workspace.