DUTCHESS
COMMUNITY COLLEGE

Spring 2024

College Connection
Part-Time Faculty Handbook

www.sunydutchess.edu/highschool

Email: collegeconnection@sunydutchess.edu
Phone: (845) 431-8957

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INTRODUCTION

On behalf of the administration, staff, and students of Dutchess Community College we extend an enthusiastic welcome and our appreciation for your willingness to be an instructor in the College Connection concurrent enrollment program. Dutchess Community College is committed to student success and recognizes the integral role of part-time faculty in our college community. This handbook contains information specific to your role as an instructor in the high school program. We have every confidence that your experience and background will provide students with the necessary skills and knowledge as well as an appreciation for the discipline that we have asked you to teach.

Vision	Mission	Core Values
We empower our community to achieve their intellectual, economic, and creative capacities to contribute as informed and engaged members of our society.	Dutchess Community College offers access to a broad range of learning opportunities and experiences to meet the educational needs of a diverse community.	Excellence Equity Innovation Collaboration Engagement

Fast Facts about DCC

Some facts and figures about Dutchess Community College, our students, and our graduates:
- ❖ DCC has the lowest in-state tuition of any college or university in New York State.
- ❖ 18% of Dutchess County public high school students take courses concurrently at DCC.
- ❖ 23% of Putnam County public high school students take courses concurrently at DCC.
- ❖ 61% of Dutchess County residents who attend a SUNY college as a first-time student are enrolled at DCC.
- ❖ 18% of Putnam County residents who attend a SUNY college as a first-time student are enrolled at DCC.
- ❖ One-third of Dutchess County public high school graduates who attend college, choose DCC.
- ❖ The retention rate for DCC transfer students at SUNY 4-year colleges has consistently exceeded the SUNY community college average (at least 5% higher for the last consecutive three years).
- ❖ Six-year graduation rate for DCC transfer students is higher than for those transferring from other community and 4-year colleges (83% compared to 73%).

COLLEGE CONNECTION OVERVIEW

College courses offered to high school students in their high school (concurrent enrollment) is a nationwide trend as high schools seek to enrich the curriculum for qualified students and as colleges strive to enroll students who are prepared for the rigors of higher education. Concurrent enrollment is a dual enrollment program which allows students to earn college credit and high school credit through college courses taken in the high school. The current enrollment program with Dutchess Community College is called College Connection.

Through the cooperation of the State University of New York (SUNY), Dutchess Community College and local high schools, qualified students are provided with an opportunity to enroll in select college courses and gain advanced standing or college credit. DCC courses in the concurrent enrollment program are taught by teachers at local high schools who have been interviewed and selected by the college as part-time Dutchess Community College instructors. College Connection instructors are governed by the same rules which apply to all the educators

employed by the college and are required to satisfy all DCC requirements in accordance with the college's standard practices and procedures.

Students in the College Connection program are required to meet the same standards as all other DCC students. The courses completed through the College Connection Program have to meet the same academic and instruction expectations. Normally, a College Connection student will be a non-matriculated (non-degree seeking) part-time DCC student, though there are some students who are approved to take what is considered a full-time course load (twelve or more credits). Many students are able to complete a significant number of college credits prior to high school graduation.

Advantages Include:
- ❖ Becoming a more attractive college candidate by accepting the challenge of taking college courses while still in high school.
- ❖ Graduating from college earlier by earning transferable credits while still in high school.
- ❖ Reducing the first or second semester course load in college and relieving some of the pressure and stress in that first year.
- ❖ Having the time in college to take more electives courses in college, earn a double major, accessing special work internship(s), or spending a traveling abroad semester earlier by completing college courses while still in high school.
- ❖ Saving money by reducing future college costs.
- ❖ Being introduced to rigorous, diverse, and challenging college level coursework.
- ❖ Enhancing critical thinking and problem-solving skills

Remember, the positive educational experience gained through DCC's College Connection Program will enhance future college success and access to life goals.

Schools currently participating in the College Connection program

Arlington High School	Orchard View Alternative High School
Beacon High School	Pawling High School
Carmel High School	Poughkeepsie High School
Dover High School	Putnam Valley High School
Faith Christian Academy	Red Hook High School
Franklin D. Roosevelt High School	Rhinebeck High School
Haldane High School	Roy C. Ketcham High School
John Jay High School	Spackenkill High School
Mahopac High School	Stissing Mountain High School
Millbrook High School	Webutuck High School
Oakwood Friends School	

DCC courses offered throughout participating schools

ACC104: Financial Accounting	ENG102: Composition II
ACC204: Managerial Accounting	FRE201: Intermediate French I
ART101: History of Art	FRE202: Intermediate French II
ART102: History of Modern Art	GOV121: The American National Experience
BHS103: Social Problems in Today's World	GER201: Intermediate German I
BHS207: Education in American Society	HIS214: History of Women in the U.S.
BIO105: General Biology I	ITL201: Intermediate Italian I
BIO106: General Biology II	ITL202: Intermediate Italian II
BUS102: Foundations of Business	MAT118: Elementary Statistics
BUS107: Principles of Marketing	MAT185: Pre-Calculus
CPS141: Intro to Computer Science & Programming	MAT221: Analytic Geometry & Calculus I
CPS142: Computer Science II	PSY111: Psychological Principles I
CRJ141: Introduction to Criminal Justice	SPA101: Intermediate Spanish I
ECO105: Economic Issues	SPA202: Intermediate Spanish II
EMB105: Emergency Medical Technician	SPE100: Foundations of Communication
ENG101: Composition I	SPE101: Public Speaking

POLICIES, PRACTICES, AND PROCEDURES

Part-time faculty lecturers are appointed by the College upon recommendation of the appropriate academic department chair/department supervisor and the Associate Dean of Instruction and Learning: Pre-Collegiate Programs.

New part-time faculty of Dutchess Community College must complete an employment application through the college website (https://www.sunydutchess.edu/assets/ProfessionalEmploymentApplication.pdf) and provide documentation given at the time of hire that includes items below. New part-time faculty must insure that the College has all of the following to be able to be assigned a College Connection course(s):

- ❖ Resume/CV & Application: A current resume or curriculum vitae must accompany your employment application and will be kept on file in the Office of Instruction and Learning
- ❖ Transcripts: The College must be provided with official transcripts for all undergraduate and graduate work. Please request that your transcripts be sent to the Office of Instruction and Learning.
- ❖ Two letters of professional recommendation (one must be from the Principal or school administrator)
- ❖ Affirmative Action/Human Resources Post Employment Survey (sent after final approval)

Orientation Meeting
New part-time instructors are required to attend an orientation meeting prior to the start of the semester in which they begin teaching at DCC. Academic departments will conduct discipline-specific orientation meetings

which new faculty are required to attend. More information will be available prior to the start of the semester with the date, time, and location or mode of delivery.

Home Phone Numbers, Address Change

The College needs an up-to-date address, phone number(s) and personal email address for all part-time educators. Please be sure to notify Human Resources of any changes in your address, phone number(s) and personal email. If you do this by email please use your MyDCC email address to convey changes.

E-mail and myDCC

E-mail and the College's student information management system, Banner, can be accessed through the College's website. Upon completion of the onboarding process, the instructor will receive a MyDCC account verified by the College I.T. Department and emailed to the instructor's personal email address. Instructors will need to activate MyDCC to be able to access DCC email and BLACKBOARD to include class lists. To activate MyDCC the instructor needs to go to my.sunydutchess.edu.

If the instructor is new to DCC, or has not previously attempted to access MYDCC, they should begin the sign in process and follow the steps below.

- ❖ The instructor will be provided with their MyDCC username.   The instructor must have provided a non-DCC email address (it should <u>not</u> be a high school issued email address) to which their login and temporary password information will be sent. It may take a minimum of several hours to be processed through a verification system.
- ❖ When the instructor accesses MyDCC with the login and password provided in the email to their personal email address, they will be asked to change the password. The new password must be:
  - o Password must contain characters from three of the following categories:
    - ▪ Uppercase
    - ▪ Lowercase
    - ▪ Numbers
    - ▪ Non-alphanumeric Characters: ~!.#$%^&*_-+=`|(){}[]:;"'<>,@?/
  - o A minimum of 12 characters and can not include any part of your MyDCC username.
  - o It can not include parts of your username which could include consecutive letters in your first or last name.
  - o If you are unable to successfully create a password following these guidelines, you may contact the HelpDesk at 845-431-8005 or (845) 431-8000 ext.4357 for a temporary password.
  - o The instructor should safely retain their login and password information.

      If the instructor already knows his/her login (normally *firstname.lastname* as provided on the DCC application, though it may be followed by a number if others share the same first and last name), and password, the instructor clicks on Enter MyDCC and follows the prompts.

If the instructor had accessed their MyDCC account previously (taken courses with DCC or taught for DCC in a prior semester) but can't remember their password, they should click on "Forgot your password?".

❖ The instructor will be provided with some additional prompts with an email sent to the non-DCC email address provided to the College. A temporary password will be sent that will provide you with initial access. It may take several hours to be processed through the verification system.

❖ When the instructor accesses MyDCC with the assigned login and temporary password they will be asked to change the password. Please follow the password directions to meet the requirements in length and complexity. It cannot include any part of your first or last name. The instructor should securely retain their login and new password information.

❖ For MyDCC login assistance please contact the DCC HELPDESK at 845-431-8005 or (845) 431-8000 ext.4357 Monday through Thursday 8:00am – 7:00pm and Fridays from 8:00am – 5:00pm. *helpdesk*@sunydutchess.edu.

Similar access is available to College Connection students. As part of the DCC student application process, the same set of directions will be provided to you to assist your students in setting up access to their MyDCC/Blackboard account which was established when they completed the on-line College Connections application.

Photo-Identification Cards

All part-time faculty can get a DCC SUNYCard ID authorization form from the Office of Instruction and Learning. The DCC SUNYCard ID is prepared in the Security Office, Orcott Student Services Center, Room 114, 845-431-8070. The DCC SUNYCard ID card is both an employee ID and a library card (good in any SUNY library across the state). The DCC SUNYCard ID is also available at DCC@FISHKILL. Please contact DCC@FISHKILL at 845-790-3614 to make an appointment to get a DCC SUNYCard ID there.

Part-time Faculty Evaluation

The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluation for part time faculty shall be to recognize and encourage outstanding teaching performance. Through the evaluation process, faculty are able to identify areas of excellent performance and areas for improvement, and supervisors and peers are able to provide useful feedback for consideration. College Connection faculty will receive written evaluations of their work in each of their first two semesters of course offerings at the College. Evaluations will include, but are not be limited to, classroom visit(s) by the departmental supervisor or assigned qualified department member and students' survey of teaching. The instructor will also be provided with the results of the student evaluation of teaching. See pages 18 & 20 for copies of the Student Survey of Teaching form and the Part-time Faculty Evaluation form.

These evaluations are not intended to be shared with High School administrators; rather they constitute a relationship between the adjunct lecturer and DCC.

Temporary Instructor Absence

In cases where an instructor becomes unavailable to teach a DCC College Connection course(s) for any extended period of time, the College Connection Program and the College's Academic Department Supervisor need to be notified as soon as possible. If the High School is unable to identify a substitute instructor who is approved by the College, the continuation of the course for DCC credit may be suspended.

Site Visits

A DCC Academic Department supervisor will observe your class on a regularly scheduled basis. They will complete a site visit report and file it with the College Connection Department in the Office of Instruction and Learning. A copy of the Site Visit report is appended to this handbook. See page 24 for the form.

Professional Development

College Connection faculty are encouraged to take advantage of professional development opportunities offered by the college. Opportunities for professional development should be available in your MyDCC email as well as through postings on the College website. The College Connection Program will offer workshops and meetings annually, specifically for high school faculty. You are required to attend at least one meeting per year.

DCC'S POLICIES

You will find many important DCC Policies in the "Board of Trustees Manual Bylaws, Structure and Responsibilities, Policies and Presidential Evaluation Procedure". Here is an example of some of the policies you will find there:

❖ Academic Integrity Policy
❖ Equal Opportunity Policy: Access, Employment, and Fair Treatment.
❖ Sexual Harassment and Sexual Violence Policy
❖ Anti-bullying Policy
❖ Firearms and Weapons Policy

The "*Board of Trustees Manual*" can be found on myDCC, in the "*Faculty Tab*" under "*Informational Links.*"

INSTRUCTIONAL INFORMATION

Syllabus

Your course syllabus is a critical component of the learning process for students. It is also an informal contract between you and your students, providing them with the objectives and expectations that shape the learning environment. Students need clearly defined course guidelines to help them to meet faculty expectations, to help them master the course material, and to help them balance multiple commitments.

Each syllabus must include the following required elements:

1. Name of course, semester, section, and/or CRN number
2. Faculty names and contact information (must include DCC email as a primary form of contact outside of class)
3. Class meeting time and place
4. List of required textbook(s) and/or other required materials
5. Catalog course description (may also include additional course description detail specific to the instructor but shall not contradict or conflict with the catalog description)

6. Course Student Learning Outcomes
7. Institutional Student Learning Outcomes (when applicable)
8. Outline of course and course requirements
9. Grading criteria indicating how final grade is determined
10. Statements regarding academic accommodations, Title IX, and academic honesty. (**These statements should be included, but please include a note in the syllabus that students must abide by their high school's policies. If students are on DCC campuses/sites, these policies will adhere to them, so they should be aware of the policies, but also need to abide by the high school policies.** The statements are available on your MyDCC account).

The syllabi statements located in the Faculty Resources section of the Faculty tab of MyDCC include an optional statement regarding Starfish (an online student engagement tool) as well as a statement for courses that utilize Open Educational Resource (OER) material.

Each department maintains a file of syllabi and course outlines for all current course offerings. You are encouraged to submit a copy of your syllabi to your department supervisor for review. A final copy of the syllabus must be submitted for each of your sections to the department secretary at the beginning of each semester.

Academic Integrity Policy

Dutchess Community College is committed to the principles of honesty, integrity, and ethical behavior. It is expected that students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. Academic dishonesty in any form is regarded by the College as a breach of academic ethics and may result in disciplinary action. If, based on substantial evidence, an instructor deems that a student is responsible for a violation of the Academic Integrity Policy, the instructor may take the following actions:

❖ The instructor may require that the student repeat the assignment or examination,
❖ The instructor may give the student a failing grade for the assignment or examination, or
❖ The instructor may give the student a failing grade for the course.

As an institution of higher education, it is incumbent on the College to ensure that students understand and uphold the highest standards of academic honesty and that there be accountability in cases where students repeatedly violate those principles. In order to build an intellectual culture of academic integrity and ensure that students learn appropriate behavior in their academic endeavors, faculty and staff who judge that a student intentionally violates the Academic Integrity Policy shall report said violation to the Office of Instruction and Learning. The Office of Instruction and Learning, in consultation with faculty and staff, will be responsible for developing and implementing appropriate academic administrative reporting procedures, educational interventions, disciplinary actions, and appeal processes. Students' right to privacy will be upheld, and all students shall have the right to appeal any action that results from this process. A complete description of the formal academic dishonesty appeal process may be found in the Student Code of Conduct.

Types of academic dishonesty, from cheating to unauthorized duplication of computer software, are listed in The Student Code of Conduct which is available online at http://www.sunydutchess.edu/assets/CampusCodeofConduct.pdf (Attachment to Board of Trustees Resolution #2020-31, dated February 25, 2020)

Textbooks and Support Materials

DCC course instructors are required to use the approved textbook for their respective course(s). For some courses, textbooks and support material are available in digital format through Online Educational Resources (OER) as authorized by the supervising academic department. The High School is responsible for establishing a system that provides students with access to required textbook and support materials. Textbooks may be purchased by the school district for use in the course and distributed to students. Textbooks are replaced periodically, often on a three-year or four-year cycle, and College Connection classes are expected to adopt new textbooks or support materials in a timely manner. The College Departmental Supervisors will notify instructors of changes in textbooks and/or support materials. High school teachers are encouraged to maintain contact with their College Academic department head or supervisor regarding a change in the text or in course content. It is the intent of the College to maintain the integrity of the college courses offered at the high schools, but cause no undue financial hardship for the school district or the students. If the school district is unable to provide access to the new textbook in a timely manner, the appropriate Departmental Supervisor must be contacted to request approval to continue using the current textbook for up to two years.

Instructors must follow the College academic department policy regarding regular use of required textbooks and/or associated technology. Access to current textbooks and instructional materials can be obtained through the College academic department.

Final Exams

Some DCC courses require a departmental final or a common final format. Instructors are encouraged to communicate with their department high school supervisor regarding course requirements. For many courses a copy of your final exam along with the answer key or scoring rubric must be given to the appropriate DCC department secretary. Please include a copy of the prompt used for the final exam. If you do not give a final, you should submit a brief statement about your capstone project or portfolio review.

When requested, student final exams and essay booklets must be submitted to the department secretary. Final exams and booklets will be kept for three years by the department.

Admission to Class/Registration Procedure

At the start of the school year/semester, DCC course instructors and guidance counselors will be supplied comprehensive directions to facilitate the registration of students in their DCC course(s) and in sections that correspond to your high school class rosters. The high school instructor must submit an up-to-date high school generated class list to collegeconnection@sunydutchess.edu at the start of the registration process to facilitate the tracking of student registration activity. There will be a published deadline for student completion of the application and registration process.

Students who complete the web registration process or submit hardcopy registration forms should be visible on your class list located on the "*My Courses*" tab of MyDCC. Please regularly review your classlist in MyDCC for accuracy and immediately report any discrepancies to the high school liaison. Instructors are encouraged to regularly review their class lists during the semester, or academic year for full year courses, particularly if there have been any changes in attendance. Any inconsistencies should be reported immediately to the high school coordinator.

Rosters/Attendance Records/Grade Reports

Instructors will receive, via DCC e-mail from the Registrar, a permanent official roster during the fourth week of classes. If you do not receive it, please check your junk email or clutter and/or contact the high school coordinator for follow-up. Instructors should save the official roster and print the roster to record grades for each student for all graded work utilized to determine final grades. DCC is a non-attendance recording institution and therefore the College will not require you to hand in your attendance records. However, you may consider recording your attendance on a separate roster and keeping that for your record. Final course grades must be recorded on your official course roster and entered online using MyDCC/Banner. Entry of final grades will open on MyDCC/Banner one week before the deadline for grade submission. A completed final grade determination sheet and a record of all graded assignments for each student must be submitted at the end of the course. Detailed directions for submission of this information will be provided prior to the end of each semester.

Student Attendance

The College expects all students to attend class regularly. Excessive absences or tardiness may affect the quality of a student's academic performance. Students should be notified at the beginning of the semester if excessive absence from class will affect their final grade. Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course.

For a detailed description of College policy regarding absences due to inclement weather or religious beliefs, refer to the Dutchess Community College Catalog. Attendance policies should be non-punitive for absences due to documented illness, adverse weather conditions or religious observances.

Grading System

A variety of assessments should be used to evaluate students. Constant feedback contributes to a student's progress and success. Grade reports and unofficial transcripts are available to students through myDCC.

The scale of grades for DCC's concurrent enrollment program are as follows:

GRADE	QUALITY	GRADE POINTS	NUMERICAL EQUIVALENT
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	70-76
D	Acceptable but below graduation standards. *If received in a prerequisite course, student may not qualify for the next course in the sequence.*	1.00	60-69
F	Failing	0.00	0-59

I	Incomplete. *A temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" would automatically become an "F".*
W	Withdrawn
W/A	Administrative Withdrawal

Grade Reporting (See page 25 for form)

It is extremely important that part-time instructors submit final grades on time and as indicated. Lateness on the part of a single individual disrupts the entire process of generating grade reports.

Drop and Withdrawal Policy

When students enroll in any of the College Connection courses they are considered a DCC student. This means they must adhere to the college policies, procedures, and deadlines associated with registration. This also means that any College Connection courses attempted will appear on the DCC transcript. All final grades will be documented on an official transcript that records a student's academic history at DCC.

If students register for a course and choose to no longer continue with the class they have the option of dropping/withdrawing from the course. This is an official process with DCC that removes the student from the course so the student does not receive a grade. Students can complete the form with their guidance counselor or instructor who will forward the approved form to the College Connection staff at DCC.

Drop: Dropping a class is based on when students choose to exit the course. A drop will not show on a transcript. It will appear as if the student never took the course before. The last date to drop the class depends on the length of the course. Please review below:

Dates	1/8/24-2/16/24	2/17/24-6/13/24
Refund Percentage	100%	0%

Withdrawal: Withdrawing is the same as a drop, except based on the date the student choose to exit the course, a withdrawal indicates the student attempted the course and for whatever reason, opted to no longer continue. A "W" will appear on the official transcript, but it does not impact the grade point average (GPA) with DCC. However, multiple withdrawals on a college transcript may impact future financial aid eligibility, so please make sure students are committed to taking and successfully completing the college course or that students drop the course by the date noted above. Students have until the last day of the course to withdraw. Please review the dates below:

Dates	6/14/24
Refund Percentage	0%

Please keep in mind, a student **MUST complete an add/drop form in order to drop or withdraw from a College Connection course. Not attending a class does not formally remove them from the course(s).

Free- or Reduced-Priced Lunch Tuition Procedure (See page 26 for form)

1. Dutchess Community College will provide the Free- or Reduced-Priced Lunch Verification Form to the instructors teaching the College Connection program courses.
2. The instructors will provide the form to students at the start of the course.
3. The students who are eligible for free- or reduced- priced lunch will complete the form.
4. The high schools will collect the forms and verify if the students are eligible/receiving free- or reduced-priced lunch.
5. The schools will send the verified forms to Dutchess Community College. The forms must be delivered to the college by **February 16, 2024**, so that the bills sent reflect the accurate tuition cost for students.

Students Requiring Accommodative Services

In cases where students are eligible for accommodative services, instructors and students will adhere to High School guidelines for application of appropriate measures in response to approved accommodations.

SUPPORT SERVICES FOR PART-TIME FACULTY

Help Desk

The Information Technology department provides implementation and support services for all faculty and staff members. Please use the Help Desk as the primary access point to services provided by the department.

The Help Desk can be reached by:
- ❖ Phone on main campus at ext. 4357 (HELP)
- ❖ Phone from off campus at (845) 431-8000 X4357 or (say Help Desk at the prompt) or 845-431-8005
- ❖ Email – helpdesk@sunydutchess.edu
- ❖ Web – Look for the Help Desk Module in Blackboard

Normal hours of operation are Monday through Thursday 8:00am – 7:00pm and Fridays from 8:00am to 5:00pm and as posted in the DCC Wiki http://wiki.sunydutchess.edu

MyDCC Portal

The MyDCC portal provides features designed to help you interact more effectively with the college via email, calendar, course tools, and other features. Content is displayed through modules that provide easy access to information, applications and web resources you may wish to access. You can access MyDCC from any page on the campus website http://www.sunydutchess.edu/

Banner

The College uses the Banner student information management system. This system allows students to register online and to view their grades, financial obligations, courses and other information about their status as a DCC student. Faculty can view class lists online and are required to enter student grades online. Students and faculty can access Banner through the MyDCC portal on the College's website. For additional training on Banner and other technology related resources, contact the Teaching Learning Center (TLC).

DCC Information Security Standards

- ❖ Information security is the responsibility of EVERYONE who has access to information contained in college administrative systems. That information may reside on computer systems or on paper reports.
- ❖ The protection of DCC student and employee information is REQUIRED BY LAW
  - o The college must adhere to Federal Family Educational Rights and Privacy Act (FERPA) and Health Insurance and Portability and Accountability Act (HIPAA) laws.
  - o New York State requires the college to adhere to a minimum set of information security standards. The NYS policy can be viewed in myDCC on the Working@DCC tab.
- ❖ What data is "confidential"?
  - o Information maintained in college administrative systems should be assumed to be confidential unless otherwise specified.
  - o MOST personal student and employee data is confidential and must be protected.
  - o Only directory information is considered public information.
- ❖ Directory information is limited to: Name, Email, Dates of attendance, Date of graduation, Degree Enrollment status.
- ❖ *A student may submit a waiver prohibiting the college from releasing his/her directory information, so even releasing directory information requires judgment.*
- ❖ Employees are responsible for understanding and complying with policies regarding to access, and the secure disposal of information they have access to.
  - o Staff employees should discuss and review policies with their supervisor.
  - o Faculty should review policies with the Office of Instruction and Learning.
  - o College policies can be viewed from the Working@DCC tab on MyDCC by selecting the Campus Documents link. Policies are found under the Technology and Security Documents heading.
- ❖ Employees should raise an alarm if they think information is not being properly handled. They should notify their supervisor or the Associate Dean of Information Technology.
- ❖ Employees are accountable for their actions.
- ❖ Employees should have no expectation of privacy regarding the information stored on college computer systems.

Information Security Best Practices

- ❖ NEVER release information over the phone unless you can positively confirm the identity of the caller.
- ❖ Be vigilant and protect access to your computer account - NEVER allow ANYONE to use your computer account and password
- ❖ NEVER download college data to laptops or removable storage (CDs, diskettes or flash drives).
- ❖ Be sure records on your desk cannot be viewed by the public. Always keep reports an arm's length away from public areas.
- ❖ ALWAYS keep reports locked up when not in use.
- ❖ ALWAYS shred or discard in secure disposal containers any forms and printouts with student information
- ❖ Save the *MINIMUM* data required by the NYS Records Retention and Dispersal Schedule available in your office. Make a particular effort to dispose of old records.
- ❖ Faculty must be vigilant and keep each student's information (grades, schedule, etc.) private.
- ❖ ALWAYS lock your computer screen when you step away (Windows Key/L) or Ctl, Alt, Delete.
- ❖ Voice your concerns about information security questions or if you witness any security breaches. Report any security breaches to the Associate Dean of Information Technology.

❖ Dutchess Community College emails will never ask you to download an attachment or a software program. Attachments contained in fraudulent emails often contain viruses that may harm your computer or compromise your account.

REMEMBER, without <u>YOUR</u> diligence and support, student and employee information cannot be protected.

ADMINISTRATIVE OFFICES & HOURS

Office of Instruction and Learning, Bowne Hall Room 210 Monday-Friday 8:30am-5pm	
Dr. Raymond Houston, Vice President for Instruction and Learning	(845) 431-8985 or ray.houston@sunydutchess.edu
Dr. Rachel Mead, Associate Dean for Instruction and Learning/Pre-College Programs	(845) 431-8953 or rmead@sunydutchess.edu
Ms. Colleen Trogicsh, Associate Dean for Instruction and Learning/Curriculum, Assessment & Compliance	(845) 431-8952 or trogisch@sunydutchess.edu
Ms. Bonnie Gallagher, Associate Dean for Instruction and Learning/Learning Commons	(845) 431-8631 or bonnie.gallagher@sunydutchess.edu
Ms. Linda Bertolozzi, Director of Accommodative Services	(845) 431-8058 or bertolozzi@sunydutchess.edu
Ms. Ally Vincent, Director of Secondary and Post-Secondary School Partnerships and Initiatives	(845) 431-8957 or alexandra.vincent2@sunydutchess.edu
Mr. John Ruggi, High School Coordinator	(845) 431-8000 ext. 2054 or john.ruggi@sunydutchess.edu
Ms. Marylou Arcuri, Administrative Assistant, Office of Instruction and Learning	(845) 431-8965 or Marylou.arcuri@sunydutchess.edu

Admissions Office, Student Services Center Room 101 Monday-Friday 8am-5pm	
Mr. Michael Roe, Associate Dean of Student Services	(845) 431-8018 or Michael.roe@sunydutchess.edu

Registrar's Office, Student Services Center, Room 201 Monday-Thursday 8am-9pm; Friday 8am-5pm	
Ms. Angela Romano, Registrar	(845) 431-8096 or romano@sunydutchess.edu

Mental and Physical Health, Student Services Center Room 301 Monday-Friday 9am-5pm	
Ms. Diana Kiernan, Director of Mental and Physical Health	(845) 431-8044 or diana.kiernan@sunydutchess.edu

Business Office, Bowne Hall Room 205 Monday-Thursday 8am-8pm; Friday 8am-5pm	

Ms. Donna R. Rocap, Associate Vice President of Administration	(845) 431-8066 or rocap@sunydutchess.edu
Ms. Debra Ramsay, Assistant Dean of Administration for Payroll and Purchasing	(845) 431-8307 or ramsay@sunydutchess.edu

Student Financial Services, Student Services Center Room 201 Monday, Wednesday-Friday 8am-5pm; Tuesday 8am-7pm	
Mr. Robert Zasso, Director of Financial Aid	(845) 431-8033 or zasso@sunydutchess.edu
Ms. Cheryl Verdile, Bursar	(845) 431-8061 or Cheryl.verdile@sunydutchess.edu

Security Office, Student Services Center Room 114 Monday-Friday 8am-11pm	
Campus Safety and Security	(845) 431-8070 or ocss-id.permits@sunydutchess.edu

Information Technology, Telecommunications & Instructional Media, Center for Business & Industry	
Michael Soltish, Acting Associate Dean of Administration for Information Technology	(845) 431-8939 or soltish@sunydutchess.edu

DEPARTMENTAL & DCC CONTACTS

Department Head & Administrative Assistants

Dept.	Department Head	Administrative Assistant
AHBS	Elizabeth Justin: ext. 8321 or justin@sunydutchess.edu	Alyson Stewart: ext. 8310 or Alyson.stewart@sunydutchess.edu
BHS	Michael Hall: ext. 8341 or Hall@sunydutchess.edu	Deborah Ackerman: ext. 8340 or Ackerman@sunydutchess.edu
BUS	Joan McFadden: ext. 8388 or Joan.Mcfadden@sunydutchess.edu	Maureen Byrum: ext. 8370 or maureen.byrum@sunydutchess.edu
ENG	Dr. Joseph Allen: ext. 8451 or Allen@sunydutchess.edu	Rita Vitulli: ext. 8430 or rita.vitulli@sunydutchess.edu
HGE	Todd Wilmot: ext. 8522 or Todd.Wilmot@sunydutchess.edu	Andrea Townsend: ext. 8510 or Andrea.townsend@sunydutchess.edu
MCS	P.J. Darcy: ext. 8540 or Darcy@sunydutchess.edu	TBA
PVAC	Tommy Costello: ext. 8618 or TCostello@sunydutchess.edu	Bonnie Foote: ext. 8610 or Bonnie.foote@sunydutchess.edu
PSET	Timothy Welling: ext. 8535 or Welling@sunydutchess.edu	Gail O'Neil: ext. 8537 or Gail.Oneil@sunydutchess.edu

Department Supervisors

Departmental Supervisors assist the Academic Department heads in supervision of course sections taught by adjunct faculty. They can be a source of support for adjuncts by providing course outlines, sample syllabi and by

sharing a written evaluation with the adjunct faculty of observations of their classroom. Departmental Supervisors are appointed on an annual basis. Please contact your Academic Department Head or Department Secretary for the name and contact information for your Departmental Supervisor.

Department Supervisors for College Connection	
English	TBA
BHS	Michael Hall, hall@sunydutchess.edu, Cathleen Greenan,, greenan@sunydutchess.edu
HGE	Dr. Michael Boden, Michael.boden@sunydutchess.edu Dr. Karen Riedl, Karin.riedl@sunydutchess.edu
Business	Ahmed Ismail , aismail@sunydutchess.edu
Speech	Michael Adams michael.adams2@sunydutchess.edu
MAT, CPS, CIS	Roberta Mulder Roberta.mulder@sunydutchess.edu Reina DeJesus-Garcia reina.dejesusgarcia@sunydutchess.edu Yamir DeJesus-Decena ydejesus@sunydutchess.edu
Biology	Teresa Burke, Teresa.burke@sunydutchess.edu
Languages	Dr. Ornella Lepri Mazzuca, mazzuca@sunydutchess.edu Dr. Craig Stokes cstokes@sunydutchess.edu

DCC Directory for College Connection Instructors

Reason/Issue	Point of Contact
Syllabus Questions	Faculty Supervisor
Observation/Evaluation	Faculty Supervisor
Textbooks and Support Materials	Faculty Supervisor
Grading	Faculty Supervisor
Exams (including Final Exam questions)	Faculty Supervisor
Curriculum Questions	Faculty Supervisor
MyDCC or Banner Access	Ally Vincent and/or John Ruggi
Grade Appeal	Rachel Mead and Faculty Supervisor
Registration Questions	Ally Vincent and/or John Ruggi
Withdrawals or Drops from the Course	Ally Vincent and/or John Ruggi
Scheduling Courses	Ally Vincent and/or John Ruggi
Proposal of Offering New Course	Rachel Mead
Proposal of New Instructor	Rachel Mead
Technical Issues (for Instructors or Students)	Ally Vincent and/or John Ruggi
Support Services for Students	Ally Vincent and/or John Ruggi

Emergency Issues (For example: an instructor going on leave)	Ally Vincent, Rachel Mead, and John Ruggi
Bringing Students to Campus (tours or other events)	Rachel Mead
Class Seating (questions about the minimum or maximum number allowed per course section)	Rachel Mead
DCC College Policies	Ally Vincent and/or Rachel Mead
Proposal of New Partnerships with DCC	Rachel Mead

Dr. Rachel Mead: (845) 431-8953	Ally Vincent: (845) 431-8957	John Ruggi
rmead@sunydutchess.edu	Alexandra.vincent2@sunydutchess.edu	John.ruggi@sunydutchess.edu

GRADE APPEAL PROCESS

Informal Appeal Process
If a student wishes to discuss a grade that he/she has received for a test or an assignment or the final grade in a course, this step is for the student to meet with the instructor to resolve the concern in an informal manner.

Formal Appeal Process

Introduction
It is the responsibility of Dutchess Community College faculty members to establish clear grading policies and standards for academic performance in their courses. These policies must be stated in writing. Individual approaches to grading are valid, as long as faculty members evaluate student work fairly and consistently, there should be no need for students to challenge their grading.

Grounds for Formal Appeal
Students may appeal grades in DCC courses on the following grounds, provided that they have evidence, or believe that evidence exists, to support their claims:
- ❖ Failure by the instructor to explain clearly the method by which grades in the course would be determined.
- ❖ Assignment of a course grade by substantial departure from the announced method.
- ❖ Capricious or prejudiced grading.

Step 1 (See page 28 for form)
To initiate a formal appeal, the student must obtain a Grade Appeal Form from the academic department secretary, the Office of Student Services, or the Office of Instruction and Learning. Complete the first portion of the Grade Appeal Form and submit it to the instructor and request a meeting. This meeting should normally take place within fourteen days of the instructor's receipt of the Grade Appeal Form. If the student goes first to the Dean, Academic Department Head or Departmental Supervisor, that person should refer the student to the instructor as the first step in the process. Under extraordinary circumstances, the Department Head may choose to waive the first step and proceed to set up a meeting with the student and the instructor as outlined in Step two.

The formal appeal of a grade for a test or assignment must begin within thirty calendar days of the receipt of the grade. If the appeal is related to the grade for a course, the process is similar to that for an assignment or test grade, except that the student has until the end of the second week of the following semester to begin the process.

Step 2 (See page 29 for form)

If the meeting with the instructor does not result in a solution satisfactory to the student, the student has fourteen calendar days to appeal to the Department Head.

The Department Head will review the Grade Appeal Form and attached materials, and meet with the student and the instructor to discuss the matter. The Department Head will report his/her decision and rationale in writing to both the student and the instructor within fourteen days of meeting with the student and the instructor.

Step 3

If the decision of the Department Head does not result in a satisfactory resolution, the student or instructor may submit, within fourteen days of receiving the decision of the Department Head, the Grade Appeal Form to the Vice President of Instruction and Learning, as an appeal to an Academic Review Committee. The Committee, consisting of three members, will be chaired by an Associate Dean of Instruction and Learning, appointed by the Vice President of Instruction and Learning. The Associate Dean will choose the two additional members of the committee from the faculty on the Academic Standards Committee. The faculty selected for the committee will be from outside the academic department with which the appeal is concerned.

The Academic Review Committee will meet and consider all the documentation provided by the Department Head, the student and the instructor. Both the student and the instructor will be given an opportunity to appear before the Academic Review Committee. The Committee will report its decision and rationale in writing to the student, the Department Head and the instructor normally within fourteen days of the Committee meeting. A copy of the Academic Review Committee's decision and rationale will also be sent to the Vice President of Instruction and Learning.

Step 4

If the student or instructor does not accept the decision of the Committee, that decision may be appealed to the Vice President of Instruction and Learning within fourteen days for final review. The Vice President of Instruction and Learning, with full access to all documentation from previous levels of appeal, and any additional conferences with involved parties, will be the final College arbiter of the appeal. The Vice President's decision will normally be made within fourteen calendar days of the date on which the appeal was received from the student or instructor.

The Vice President will report his/her decision and rationale in writing to the student, the Department Head, the instructor, and the members of the Academic Review Committee.

NOTE: *The timetable noted above assumes no interruptions in the regular college calendar, such as semester or spring breaks, which would alter the timetable. For an appeal of a grade for a spring semester course, the "following semester" is defined as the following fall semester.*

STUDENT SURVEY OF TEACHING FORM

DRAFT

Class Climate	Student Survey of Teaching	SCANTRON

DUTCHESS
COMMUNITY COLLEGE

Mark as shown: ☐ ☒ ☐ ☐ ☐ Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: ☐ ■ ☐ ☒ ☐ Please follow the examples shown on the left hand side to help optimize the reading results.

1. Instructions

This form provides an opportunity to give feedback about this class. Your instructor will tell you how to fill out the form and should then leave the room. After final grades are turned in, these forms will be reviewed by the instructor with his/her supervisor. Your participation is important to and valued by the College.

2. Reason

2.1 Reason for taking this course: ☐ Elective   ☐ Requirement

3. Part A of the Student Survey of Teaching Form

3.1	The instructor provided a syllabus, either hard copy or electronically, that included a course outline. (Check Not Applicable if LAB section only.)	☐ Yes	☐ No	☐ Not Applicable
3.2	The instructor provided his/her DCC email address and how best to contact them outside of class.	☐ Yes	☐ No	

Use the scale below to express your opinion on each of the statements listed. Enter your response below.

		Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree	Not Applicable
3.3	The instructor clearly communicated how the course grade was to be determined.	☐	☐	☐	☐	☐	☐
3.4	The instructor usually begins class on-time as scheduled.	☐	☐	☐	☐	☐	☐
3.5	The instructor usually uses the instructional time available.	☐	☐	☐	☐	☐	☐
3.6	The instructor expects students to use the required course materials (such as textbooks, online resources, films, software).	☐	☐	☐	☐	☐	☐
3.7	The instructor is responsive to students' questions and concerns.	☐	☐	☐	☐	☐	☐
3.8	The instructor gives clear explanations.	☐	☐	☐	☐	☐	☐
3.9	I had a strong desire to take this course.	☐	☐	☐	☐	☐	☐
3.10	I was able to access the resources required for the course.	☐	☐	☐	☐	☐	☐
3.11	I was able to commit the time and effort necessary to be successful in the course.	☐	☐	☐	☐	☐	☐
3.12	I feel my prior knowledge in the subject matter was a significant factor in my ability to be successful in the course.	☐	☐	☐	☐	☐	☐

DRAFT

4. Part B of the Student Survey of Teaching Form

Enter your comments for each of the prompts provided below.

4.1 Please comment on your impression of the instructor's teaching effectiveness.

4.2 Please comment on the organization and structure of the course.

4.3 Please comment on your interactions with the instructor.

4.4 Please comment on the text book and materials used in the class.

4.5 Please add any other comments you would like to make, including your overall summary of the course and suggestions for improvement. Give examples where you can.

Name of Part Time Faculty Educator: Click or tap here to enter text.

Name of Part Time Faculty Supervisor: Click or tap here to enter text.

Department: Click or tap here to enter text.

Date: Click or tap here to enter text.

Overall Evaluation:

☐ Meets Expectations	☐ Requires Significant Improvement. Attach Formal Improvement Plan (Found in separate document).

Essential Components of Evaluation: Verify that each attachment is included.

- Attachment A: Syllabus and Other Procedural Responsibilities of Part Time Faculty Educator

- Attachment B: Supervisor's Observation Report of Part Time Faculty Educator

- Attachment C: Summary of Student Surveys of Teaching

- Signature Page

Also include a Formal Improvement Plan only when you have checked "Requires Significant Improvement" box above.

NOTES:

1. Best practice is to make sure that the Part Time Faculty Educator is aware of the evaluation form and requirements before the term begins.

Attachment A: Syllabus and Other Procedural Responsibilities of Part Time Faculty Educator

Instructions:

1. The Supervisor should fill out the checklist below, and engage the Part Time Faculty Educator in discussion of these elements as appropriate.

2. If you respond N or NA to any item, please provide a very brief clarification in the Supervisor Comment box after the table.

	EACH CURRENT SYLLABUS INCLUDES THE FOLLOWING ITEMS	Y/N/NA
1.	Name of course, semester, section and/or CRN number	Click or tap
2.	Faculty name and contact information including DCC email (or appropriate email for concurrent courses.)	Click or tap here to
3.	Class Meeting Time and Place	Click or tap
4.	List of required textbooks(s) and/or other required material	Click or tap
5.	Catalog Course Description (may also include additional course description detail specific to the instructor but shall not contradict or conflict with the catalog description.)	Click or tap here to
6.	Course Student Learning Outcomes	Click or tap
7.	Institutional Student Learning Outcomes (when applicable)	Click or tap
8.	Outline of course and course requirements	Click or tap
9.	Grading criteria indicating how final grade is determined.	Click or tap
10.	Statement provided by the College regarding academic honesty.	Click or tap
11.	Statement provided by the College regarding academic accomodations.*	Click or tap
12.	Statement provided by the College regarding Title IX.*	Click or tap
	PROCEDURAL RESPONSIBILITIES	Y/N/NA
13.	Submits class syllabi to the department on time.	Click or tap
14.	Submits the grade justification on time.	Click or tap
15.	Submits the grade report on time.	Click or tap
16.	Administers Student Surveys of Teaching as required.	Click or tap
17.	Submits final grades on time.	Click or tap
18.	Uses DCC email to communicate with College and students.*	Click or tap
19.	Submits class census data on time.*	Click or
20.	Submits midterm grades on time. *	Click or tap
21.	Completes mandatory obligations such as Human Resources training on time. (As appropriate based on when mandatory training was required.)*	Click or tap here to
22.	Signs employment contract(s) on time. *	Click or tap

* Starred categories are not required for Concurrent Enrollment Courses. These should be marked as NA.

Comments by Supervisor:

Click or tap here to enter text.

1.Classroom Observation

Date of class visit: Click or tap here to enter text.

Department/Course/Section: Click or tap here to enter text.

Communication with Part Time Faculty Educator:
- Contacted Part Time Faculty Educator <u>before</u> observation (Can be by email, phone or in person.):
  ☐ Yes   ☐ No

- Consultation with Part Time Faculty Educator <u>after</u> observation (Preferably in person.):
  ☐ Yes   ☐ No

Class Narrative: This area is a reflection of what occurred during the class time. Click or tap here to enter text.

Address each of the following areas:
- Command of the subject matter
- Ability to organize and present course materials
- Ability to engage students in the learning environment

Include <u>specific</u> supporting details/examples.   Comments may include recommendations for continued development as an effective Educator. Click or tap here to enter text.

2.Other Comments/Observations may address items such as departmental standards, management of the learning environment, and may include information gathered outside of the classroom observation.   Click or tap here to enter text.

Comments of Part Time Faculty Educator (Optional):
(May include additional materials as per the Part Time Educator Contract 2016 – 2020 Appendix F: 4)

Click or tap here to enter text.

Attachment C: Summary of Student Surveys of Teaching

The intent and purpose is to use information from Student Surveys of Teaching to assist the faculty member in his/her growth and development as an educator. Consideration of data from these surveys shall be with the understanding that student feedback is an important but limited vehicle for understanding the effectiveness of an individual's teaching. Data can be used to guide future professional development and shall not be used to initiate disciplinary procedures. (See Part Time Educator contract for 2016-2020 Appendix I.)

Any comments in this section may not be the basis for a Formal Improvement Plan.

Supervisor: Provide written comments summarizing the contents of student surveys of teaching completed each semester that the Part Time Faculty Educator taught since the last evaluation. No surveys should be directly attached here.

Click or tap here to enter text.

Part Time Faculty Educator: (Strongly Recommended). Provide a brief written reflection on these same student surveys.
Click or tap here to enter text.

Signature Page

The completed evaluation must be signed by the Part Time Faculty Educator, the Supervisor, and the Department Chair, and shall be submitted to Office of Instruction and Learning within four weeks of the last day of classes in the semester/term of the evaluation.

The signatures below indicate that:

- The Part Time Faculty Educator Evaluation has been completed, including all appropriate attachments.
- The Part Time Faculty Educator has had the opportunity to review the entire evaluation document and include comments as s/he deems appropriate.

Click or tap here to enter text.   _____   _____
Part Time Faculty Name (please type)   **Part Time Faculty Signature***   **Date**

Click or tap here to enter text.   _____   _____
Supervisor Name (please type)   **Supervisor Signature**   **Date**

Click or tap here to enter text.   _____   _____
Department Chair Name (please type)   **Department Chair Signature**   **Date**

* The Part Time Faculty Educator may indicate that he/she is electronically signing this evaluation by writing an email from his/her DCC account indicating that s/he had the opportunity to review the entire evaluation document and had the opportunity to include comments as s/he deemed appropriate directly in the document Attachment B (optional) and C (strongly recommended). This email should be attached to this evaluation by the supervisor.

Site Visit Report
Dutchess Community College (DCC)
"College Connection" Concurrent Enrollment Program

The purpose of the site visit is to foster a collegial relationship between the high school and college faculty and to ensure that the course taught in the high school adheres to the standards of the College Connection program.

High School

Course and Section

Instructor

Date of Visit

Please indicate Yes or No

1. _____ The students in this class are juniors and seniors in good academic standing in high school, who have completed prerequisite course work or placement testing and are recommended to take college level courses by high school faculty and guidance counselors.

2. _____ The instructional facility is appropriate to the course and adequate for the number of students.

3. _____ The instructor is following the DCC extended course outline and is using required instructional support materials and technologies as selected by the College.

4. _____ The instructor is following DCC policies regarding grading, submission of grades, attendance records and final examinations.

5. _____ The instructor is using the approved textbook(s) designed for the course by DCC.

Supervisor's comments/suggestions:

Supervisor's Name   Signature_____

Instructor's comments/suggestions:
_____
_____
_____
_____

Instructor's Signature/Date_____

Please sign and return in the envelope provided. A signed copy will be returned to you.

GRADE REPORT

DUTCHESS COMMUNITY COLLEGE

53 PENDELL ROAD POUGHKEEPSIE, N.Y. 12601

Instructor: _____

Course Number: _____

Section Number: _____

Semester: (Check box and fill in year)

    ☐ Fall _____

    ☐ Winter _____

    ☐ Spring _____

    ☐ Summer _____

FINAL GRADE DETERMINATION

Type(s) of evaluation used (please list) e.g:	# GIVEN	% OF FINAL GRADE
quizzes 1.		
exams		
homework 2.		
term paper/project lab work		
written work 3.		
mid-term		
final 4.		
class participation		
5.		

Signature:_____ Date: _____

Reminder: Please submit the Grade Justification with this Grade Report. The individual scores for each student for each type of evaluation must be included on this grade justification sheet.

DUTCHESS
COMMUNITY COLLEGE

Free- or Reduced-Priced Lunch Verification Form

Instructions: Students who are eligible/receive free- or reduced- priced lunch and are enrolled in DCC College Connection courses must complete this form to receive an institutional scholarship that will reduce the cost of tuition. The form must be submitted at the start of the academic year/the start of the student's first College Connection course for the year (if a student does not take a College Connection course in the fall, but they enroll in one for the spring, they should complete this form in the spring). The students need to provide the following information and the district must complete the bottom portion of the form verifying the students' eligibility for this institutional scholarship.

School District/School: _____

Student First and Last Name: _____

High School I.D. Number (for high school purposes): _____

DCC Student I.D. Number (A#): _____
(obtained when completing the application and accessible on myDCC)

Date of Birth: _____

DCC Courses Enrolled in at the high school: _____

Phone Number: _____

Email Address: _____

I acknowledge that I am eligible for free- or reduced- priced lunch in my high school. As a result, the course(s) I am taking with Dutchess Community College through my high school will have a reduced tuition of $33.50 per credit. I recognize that if my status for free and reduced lunch changes during the current academic year, my tuition will not change for the College Connection courses. I am aware that my high school will be verifying this information before my tuition is reduced.

Student Signature: _____

For School District Administrators please verify below if the student is eligible/receiving free or reduced lunch:

☐ The student **IS** verified as eligible/receiving free or reduced lunch

☐ The student is **NOT** verified as eligible/receiving free or reduced lunch

DUTCHESS
COMMUNITY COLLEGE

School Administrator Signature:_____

Send the forms for verified students only to Dutchess Community College. For Spring 2024, Dutchess Community College must receive the forms by February 16, 2024.

Preferred Method: Scan and email to InstructionandLearning@sunydutchess.edu

Other Method: Mail to

Dutchess Community College
Instruction and Learning
53 Pendell Road
Bowne Hall 210
Poughkeepsie NY 12601

DUTCHESS COMMUNITY COLLEGE
GRADE APPEAL FORM - Step 1

To be completed by the Student:

Name: _____   Student ID # _____

Telephone #_____

Course for which appeal is requested: _____

Reason for grade appeal

☐   Failure by the instructor to explain clearly the method by which grades in the course would be determined.

☐   Assignment of the course grade by substantial departure from the announced method.

☐   Capricious or prejudiced grading.

Attach typewritten supporting statement if more space is needed.

Signed: _____   Date: _____
          Student

To be completed by the Instructor:

Date Appeal Received: _____

I have met with the Student and reviewed his/her appeal.
Attach typewritten supporting statement

☐1   The issue was resolved to the satisfaction of both parties.

☐2   There was no resolution. The Student may appeal to the Department Head within 14 days

by _____.

Signed: _____ Date: _____
          Instructor

Signed: _____ Date: _____
          Student

Distribution: Original -: Dean of Academic Affairs   Copies - Student, Instructor, Department Head

DUTCHESS COMMUNITY COLLEGE
GRADE APPEAL FORM –Steps 2 – 4

To be completed by the Department Head:

Date Appeal Received: _____

I have met with the instructor and the student and reviewed the appeal.
<u>Attach typewritten supporting statement.</u>

☐   The issue was resolved to the satisfaction of all parties.

☐   There was no resolution. The student and/or the instructor may appeal to the Academic Review Committee within 14 days by _____.

Signed: _____   Date: _____
                    Department Head

Signed: _____   Date: _____
                    Instructor

Signed: _____   Date: _____
                    Student

To be completed by the Vice President of Instruction and Learning:

Date Appeal Received: _____

I have agreed to convene an Academic Review Committee, chaired by Associate
Dean _____.   Date: _____

To be completed by the Associate Dean of Instruction and Learning:

Date Appeal Received: _____

The Academic Review Committee has reviewed the appeal.
<u>Attach typewritten supporting statement</u>

☐ The issue was resolved to the satisfaction of all parties.

☐ There was no resolution. The student and/or the instructor may appeal to the VP of Instruction and Learning within 14 days by _____.

Signed: _____   Date: _____
              Associate Dean of Instruction and Learning

Signed: _____   Date: _____
                    Instructor

Signed: _____   Date: _____
                    Student

To be completed by the Vice President of Instruction and Learning:

Final disposition:
<u>Attach typewritten supporting statement</u>

Signed:_____   Date: _____
                  Vice President of Instruction and Learning

Distribution:

\appeal_grd rev 11/23