# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>COLLEGE CONNECTION OVERVIEW</td>
<td>2</td>
</tr>
<tr>
<td>APPOINTMENT AS ADJUNCT LECTURER.....................................................</td>
<td>3</td>
</tr>
<tr>
<td>ORIENTATION MEETING</td>
<td>3</td>
</tr>
<tr>
<td>E-MAIL AND MYDCC</td>
<td>3</td>
</tr>
<tr>
<td>COLLEGE POLICIES................................................................................</td>
<td>4</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>4</td>
</tr>
<tr>
<td>SYLLABI</td>
<td>4</td>
</tr>
<tr>
<td>BUILDING A SYLLABUS</td>
<td>5</td>
</tr>
<tr>
<td>FINAL EXAMS</td>
<td>5</td>
</tr>
<tr>
<td>ADJUNCT LECTURER EVALUATION</td>
<td>5</td>
</tr>
<tr>
<td>SITE VISITS</td>
<td>6</td>
</tr>
<tr>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>6</td>
</tr>
<tr>
<td>FACULTY CONTACT INFORMATION</td>
<td>6</td>
</tr>
<tr>
<td>DCC’S POLICY ON SEXUAL HARASSMENT</td>
<td>6</td>
</tr>
<tr>
<td>RECORD KEEPING RESPONSIBILITIES.....................................................</td>
<td>8</td>
</tr>
<tr>
<td>ADMISSION TO CLASS/REGISTRATION PROCEDURE</td>
<td>8</td>
</tr>
<tr>
<td>ROSTERS/ATTENDANCE RECORDS/GRADE REPORTS</td>
<td>8</td>
</tr>
<tr>
<td>WITHDRAWAL FROM COURSES</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT ABSENCE</td>
<td>9</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>9</td>
</tr>
<tr>
<td>GRADE REPORTING</td>
<td>10</td>
</tr>
<tr>
<td>STUDENT SUPPORT SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>10</td>
</tr>
<tr>
<td>WRITING CENTER</td>
<td>11</td>
</tr>
<tr>
<td>MATHLAB/NEWTON’S CORNER</td>
<td>11</td>
</tr>
<tr>
<td>THE FRANCIS U. AND MARY F. RITZ LIBRARY</td>
<td>11</td>
</tr>
<tr>
<td>COLLEGE BULLETIN</td>
<td>14</td>
</tr>
<tr>
<td>TECHNOLOGY SUPPORT</td>
<td>14</td>
</tr>
<tr>
<td>DCC INFORMATION SECURITY STANDARDS</td>
<td>14</td>
</tr>
<tr>
<td>INFORMATION SECURITY BEST PRACTICES</td>
<td>15</td>
</tr>
<tr>
<td>WHERE TO GET ANSWERS</td>
<td>16</td>
</tr>
<tr>
<td>CONTACTS</td>
<td>17</td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICES &amp; HOURS</td>
<td>17</td>
</tr>
<tr>
<td>DEPARTMENTAL SUPERVISORS</td>
<td>18</td>
</tr>
<tr>
<td>DEPARTMENT HEADS AND DEPARTMENT SECRETARIES</td>
<td>19</td>
</tr>
<tr>
<td>GRADE APPEAL PROCESS</td>
<td>19</td>
</tr>
<tr>
<td>GRADE APPEAL FORM – STEP 1</td>
<td>21</td>
</tr>
<tr>
<td>GRADE APPEAL FORM – STEP 2-4</td>
<td>22</td>
</tr>
<tr>
<td>ADJUNCT LECTURER EVALUATION FORM</td>
<td>23</td>
</tr>
<tr>
<td>STUDENT SURVEY OF TEACHING FORM</td>
<td>25</td>
</tr>
<tr>
<td>CAMPUS MAP</td>
<td>27</td>
</tr>
<tr>
<td>HOW TO COMPLETE THE COURSE ROSTER</td>
<td>28</td>
</tr>
<tr>
<td>ATTENDANCE/GRADE DETERMINATION FORM</td>
<td>29</td>
</tr>
</tbody>
</table>

Dates and times published in this document are accurate as of the date of publication. However, the College reserves the right to make changes as needed to dates, times, and locations. Notification of any such changes will be made in as timely a fashion as is possible. Dutchess Community College does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, or sexual orientation in its educational programs and activities, including employment, or in admission to such programs and activities. If you have any questions regarding this policy and the procedures for the resolution of complaints arising thereto, please contact Human Resources, Affirmative Action Office/504 Coordinator, (845) 431-8673, or extension 8673 on campus.
INTRODUCTION

Congratulations on being selected as an adjunct instructor in Dutchess Community College’s College Connection concurrent enrollment program. This handbook contains information specific to your role as an instructor in the high school program.

COLLEGE CONNECTION OVERVIEW

Concurrent enrollment is becoming 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.

Through the cooperation of the State University of New York (SUNY), Dutchess Community College and local high schools, concurrent-credit programs have been developed to provide qualified students 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 approved by the college as adjunct instructors. They are required to complete all DCC requirements in accordance with the college’s standard practices and procedures.

Students in the concurrent enrollment program are required to meet the standards DCC maintains for all of its students. Coursework completed in the program is comparable to the academic expectations of on-campus classroom instruction.

Normally a concurrent enrollment student will be a part-time, non-matriculated DCC student.

Advantages Include:

- Becoming a more attractive college candidate by accepting the challenge of taking college courses while still a junior or senior in high school.

- Possibly graduating from college earlier by earning transferable credits.

- Lightening the first or second semester course load in college and relieving some of the pressure and stress in the first year

- Having the time to take more electives in college, earn a double major, do a special work internship, or spend a semester traveling abroad by starting early in high school.

- Saving money by reducing future college costs

*Remember, the positive educational experience gained through DCC’s College Connection Program will undoubtedly contribute to your student’s college success and life’s goals.*
Schools currently participating in the College Connection program:

- Arlington High School
- Beacon High School
- Carmel High School
- Dutchess County BOCES
- F. D. Roosevelt High School
- Haldane High School
- John Jay High School
- Mahopac High School
- Millbrook High School
- Our Lady of Lourdes High School
- Putnam/Northern Westchester BOCES
- Putnam Valley High School
- Red Hook High School
- Rhinebeck Central High School
- Roy C. Ketcham High School
- Spackenkill High School
- Stissing Mountain High School
- Webutuck High School

**APPOINTMENT as ADJUNCT LECTURER**

Candidates for adjunct instructors in the high schools are reviewed and selected in the same manner as adjuncts teaching at other DCC locations.

Adjunct lecturers are appointed by the President of the College upon recommendation of the appropriate academic department head and the Dean of Academic Affairs.

The faculty designated to teach the course must meet DCC departmental qualifications for adjuncts in order to be approved to teach. An applicant must have earned a master’s degree either in the specific discipline or a master’s and sufficient credits in the teaching area. Teaching experience in the appropriate area as well as work experience shall also be considered. In order to be approved to teach, the designated faculty member shall provide DCC’s Office of Academic Affairs with a current resume. The department head and/or the department supervisor as well as the Associate Dean of Academic Affairs will interview the applicant.

Applicants for teaching assignments must be certain that their credentials are complete and on file with the Academic Dean’s Office.

**Orientation Meeting**

New adjunct lecturers are invited to attend the college wide orientation meeting prior to the start of the semester in which they begin teaching at DCC. Adjunct lecturers will be mailed a schedule of the orientation.

Some academic departments will conduct an orientation meeting specific to high school faculty. You are strongly encouraged to attend.

**E-mail and myDCC**

Upon assignment, each instructor will receive a DCC e-mail account. E-mail and the College’s student information management system, Banner, can be accessed through the College’s website. Click on “myDCC” and sign on using your e-mail ID and password. Most communication from the College will be via this e-mail account.
Similar access is available to College Connection students. Confidential e-mail and password information will be provided to you in sealed envelopes for distribution to students registered in your class.

**College Policies**

**Textbooks**

The DCC approved textbooks for the course will be utilized in high school sections. Normally the DCC textbook will be purchased by the school district for use in the course and distributed to students. Textbooks are replaced periodically. The office of the Associate Dean of Academic Affairs will notify the school district of a textbook change. High school teachers are encouraged to maintain contact with their 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. If the school district is unable to purchase the new textbook, the appropriate department chair must be contacted to request approval to continue using the current textbook. Responsibility for initiating this request rests with the school district.

Contact the department head for information regarding required textbooks. Adjunct lecturers may obtain instructor copies of texts in one of two ways. Check with the department secretary to determine if they can order instructors copies or you may order directly from the publisher (forms for this purpose are available from the College Bookstore). The College address should be used when ordering, as the order will be filled more quickly. Even with the College address, complimentary copies take five to six weeks to arrive. Should this be too long a period, adjunct lecturers should buy a copy from the Bookstore and keep a receipt. When the instructor copy of the textbook arrives, the adjunct lecturer will be eligible to receive a full refund. Details are available from the College Bookstore.

Instructors are required to make regular use of approved textbooks.

**Syllabi**

Each department maintains a file of syllabi and course outlines for all current course offerings. You should provide a copy of this information to each student at the beginning of each semester.

A copy of your syllabus should be filed with the department high school supervisor or department secretary each semester. The syllabus must be in writing, and should include the following information:

- **Approximate test dates**: Students need to be able to plan their semester and should be given notice regarding test dates. Early and frequent testing is recommended; basing a course grade solely on a mid-term exam and a final exam is strongly discouraged.

- **Course requirements**: Students should be told what the requirements of the course include. For instance:
  - Is there a paper(s) or research project?
  - Is homework graded?
  - Does class participation count?
  - How many tests/ quizzes will there be?
  - What other kinds of work are required?
Grading procedures: It is crucial that students understand how final grades are determined. You should specify what portion of the final grade is covered by each of the course requirements.

Attendance requirements and makeup policies: Your policy regarding absences and making up work/tests must be stated clearly and unambiguously. It is important to remember that there are valid reasons for absences; however absence does not mean that the work does not have to be done, or that an alternate assignment does not have to be completed. For a detailed description of the College policy regarding absences due to inclement weather or religious beliefs, refer to the Dutchess Community College Catalog.

Building a Syllabus

Strategies for Classroom Success:

- Syllabus, Syllabus, Syllabus: Provide clear and concise statement of both academic and behavioral expectations and a statement regarding access to academic accommodations. This will enhance communication and improve transition to post-secondary studies.
- Prepare course syllabus, assignment lists, and due dates as early as possible – this allows the student to manage their time and communicates your expectations to counseling staff who are assisting the student to develop an effective academic plan.
- Address different learning styles: This ensures that all students are accessing course content.
- Show students model projects or papers from previous semesters.
- Provide study questions and practice exams.
- Provide copy of overheads or power point slides.
- Consider providing copies of your class notes.
- Offer students alternative ways of completing assignments.

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. A copy of your final exam along with the answer key or scoring rubric must be given to the appropriate DCC department secretary. If you do not give a final, you should submit a brief statement about your capstone project or portfolio review.

You must keep copies of all your students’ finals for two years. If necessary, ask your departmental supervisor to find an appropriate storage place for you in the department.

Adjunct Lecturer Evaluation

Adjunct lecturers will receive written evaluations of their work in each of their first two semesters of course offerings at the College, and every other semester thereafter in which they have a teaching assignment. Evaluations will include, but not be limited to, classroom visit(s) by the departmental supervisor and students’ survey of teaching.

Student Evaluation of Teaching forms are used for all courses in the spring semester, and also should be used for courses that meet only in the fall semester. Adjunct instructors should feel
free to administer Student Survey of Teaching forms in any semester. Copies of the Student Survey of Teaching form and the Adjunct Lecturer Evaluation form are included at the end of this booklet.

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

**Site Visits**

High School department supervisors will observe your class in each semester that you teach or at least once a year. They will complete a site visit report and file it with the College Connection office in the office of Academic Affairs. A copy of the site visit report is appended to this handbook.

**Professional Development**

College Connection faculty are encouraged to take advantage of professional development opportunities offered by the college. The College Connection office will conduct one or two meetings a year, specifically for high school faculty. Your attendance is strongly encouraged.

**Faculty Contact Information**

Adjunct faculty must provide the college and their departments with reliable contact information.

**DCC’s Policy on Sexual Harassment**

As a unit of the State University of New York, Dutchess Community College is committed to providing an educational environment that is free from discrimination and sexual harassment.

Sexual harassment is not only offensive; it is illegal and a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Sexual harassment of employees by supervisors and of students by faculty or administrators which imposes requirements of sexual cooperation as a condition of employment or of academic advancement cannot and will not be condoned by the College.

The College recognizes the sensitive and damaging nature of sexual harassment and has developed formal procedures to investigate allegations.

-Board of Trustees

**What is Sexual Harassment?**

Sexual harassment if any repeated or unwanted verbal or physical advance, sexually explicit derogatory statement, or sexually discriminatory remark made by someone in the workplace of classroom. Such statements, advances, or remarks constitute sexual harassment if they are offensive, objectionable, or humiliating to the recipient.

Sexual harassment in an academic environment may involve the use of authority to emphasize the sexuality of a student in a manner, which prevents or impairs that student’s full enjoyment of educational benefits or opportunities.
It may include:

- verbal harassment or abuse
- subtle pressure for sexual activities
- touching, patting, or pinching
- leering at a person’s body
- constant brushing against a person’s body
- requests for sexual favors accompanied by implied or overt threats concerning one’s job, performance evaluation, promotion, or course grades
- physical assault

The Equal Employment Opportunity Commission defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

For more information, refer to the College’s Sexual Harassment Policy described in detail in the Student Handbook.

Grievance Procedures in Matters of Discrimination by Race, Sex, Sexual Orientation, Religion, Age, National Origin, Disability, or Marital Status

Dutchess Community College, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, is adopting a grievance procedure for the prompt and equitable investigation and resolution of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, marital status, or sexual orientation.

This procedure, which may be used by any Dutchess Community College student or employee, is in no way intended to supplant or duplicate any already existing grievance procedures. Employee grievance procedures established through negotiated contracts, academic grievances review committees, student disciplinary grievance boards, and any other procedures defined by contract or local by-laws will continue to operate as before. Neither does this procedure in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the Department of Health and Human Services, or the Wages and Hours Division of the Department of Labor.

Rather, this Grievance Procedure for the Review of Allegations of Illegal Discrimination provides an additional mechanism through which the College may identify and eliminate incidents of illegal discrimination. The College recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversary grievance process will benefit students, faculty, staff, and administration alike, permitting investigation and resolution of problems without resort to the frequently expensive and time-consuming procedures of state and federal enforcement agencies or courts.
Requirements for Filing Grievances:

1. A grievance must be submitted in writing on forms provided by Dutchess Community College. (See end of section.)

2. Employees must file a grievance within 45 calendar days following the alleged discriminatory act or the date on which the grievant first knew or reasonably should have known of such act if that date is later. Students must file a grievance within 45 calendar days following the alleged discriminatory act or 45 calendar days after a final grade is received, if that date is later.

3. Grievances must be filed with the Director of Human Resources Management.

The procedures for processing Grievances may be found in the Student Handbook or are available from the Director of Human Resource Management.

RECORD KEEPING RESPONSIBILITIES

Admission to Class/Registration Procedure

At the start of the school year, each instructor will be mailed a registration packet. The registration packet will include registration forms, a separate form to collect student social security numbers, affidavits of Dutchess County residency and instructions to complete and return the forms. The registration forms should be completed by the students as soon as your class begins and should be returned to the high school liaison in the envelope provided. All forms must be returned by the due date indicated on the instruction sheet. Please see that the forms are legible and that all information is complete. Students residing out of Dutchess County are required to obtain a certificate of residency from their home county.

Student registrations will be entered into the DCC system and they will become visible on your class list located on the “My Courses” tab of myDCC. Please review your class for accuracy and immediately report any discrepancies to the high school liaison. Instructors are encouraged to review their class lists frequently during the semester or academic year for full year courses. Any inconsistencies should be reported immediately to the high school supervisor.

Rosters/Attendance Records/Grade Reports

Instructors will receive, via DCC e-mail, a permanent official roster during the fourth week of classes. Instructors should print the roster and begin using it immediately. Print as many copies as needed to record attendance and grades. Final course grades must also be entered online using Banner. When entering final course grades, instructors must also enter a last date of attendance for any student who has ceased attending or is failing class. Generally final grades may be entered no more than one week in advance of the final due deadline. The permanent official roster is submitted at the end of the semester, along with the final grade determination sheet, and becomes the College’s permanent record of the course. The course instructor must submit to the high school liaison or to the Registrar’s office by the designated due date the permanent roster and grade determination sheet.

The College requires that a positive record of student attendance be maintained for the entire semester and entered on the roster. This record is essential for state aid. The student attendance record of each adjunct lecturer will be checked when submitted. Please observe...
directions on the roster when entering attendance, particularly the correct symbols for entering absences. A printout from your school’s attendance system can be attached in lieu of the attendance record. The permanent roster must also include the final grade determination information for the course, and for each student. A sample of a completed roster is included in the back of this handbook. It is entitled "How to Complete the Course Roster."

A complete list of all grades used to determine the final course grade must be entered for each student.

**Withdrawal from Courses**

Students may withdraw from courses by completing the drop form in the Registrar’s Office. Students who fail to attend classes or who give notice only to an instructor will not be considered officially withdrawn. Students may withdraw from a course, without academic penalty, with a grade of “W” through the ninth week of classes or through 60% of a full year course. Except in special circumstances, students are not allowed to withdraw after the ninth week of classes and should receive a grade of “F” from the adjunct lecturer. Initiation of withdrawal notice is the responsibility of students. Instructors should encourage students to contact the college and complete the necessary form.

**Student Absence**

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.

While each instructor may determine his or her policy regarding student absence and tardiness, the College requires that a positive record of attendance be maintained for the entire semester. In addition, attendance policies should be non-punitive for absences due to documented illness, adverse weather conditions or religious observances.

**Grading System**

As many measurements as possible 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:
<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>GRADE POINTS</th>
<th>NUMERICAL EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>Good/Above Average</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory/Average</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory/Average</td>
<td>2.00</td>
<td>70-76</td>
</tr>
<tr>
<td>D</td>
<td>Acceptable but below graduation standards. <em>If received in a prerequisite course, student may not qualify for the next course in the sequence.</em></td>
<td>1.00</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. <em>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.”</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grade Reporting**

*It is extremely important that adjunct lecturers return final grades on time and as indicated.* Lateness on the part of a single individual disrupts the entire process of generating grade reports.

**STUDENT SUPPORT SERVICES**

College Connection concurrently enrolled students are considered to be DCC students and are provided with all of the opportunities available to DCC students. This includes student support services, as well as student activities. Students and faculty are encouraged to take advantage of features speakers, workshops and forums.

**Bookstore**

The DCC Association, a non-profit auxiliary of the College, operates the Bookstore, located in Dutchess Hall.

Regular Bookstore hours for the fall and spring semesters will generally be:
Monday through Thursday 8:30AM – 4:30PM
Friday 8:30AM – 2:00PM

Hours of operation are extended during registration and the first week of classes each semester.
Writing Center

The Writing Center is located in Hudson Hall, Room 503 (431-8095). Peer and professional tutors work with students on writing assignments from all disciplines. Adjunct instructors may review a variety of writing-related books in the Center’s library or seek advice from the Center’s director. Students may drop in or sign up for an appointment for tutoring. The Center’s computer lab, staffed by a teaching lab assistant and student aides, offers free assistance to both day and evening students. Typically, students use the lab to write papers, research the Internet, and prepare other class assignments.

Online tutoring is offered from the Writing Center’s web page at http://writingcenter.sunydutchess.edu.

Daytime adjunct instructors are welcome to call the Writing Center and schedule their classes for a brief visit and orientation. Also, they may schedule class periods in the fifth floor computer classrooms with Edwina Gray, the Center’s teaching lab assistant.

Additionally, the Writing Center sponsors professional development activities that might be of interest to adjunct faculty. Notices of these activities are distributed regularly. It also presents lectures by writers and runs a writing contest for students. Information is posted on the Center’s website.

MathLab/Newton’s Corner

The Math Lab/Newton’s Corner refers to Washington 224/Washington 226. The tutors in the lab offer help on a drop in basis with Math, Physics, Chemistry, and Computer Science. There is no charge for the service.

Washington 224 is a room with many tables and a few computers. Students sit and do homework at the tables, and get help with their courses. Washington 226 is a room with many computers, printers, and a scanner. Students use the computers for coursework.

Computers in both rooms have all of the required software for all DCC Math courses.

The Fall & Spring hours are:
  Monday-Thursday 9:00AM – 8:00PM
  Friday 9:00AM – 3:00PM
  Saturday 10:00AM – 2:00PM

The Summer hours are: Monday-Thursday 9:00AM – 8:00PM

For more information, visit our website: http://www.sunydutchess.edu/MathLab.

The Francis U. and Mary F. Ritz Library

The Ritz Library is a vital educational resource center dedicated to providing high quality, cost effective service to our diverse college community, and support for the instructional and research needs of our students, faculty, and staff. The Library’s homepage is http://www.sunydutchess.edu/academics/library/

Centrally located on the 2nd and 3rd floors of Hudson Hall, the Library provides ample study areas and convenient access to a wide variety of electronic and printed resources. Our
collection of approximately 82,000 books, periodicals, and newspapers supports the
instructional programs offered by the college.

Hours

Fall and Spring semesters when classes are in session:
Monday-Thursday  8:00 am to 9:00 pm
Friday        8:00 am to 5:00 pm
Saturday     11:00 am to 3:00 pm

Summer sessions:  Monday-Thursday  8:00 am to 8:00 pm

When classes are not in session, exclusive of college holidays:
Monday-Friday  9:00 am to 5:00 pm

For additional information, please phone 431-8630.

Borrowing Privileges

A current SUNYCard is needed to borrow books or reserve items, use group study rooms, or
request items on interlibrary loan. If you need a SUNYCard, pick up a SUNYCard authorization
form from the Office of Academic Affairs, Bowne Hall, Room 210. Books may be borrowed for a
two-week period and may, with some exceptions, be renewed. All borrowed books must be
returned at the end of each semester. Reserve items are for in-house use only and may be
borrowed for one hour. For more information on borrowing privileges, please phone 431-8639.

Electronic Resources

The Library also subscribes to more than fifty databases which contain millions of magazine
and newspaper articles. Besides large, multi-subject collections of articles, the library also has
specialty databases covering such areas as art, business, literary criticism, and law.

To search the databases first logon to myDCC. Under the “Library” tab use the “Search our
electronic resources” link to reach the databases. For assistance in using this system, contact
the Library’s reference department at 431-8634.

Instructional Media:  Location of Programs and Support

Dutchess Community College maintains an extensive collection of instructional media
programs, including DVDs and videocassettes. Most College owned media used to support
DCC courses and programs of instruction are stored in the Ritz Library, located in Hudson Hall.
Descriptions of items are included in the catalog of the Ritz Library, where the most active
media collection is housed.  The Web address of the Ritz Library catalog is at
http://delaware.sunyconnect.suny.edu:4670/F.

An online catalog listing all College-owned media called IMPRES is available at
http://impres.sunydutchess.edu. Some academic departments have their own media collections
as indicated under “located in” in the IMPRES catalog. Contact the appropriate department
head for more information regarding how to obtain a particular program for use in your course.

All DVDs and videocassettes listed in the Library catalog may be signed out by adjunct
lecturers for use in campus classrooms. Media can be reserved for pickup by calling (845) 431-
8639 from off campus, or ext. 8639 from a telephone on campus, or in person at the Circulation
Desk of the Library.
Media items may be needed by more than one instructor or department, so faculty are asked to be considerate of the needs of others and return items in a timely fashion. Media can be borrowed for two weeks, and renewals are allowed if the item has not been requested by another instructor.

Adjunct faculty members are reminded that they are responsible for the item until its return and should not ask students to return an item in their place. As a convenience or to return an item when the Library is closed, drop boxes are available at the east and west entrances to Hudson Hall.

Interlibrary Loan

As a member of the Southeastern New York Library Resources Council, the Library offers interlibrary loan service, which permits the borrowing of items in other libraries' collections. Current faculty, staff and DCC students enrolled in credit-bearing coursework are eligible to use this service. Items may take some time to arrive, so planning ahead is important. The library loaning the item determines the loan period, which may differ from our two-week borrowing period. Requests for interlibrary loan items should be directed to Christine Craig at 431-8636.

Information Literacy

Information literacy programs to acquaint students with the Library’s resources and services are provided upon the request of instructors. Programs can be scheduled for evening as well as for day classes and can be given either at the main or DCC South campus. Offerings include:

- Basic overviews of the Library’s resources and services
- Tours of the Ritz Library
- In-depth subject-specific research methods

To schedule information literacy programs for your classes, contact the Library’s reference department at 431-8634.

Placing printed Items on Reserve

The Ritz Library has the current textbook on reserve for most courses. In some cases, where enrollment is low, the library may choose not to purchase the textbook. To find out whether a particular textbook is on reserve, phone 431-8632.

You can place other materials such as books, chapters of books, magazines, or other items on reserve. Access to articles from journals, magazines, and newspapers should be provided through Angel, DCC’s course management software, rather than through the reserve process. For information on Angel, contact the Professional Staff Teaching/Learning Center at 431-8959.

To place an item on reserve, please complete a "Request for Materials to Be Placed on Library Reserve." This form is available online at http://libraryreference.sunydutchess.edu/reserveform.htm It is also available at the Library’s circulation desk. While reserve items are processed as quickly as possible, please allow a minimum of 24 hours between the time the library receives the request and you announce that an item is on reserve. For more information about placing items on reserve, phone 431-8632.
All reserve items must comply with copyright regulations and the responsibility for copyright clearance rests with the requesting instructor. Questions regarding copyright compliance should be directed to the Library’s Head of Access Services at 431-8631.

**College Bulletin**

Each Monday when the College is in regular session, a weekly *College Bulletin* is prepared by the Office of Scheduling and distributed via e-mail. Hard copies are prepared by the Mailroom and distributed by the Registrar’s Office. The *College Bulletin* is also available on myDCC.

The *College Bulletin* constitutes the principal means of campus-wide communication and includes information, instructions, and reminders on activities, meetings, and many other aspects of the College’s programs. Staff members may occasionally be requested to read to their classes certain information of special importance from the *College Bulletin*.

Some items from the *College Bulletin* are also displayed over the College’s closed circuit TV system at times when other programs are not scheduled.

Announcements to be included in each Monday’s *College Bulletin* must be received by the Office of Scheduling by 12:00 noon of the preceding Thursday. Special forms are available in the Office of Scheduling in Bowne Hall, Room 210F, or announcements may be sent via e-mail to moore@sunydutchess.edu.

**Technology Support**

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.

**Help Desk**

The college staffs a Help Desk service for all technology related problems. The Help Desk can be reached by:

- Phone on main campus at ext. 4357 (HELP)
- Phone from off campus at (845) 431-8000, extension 4357
- Email – helpdesk@sunydutchess.edu
- Web - mydcc.sunydutchess.edu

Hours of operation are Monday through Friday from 8 am to 9 pm. A secondary Help Desk for student support is located on the second floor lobby of the Student Services Building. Hours of operation for the Student Help Desk are Monday through Thursday 9 am to 7 pm, and Friday 9 am to 5 pm. Call extension 1549, or (845) 431-8000, extension 1549 from off-campus.

Help Desk staff will assess the nature of your issue, create a work request, and if necessary, dispatch a technician to assist you. The Help Desk has a searchable knowledgebase available for your reference.

**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
The college must adhere to Federal Family Educational Rights and Privacy Act (FERPA) and Health Insurance and Portability and Accountability Act (HIPAA) laws.

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”?**
  - Information maintained in college administrative systems should be assumed to be confidential unless otherwise specified
  - **MOST** personal student and employee data is confidential and must be protected.
  - 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.

- Staff employees should discuss and review policies with their supervisor,
- Faculty should review policies with the Office of Academic Affairs.
- 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)
- 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.

REMEMBER, without **YOUR** diligence and support, student and employee information cannot be protected.
### WHERE TO GET ANSWERS

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>OFFICE</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Activities</td>
<td>Student Activities</td>
<td>D-201</td>
<td>431-8050</td>
</tr>
<tr>
<td>Adding/Dropping a course</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>Bookstore</td>
<td>D-211</td>
<td>431-8080</td>
</tr>
<tr>
<td>Car Registration &amp; Parking</td>
<td>Security Office</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Career &amp; Transfer</td>
<td>Counseling Office</td>
<td>S-301</td>
<td>431-8040</td>
</tr>
<tr>
<td>Counseling</td>
<td>Counseling Office</td>
<td>S-301</td>
<td>431-8040</td>
</tr>
<tr>
<td>Certificate of Residence</td>
<td>Student Accounts</td>
<td>S-202</td>
<td>431-8060</td>
</tr>
<tr>
<td>Counseling-Personal</td>
<td>Counseling Office</td>
<td>S-301</td>
<td>431-8040</td>
</tr>
<tr>
<td>Credit for Learning through Life Experience</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Disabled Student Concern</td>
<td>Disability Services</td>
<td>S-303</td>
<td>431-8058</td>
</tr>
<tr>
<td>Dutchess South</td>
<td>Hollowbrook Office Ctr</td>
<td>Myers Corners Rd.</td>
<td>298-0755</td>
</tr>
<tr>
<td>Early Admission</td>
<td>Admissions</td>
<td>S-101</td>
<td>431-8010</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Health Office</td>
<td>S-110</td>
<td>431-8075</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>S-104</td>
<td>431-8030</td>
</tr>
<tr>
<td>First Aid</td>
<td>Health Office</td>
<td>S-110</td>
<td>431-8075</td>
</tr>
<tr>
<td>Help with studying</td>
<td>Academic Services</td>
<td>H-315</td>
<td>431-8090</td>
</tr>
<tr>
<td>Immunizations</td>
<td>Health Office</td>
<td>S-110</td>
<td>431-8075</td>
</tr>
<tr>
<td>Matriculation</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Parking</td>
<td>Security Office</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Proficiency credit/exams</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Refund of Tuition</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Registration</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Senior Citizens</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Student I.D. Cards</td>
<td>Security Office</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Test Scanner</td>
<td>Computer Center</td>
<td>C-201</td>
<td>431-8920</td>
</tr>
<tr>
<td>Transcripts, final grades</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Tuition Costs</td>
<td>Student Accounts</td>
<td>S-202</td>
<td>431-8060</td>
</tr>
<tr>
<td>Veteran’s Benefits</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Withdrawal from classes</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
</tbody>
</table>

Locations:

C – Center for Business & Industry
D – Dutchess Hall
H – Hudson Hall
S – Student Services Center
CONTACTS

Administrative Offices & Hours

Office of Academic Affairs, Bowne Hall, Room 210
Monday through Friday, 8:30AM to 5PM
   Mr. Carl L. Denti, Academic Dean, 431-8954, denti@sunydutchess.edu
   Ms. Susan J. McGlynn, Interim Associate Dean, 431-8950, susan.mcglynn@sunydutchess.edu
   Carla L. Mazzarelli, Interim Associate Dean, 431-8953, mazzarel@sunydutchess.edu
   Ms. Ellen M. Gambino, Associate Dean, 431-8966, egambino@sunydutchess.edu
   Mr. John Ruggi, High School Liaison, 431-8000 ext 2054, john.ruggi@sunydutchess.edu

Admissions Office, Student Services Center, Room 101
Monday through Friday, 8AM to 5PM
   Ms. Rita L. Banner, Director of Admissions, 431-8018, banner@sunydutchess.edu

Business Office, Bowne Hall, Room 205
Monday through Thursday, 8AM to 8PM; Friday, 8AM to 5PM
   Ms. Donna R. Rocap, Associate Dean of Administration, 431-8066, rocap@sunydutchess.edu
   Ms. Melissa A. Mesuda-Ortega, Director of Payroll, 431-8307, mesuda@sunydutchess.edu

Counseling and Career Services, Student Services Center, Room 301
Monday through Friday, 9AM to 5PM
   Dr. Wendy E. Walker, Director of Counseling and Career Services, 431-8044, wwalker@sunydutchess.edu
   Ms. Paula Possenti-Perez, Program Coordinator for Disability Services, 431-8058, pperez@sunydutchess.edu

Financial Aid Office, Student Services Center, Room 104
Monday through Friday, 8AM to 5PM; Monday, 5:30-8:30PM
   Ms. Susan L. Mead, Director of Financial Aid, 431-8036, mead@sunydutchess.edu

Office of Academic Services, Hudson Hall, Room 315
Monday and Tuesday, 9AM to 9PM; Wednesday, Thursday & Friday, 9AM to 5PM
   Mr. Joseph Connell, Director of Academic Services and Testing, 431-8092, joseph.connell@sunydutchess.edu

Registrar’s Office, Student Services Center, Room 201
Monday through Thursday, 8AM to 9PM; Friday, 8AM to 5PM
   Ms. Deborah G. Weibman, Registrar, 431-8099, weibman@sunydutchess.edu

Security Office, Student Services Center, Room 114
Monday through Friday, 8AM to 11PM
   Mr. John J. Bohlmann, Director of Campus Safety, 431-8071, bohlmann@sunydutchess.edu

Student Services and Enrollment Management, Student Services Center, Room 304
Monday through Friday, 8AM to 5PM
   Ms. Sandra Miller Holst, Dean of Student Services & Enrollment Mgmt., 431-8974, holst@sunydutchess.edu

Information Technology, Telecommunications & Instructional Media, Center for Business & Industry
   Mr. Klaus Gessler, Associate Dean of Administration for Info Technology, 431-8939, gessler@sunydutchess.edu
   Mr. Patrick J.P. Griffin, Director or Information Systems, 431-8924, griffin@sunydutchess.edu
Departmental Supervisors
(For evening and off-campus courses) Some departments have designated a specific high school supervisor to serve as the liaison between the department and the high school instructor. Those high school supervisor are designated by an asterisk (*).

Allied Health & Biological Sciences
All except FIR  * Ms. Karen A. Ingham, 431-8321, ingham@sunydutchess.edu
FIR  Mr. David K. Walsh, 431-8318, walsh@sunydutchess.edu

Behavioral Sciences
All except CRJ, CHC  * Dr. Peter A. Phipps, 431-8341, phipps@sunydutchess.edu
CRJ  Mr. Daniel J. Valentine, 431-8353, valentin@sunydutchess.edu
CHC  Ms. Mareve E. VanVoorhis, 431-8354, vanvoor@sunydutchess.edu

Department of Business
Mr. John F. Falabella, 431-8373, falabell@sunydutchess.edu
Ms. Maryann E. Longhi, 431-8379, longhi@sunydutchess.edu
ACC  * Ms. Debbie Most, 431-8378, most@sunydutchess.edu

Engineering, Architecture and Computer Technologies
All except CIS  Mr. Paul S. Pilon, 431-8415, paul.pilon@sunydutchess.edu
CIS  Dr. Francis J. Whittle, 431-8391, whittle@sunydutchess.edu

English & Humanities
All except LAH  Mr. Dean J Nelson, 431-8438, nelson@sunydutchess.edu
LAH  Ms. Jacqueline A. Goffe-McNish, 431-8445, mcnish@sunydutchess.edu
ENG  * Ms. Jacqueline A. Goffe-McNish, 431-8445, mcnish@sunydutchess.edu

Health, Physical Education & Athletics
Dr. Holly J. Molella, 431-8466, molella@sunydutchess.edu

History, Government & Economics
Dr. Joseph M. Norton, 431-8512, norton@sunydutchess.edu

Mathematics, Physical & Computer Sciences
AST, CHE, PHS, PHY  Mr. Mark E. McConnaughhay, 431-8536, mcconn@sunydutchess.edu
CPS & MAT  * Mr. Anthony J. Zito, 431-8545, zito@sunydutchess.edu

Nursing
Ms. Toni Doherty, 431-8571, doherty@sunydutchess.edu

Performing, Visual Arts & Communications
ART  Mr. Lowell S. Handler, 431-8616, handler@sunydutchess.edu
COM  Ms. Dana Dorrity, 431-8612, dorrity@sunydutchess.edu
MUS  * Mr. Christopher Brelochs, 431-8625, christopher.brelloc@sunydutchess.edu
SPE  Ms. Kenisha Burke, 431-8607, kenisha.burke@sunydutchess.edu
THE  Mr. Joseph V. Cosentino, 431-8618, cosentin@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:

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

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

C. Capricious or prejudiced grading.

---

### Department Heads and Department Secretaries

<table>
<thead>
<tr>
<th>DEPT</th>
<th>DEPT HEAD</th>
<th>EXT</th>
<th>SECRETARY</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHBS</td>
<td>Ingham, Karen A.</td>
<td>8321</td>
<td>Arthur, Margaret M.</td>
<td>8310</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ingham@sunydutchess.edu">ingham@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:arthur@sunydutchess.edu">arthur@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>BHS</td>
<td>Phipps, Dr. Peter A.</td>
<td>8341</td>
<td>Ackerman, Deborah K.</td>
<td>8340</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:phipps@sunydutchess.edu">phipps@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:Ackerman@sunydutchess.edu">Ackerman@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>BUS</td>
<td>Rivera, Peter A.</td>
<td>8381</td>
<td>Byrum, Maureen</td>
<td>8370</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rivera@sunydutchess.edu">rivera@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:maureen.byrum@sunydutchess.edu">maureen.byrum@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>ENG</td>
<td>Malboeuf, Dr. Richard A.</td>
<td>8443</td>
<td>Funk, Mary Ann</td>
<td>8430</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:malboeuf@sunydutchess.edu">malboeuf@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:funk@sunydutchess.edu">funk@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>ENACT</td>
<td>Akins, Dr. Leah M.</td>
<td>8421</td>
<td>Helion, Carol C.</td>
<td>8410</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:akins@sunydutchess.edu">akins@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:helion@sunydutchess.edu">helion@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>HGE</td>
<td>Rieser, Dr. Andrew C.</td>
<td>8513</td>
<td>Bowdler, TJ</td>
<td>8510</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rieser@sunydutchess.edu">rieser@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:bowdler@sunydutchess.edu">bowdler@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>HPEAD</td>
<td>Molella, Dr. Holly J.</td>
<td>8466</td>
<td>O’Donnell, Mary Ellen</td>
<td>8460</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:molella@sunydutchess.edu">molella@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:odonnell@sunydutchess.edu">odonnell@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>MPCS</td>
<td>Zito, Anthony J.</td>
<td>8545</td>
<td>Ali, Marcia N.</td>
<td>8550</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:zito@sunydutchess.edu">zito@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:ali@sunydutchess.edu">ali@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>NUR</td>
<td>Doherty, Dr. Toni</td>
<td>8571</td>
<td>DiGiovanni, Beth</td>
<td>8570</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:doherty@sunydutchess.edu">doherty@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:digiovanni@sunydutchess.edu">digiovanni@sunydutchess.edu</a></td>
<td></td>
</tr>
<tr>
<td>PVAC</td>
<td>Cosentino, Joseph V.</td>
<td>8618</td>
<td>Vivirito, Marie C.</td>
<td>8610</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cosentin@sunydutchess.edu">cosentin@sunydutchess.edu</a></td>
<td></td>
<td><a href="mailto:vivirito@sunydutchess.edu">vivirito@sunydutchess.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Step 1
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 Academic Affairs. 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 of 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
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 Dean of Academic Affairs, as an appeal to an Academic Review Committee. The Committee, consisting of three members, will be chaired by an Associate Dean of Academic Affairs, appointed by the Dean of Academic Affairs. 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 Dean of Academic Affairs.

Step 4
If the student or instructor does not accept the decision of the Committee, that decision may be appealed to the Dean of Academic Affairs within fourteen days for final review. The Dean of Academic Affairs, 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 Dean’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 Dean 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.
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.

□ The issue was resolved to the satisfaction of both parties.
□ There was no resolution. The student may appeal to the Department Head within 14 days by ________________.

Signed: ____________________________ Date: ________________

Instructor

Signed: ____________________________ Date: ________________

Student

Distribution: White – Dean of Academic Affairs  Yellow – Student
Pink – Instructor  Gold – Department Head

appeal_grd rev 2/05
GRADE APPEAL FORM – Step 2-4
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.
Attach typewritten supporting statement.

☐ 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 Dean of Academic Affairs:

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 Academic Affairs:

Date Appeal Received: ______________________

The Academic Review Committee has reviewed the appeal.
Attach typewritten supporting statement

☐ The issue was resolved to the satisfaction of all parties.
☐ There was no resolution. The Student and/or the Instructor may appeal to the Dean of Academic
  Affairs within 14 days by ________________________.

Signed: ___________________________ Date: ________________

  Associate Dean of Academic Affairs

Signed: ___________________________ Date: ________________

  Instructor

Signed: ___________________________ Date: ________________

  Student

To be completed by the Dean of Academic Affairs:

Final disposition:
Attach typewritten supporting statement

Signed: ___________________________ Date: ________________

  Dean of Academic Affairs

Distribution:
White – Dean of Academic Affairs
Yellow – Student
Pink – Instructor
Gold – Department Head

\appeal_grd rev 2/05
This evaluation is based upon class visit(s) as well as observed responses to the adjunct lecturer's work and may include information gathered from a review of Student Evaluation of Teaching forms.

For each of the questions select the point on the scale below which comes closest to your opinion and enter it in the space to the left of the question.

<table>
<thead>
<tr>
<th>1 – Outstanding</th>
<th>4 – Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 – Good</td>
<td>5 – Unsatisfactory</td>
</tr>
<tr>
<td>3 – Satisfactory</td>
<td>N/A – Insufficient information or Not Applicable</td>
</tr>
</tbody>
</table>

The Instructor:

_____ 1. Presents material in a well-organized fashion

_____ 2. Presents the course at an appropriate level of difficulty

_____ 3. Presents course concepts with appropriate mix of theory and application

_____ 4. Where appropriate, involves students in productive classroom discussions

_____ 5. Communicates effectively with students

_____ 6. Communicates enthusiastically

_____ 7. Gives evidence of preparation for classes

_____ 8. Communicated to students how to be contacted outside of class

_____ 9. Uses adequate and varied methods to measure student achievement

_____ 10. Uses appropriate supplementary materials

_____ 11. Observes required beginning and ending times for classes

_____ 12. Maintains updated rosters and turns in grades on time

_____ 13. Observes the requirements established by the department and College regarding texts, course outline and content, final examinations, etc.

--- OVER ---
My evaluation of this staff member's overall performance is:

_________________________________________________________________________________________

Comments or recommendations of supervisor or department head:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

I have received a copy of this evaluation:

Signature of Supervisor or Department Head  Signature of Adjunct Lecturer

_____________________________________  __________________________________
Date                                           Date

Comments of Adjunct Lecturer:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Evaluate/Adjunct Lecturer.doc
Rev. 3/03
STUDENT SURVEY OF TEACHING FORM

DUTCHESS COMMUNITY COLLEGE

STUDENT SURVEY OF TEACHING

INSTRUCTOR _________________________ COURSE/SECTION ____________ DATE ________

Reason for taking this course
__________________________________________________________________________

This form gives you an opportunity to give feedback about your satisfaction with 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. Select the point on the scale below which comes closest to your opinion and enter it in the space to the left of each question. Your participation is important to and valued by the College.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Somewhat Agree</th>
<th>Somewhat Disagree</th>
<th>Strongly Disagree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The Instructor:

_____ 1. The instructor explains ideas in a clear and well-organized fashion.
_____ 2. The instructor addresses students’ questions pertaining to the specific subject.
_____ 3. The instructor is enthusiastic about the subject.
_____ 4. The instructor meets classes as scheduled.
_____ 5. The instructor keeps class discussion relevant to the course.

Please comment on your overall impression of this instructor (please print).
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

The Course:

_____ 6. The instructor provides a course outline that explains the course’s objective(s) and policies.
_____ 7. The instructor clearly communicated grading practices.
_____ 8. The instructor states how to be contacted outside of class.
_____ 9. The instructor’s assignments and tests help me understand the course material.
_____ 10. The instructor returns assignments and tests within a reasonable time.

Please comment on the organization and structure of the course (please print).
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

---OVER--
Faculty - Student Interaction:

11. The instructor promotes an environment for thoughtful discussion.
12. The instructor displays an interest in students and their learning.
13. The instructor encourages students to do their best, offering suggestions for improvement.
14. The instructor responds to student concerns effectively.
15. The instructor treats students with respect.

Please comment on your interactions with the instructor (please print).

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Textbooks and Support Materials:

16. The textbook is a useful resource in this course.
17. Support materials (such as guest speakers, software and the Internet, videos, films, and outside readings) are a useful resource in this course.

Please comment on the textbook and materials used in the class. (please print).

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Comments: 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 (please print).

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Thank you for your input.

PLACE THIS FORM IN THE ENVELOPE PROVIDED AND RETURN THE ENVELOPE TO THE APPROPRIATE DEPARTMENT OFFICE, OR DROP THE ENVELOPE IN THE CAMPUS MAIL ADDRESSED TO THE APPROPRIATE DEPARTMENT HEAD. AT DCC SOUTH, RETURN THE ENVELOPE TO THE COORDINATOR IN THE MAIN OFFICE.

OAA/2/09
How to Complete the Course Roster

The Class Attendance and Grade Record (more commonly known as The Roster) is an official College document which is maintained as the permanent record of a student’s performance in a course.

All faculty members are required to submit a properly completed roster for each course they teach.

Instructions

The Registrar emails electronic versions of the roster to all faculty at their DCC email address. You should print out one copy of the front page and as many copies of the second page as you need.

- On the front page of the roster you must show the types of evaluations used and their weights in the determination of the final grade.
  This should be consistent with your syllabus.

- The second page of the roster will have the following information printed on it:
  1. Course Name
  2. Section
  3. Instructor Name
  4. Semester
  5. Student Listing
  6. Course/Section
  7. Term
  8. Place for your signature

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>SECTION</th>
<th>INSTRUCTOR NAME</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS999-Intro to Rosters</td>
<td>010</td>
<td>Chips, P.T.</td>
<td>Spring 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1/20</th>
<th>1/22</th>
<th>1/27</th>
<th>1/29</th>
<th>2/3</th>
<th>2/5</th>
<th>2/10</th>
<th>2/12</th>
<th>2/17</th>
<th>2/19</th>
<th>2/24</th>
<th>2/26</th>
<th>3/3</th>
<th>3/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Adams, John</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Jefferson, Thomas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Madison, James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Monroe, James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Washington, George</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE/SECTION</th>
<th>TERM</th>
<th>INSTRUCTOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS999-010/1234</td>
<td>Spring 2009</td>
<td>Chips, P.T.</td>
</tr>
</tbody>
</table>

- You must fill in the dates for all days that the class is scheduled to meet.
  - An absence is marked with a diagonal line.
  - Late arrivals are marked with a second diagonal line.

- In addition to the daily Attendance, the Roster should show the Mid-term Grade, the Final Exam Grade, the Final Grade and the grade for EVERY individual component of the student’s final grade.

Printouts of spreadsheets or electronic grade books such as from Angel can be submitted in lieu of filling in the details on the Roster.

In the example below, there were 3 Tests, a Project and a Class Participation grade.

If there were quizzes or homework assignments, each individual grade should be recorded.

<table>
<thead>
<tr>
<th></th>
<th>Mid-term Grade</th>
<th>Final Grade</th>
<th>Final Points</th>
<th>Final Exam</th>
<th>Total Tests</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Test 3</th>
<th>Team Project</th>
<th>Class Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, John</td>
<td>A-</td>
<td>B+</td>
<td>89.17</td>
<td>89</td>
<td>90.33</td>
<td>91</td>
<td>87</td>
<td>93</td>
<td>91</td>
<td>8</td>
</tr>
<tr>
<td>Jefferson, Thomas</td>
<td>B+</td>
<td>A-</td>
<td>92.70</td>
<td>93</td>
<td>91.00</td>
<td>91</td>
<td>93</td>
<td>89</td>
<td>93</td>
<td>10</td>
</tr>
<tr>
<td>Madison, James</td>
<td>B+</td>
<td>B</td>
<td>83.33</td>
<td>85</td>
<td>84.67</td>
<td>87</td>
<td>82</td>
<td>85</td>
<td>75</td>
<td>9</td>
</tr>
<tr>
<td>Monroe, James</td>
<td>C+</td>
<td>D</td>
<td>65.47</td>
<td>67</td>
<td>63.33</td>
<td>71</td>
<td>57</td>
<td>62</td>
<td>67</td>
<td>7</td>
</tr>
<tr>
<td>Washington, George</td>
<td>B-</td>
<td>B</td>
<td>84.53</td>
<td>91</td>
<td>82.67</td>
<td>87</td>
<td>79</td>
<td>82</td>
<td>85</td>
<td>8</td>
</tr>
</tbody>
</table>

DON’T FORGET TO SIGN AND DATE ALL PAGES OF THE ROSTER BEFORE YOU HAND THEM IN.
ATTENDANCE/GRADE DETERMINATION FORM

DUTCHESS COMMUNITY COLLEGE
53 PENDELL ROAD POUGHKEEPSIE, N.Y. 12601

CLASS ATTENDANCE & GRADE RECORD

IMPORTANT INSTRUCTIONS

The class attendance and grade record is an official college document. All information must be legibly and accurately entered. The following data must be included:

1. Grades on all examinations, quizzes, assignments and other work used in the assessment of student achievement and the determination of final course grades
2. Dates of class sessions and the record of each student's attendance with a diagonal ( \ ) line in a class session box indicating an absence and a diagonal with a line to the left ( \ ) indicating a lateness.

For Full-time faculty this class attendance and grade records must be filed with the Department Head at the end of each academic term. The Department Head will be responsible for filing them to the office of the Dean of Student Services.

For Part-time Faculty the class attendance and grade record must be submitted in person to the Registrar's office according to the published deadline.

<table>
<thead>
<tr>
<th>Type(s) of evaluation used (please list)</th>
<th># GIVEN</th>
<th>% OF FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g: quizzes exams homework term paper/project lab work written work mid-term final class participation other</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>1. Final Exam</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2. Tests</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>3. Term Project</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>4. Class Participation</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The individual scores for each student for each type of evaluation must be included on this roster.

Signature: __P. J. Chips________________ Date: __5/20/09__
<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>SECTION</th>
<th>INSTRUCTOR NAME</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 999- Intro to Rosters</td>
<td>010</td>
<td>Chips, P.T.</td>
<td>Spring 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1/20</th>
<th>1/22</th>
<th>1/27</th>
<th>2/3</th>
<th>2/5</th>
<th>2/10</th>
<th>2/12</th>
<th>2/17</th>
<th>2/19</th>
<th>2/24</th>
<th>2/26</th>
<th>3/3</th>
<th>3/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, John</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jefferson, Thomas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madison, James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monroe, James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington, George</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE/SECTION</th>
<th>TERM</th>
<th>INSTRUCTOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 999-010/1234</td>
<td>Spring 2009</td>
<td>Chips, P. T.</td>
</tr>
</tbody>
</table>

SIGNATURE