

# Adjunct Faculty Handbook



Revised July 2011

## Table of Contents

Emergency Contact Information .....	3
Welcome .....	4
<b>FAQ for SFCC Adjuncts</b>	
How do I get hired? .....	4
How do I get re-hired? .....	5
How do I get paid? .....	6
What are my responsibilities? .....	6
What other responsibilities do I have? .....	6
What resources are available to help me teach? .....	8
How do I get a key? .....	9
How do I get instructional materials copied? .....	10
What is the best way to communicate with my instructional supervisor? .....	11
Are classes ever canceled or reassigned to another faculty member?...11	11
What if the teaching assignment does not work out? .....	11
Should I get a parking decal? .....	11
May I bring my own laptop? .....	12
What computer facilities are available at SFCC? .....	12
What do I do in case of an emergency? .....	12
What do I do if I am going to miss class? .....	13
<b>Instructional Policies for SFCC</b>	
Student Attendance .....	13
Withdrawing Students with Excessive Absences .....	13
E-mail .....	14
Class Hours and Breaks .....	14
Cheating/Plagiarism .....	14
Classroom Discipline .....	15
Final Exam Policy .....	15
Rubrics .....	15
Exit Exams for Developmental Courses (English and Math) .....	15
Administrative Evaluation of Instruction .....	16
Student Evaluation of Instruction .....	16
Grading Policy .....	16
Entering Grades .....	17
Grade Changes .....	17
Audio-Visual Services .....	17
Library Services .....	18
Smoking, Eating, and Drinking .....	19
Visitors in the Classroom .....	19
Technology .....	19

## **General Information about SFCC and College Policy**

SFCC Mission Statement .....	20
Accreditation .....	20
The Academic Year .....	21
Holidays .....	21
Hiring and Credentialing Procedures .....	21
Salary Schedule .....	21
Further notes about Pay .....	22
Materials produced by Employees .....	22
Harassment .....	23
Sexual Harassment/Civil Discrimination Grievance Procedure .....	23
Drug-free Workplace .....	23
Tobacco-free Workplace .....	23
Confidentiality .....	24
Academic Freedom and Responsibility .....	24
Academic Appeals Committee .....	25
Release of Information to the Public .....	25
Bulletin Boards .....	25
Appendix A (Syllabus Template) .....	26
Appendix B (Plagiarism) .....	29
Appendix C (Acceptable Use Policy) .....	31
Appendix D (Grade Instructions) .....	33

# ***EMERGENCY CONTACT INFORMATION***

## **Highlands Campus**

Campus Security, 453-0806 (24/7/365)

Or press the button on security call boxes located in the parking lots.

Fire / Rescue / Ambulance 9-1-1

## **Desoto Campus**

Campus Director, ext. 7040 or 993-1757

Fire / Rescue / Ambulance 9-1-1

## **Hardee Campus**

Campus Director, ext. 7060 or 773-3081

Fire / Rescue / Ambulance 9-1-1

## **Lake Placid Center and Lorida School House**

Center Director, ext. 7080 or 465-3003

Fire / Rescue / Ambulance 9-1-1

## **Jacaranda Hotel, Crews Center and Teacherage**

Fire / Rescue / Ambulance 9-1-1

A general phone directory for all SFCC locations is maintained in an Outlook folder titled "Phone List."

# ***Welcome!***

This handbook attempts to provide you with all of the information needed to be an effective adjunct faculty member at South Florida Community College (SFCC). It starts with a frequently asked questions (FAQ) format that should answer an adjunct's most crucial and immediate concerns. The second section gives specifics of teaching at SFCC.

All other information, including human resources policies and miscellaneous information, has been collected and organized in the last section.

Dr. Leana Revell

Vice President for Educational and Student Services

## ***FAQs***

### **How do I get hired?**

The first step in the hiring process is to complete an SFCC instructional employment application. You may have already had a discussion with the instructional supervisor about teaching a section, but you'll need to provide the application and supplemental materials (i.e., resume, transcript copies, etc.) to begin the process. When received, your application will be reviewed by the instructional supervisor who will evaluate your credentials and recommend your appointment to the appropriate academic dean. (Note: If you've been in preliminary discussions to teach at SFCC's DeSoto or Hardee campus or Lake Placid Center, the campus/center director will forward his or her recommendation for hire to the designated instructional supervisor.) When your materials have been reviewed and approved by the academic dean, they will be forwarded to the Human Resources Department to establish your SFCC personnel file. You will then be asked to provide or complete and sign the following materials:

- Your fingerprints.
- An official transcript verifying educational credentials, when required. Transcripts must be mailed directly to the Human Resources Department by the granting institution.
- Current W-4.
- Oath of loyalty.
- I-9.
- Employment agreement (signed Letter of Intent).

- Other required forms which may include the technology use policy verification form, direct deposit payroll form, and others.

### **How do I get re-hired?**

When your teaching credentials have been evaluated and your personnel file is complete, the instructional supervisor is authorized to re-hire you for up to three sections per term (or 30 hours per week if teaching in a clock-hour program). If you want to continue being an adjunct, here are some pointers:

- Follow departmental procedures relevant to the course(s) you are assigned to teach, including selected textbooks. Communicate with your instructional supervisor (called “chair” in some areas, “program managers” or “program directors” in others) to determine what departmental requirements have been agreed upon for the course. Departmental materials may include, but are not limited to, a textbook, sample syllabus, departmental quizzes, and/or final exams.
- Perform assessments or gather data when asked. It is crucial that you participate in this process as requested.
- Return your keys at the end of each term.
- Keep a copy of the course syllabus on file at the division level (a syllabus template with standardized classroom procedures is available from your instructional supervisor). Customized assignments and assessment tools (rubrics) may be added to the template. Any changes that occur must be provided to the student in writing.
- Send all Incomplete Grade forms through your instructional supervisor.
- BE CLEAR about your grading policies and the punishments for plagiarism or cheating. Be clear on the syllabus, and go over it the first day of class. Be consistent in applying your policies. If your department has policies in this area, follow the departmental policies consistently.
- Make use of SFCC’s electronic systems for communication. Outlook e-mail will be the main source of communication between you and your instructional supervisor. College forms are located on Outlook. Panther Den/D2L provides open communication between you and your students. Technology training will be available, so you should become adept at using these electronic systems.
- Give advance warning as soon as possible so that a substitute can be arranged, if you are unable to attend a class. Provide as much information as possible about assignments.
- Do not change the site or the time of classes without approval from the supervisor.

- Don't publish or post students' grades in any manner.
- Comply with college policies and procedures (located on the Web site).
- Direct additional questions to your instructional supervisor.

### **How do I get paid?**

You will be issued a Letter of Intent (LOI) at the start of each term. This document specifies the course(s) to be taught, start and end dates, compensation rate, and the maximum total compensation. Sign this document and immediately return it to your payroll liaison. No compensation is available for hours exceeding those listed on the LOI. Upon signing and returning this document, you are agreeing to all terms and conditions therein.

Assignments are for no longer than one term. Promise of future employment cannot be inferred or assumed beyond the dates specified on the LOI, nor are adjunct instructors eligible for any financial benefits beyond those specified on the LOI.

Payroll Liaisons:

- Division of Arts and Sciences - Cathy Lewis, 784-7330
- Division of Applied Sciences and Technologies - Wynnie Jaurigue-Danta, 784-7262
- Division of Adult and Community Education - Sue Sawyer, 784-7441
- DeSoto Campus - Patricia Adams, 784-7042
- Hardee Campus - Terry Barone, 784-7060
- Lake Placid Center - Melanie Moody, 784-7082

The college's standard procedure is to pay for part-time instructional services at the end of the teaching assignment; however, monthly payments may be arranged.

### **What are my responsibilities?**

You are required to manage the course in accordance with college policy; to act in accordance with Florida Statutes; to act in a professional and ethical manner with students; meet with the class each session and for the entire time scheduled; to evaluate all assignments in a timely manner; and provide class time for student evaluation of instruction.

### **What other responsibilities do I have?**

- Office hours: be available to students for at least one hour per week beyond the normal class time for each course taught. Supervisors may assist with setting appropriate office hours.

- Class rolls: You must verify each class student roster on, and report all No-shows. You can also print the class roster from the faculty tab in Panther Central.
  - You must continue to check the rosters until the deadline for No-shows has passed. Your instructional supervisor may require that you keep roll during the whole term.
  - If you have a student in class who is not on the roster, the student should be told to enroll and will not be allowed back in class until registration is verified. **No grade** or credit can be earned by a student who is not registered.
  - Your class list may have updates during the first three weeks of class.
  
- No-shows: If a student's name appears on your roster, but the student has NEVER shown up to class, report the student as a No-show. If the student is no longer on your current roster, the student has been dropped and you have nothing further to do. If the student's name is still on the roster and the deadline for reporting No-shows is near, designate the student as a No-show for their final grade. The registrar distributes detailed instructions every term nearing the deadline date. Your instructional supervisor should send the instructions to you by e-mail. Do not let the deadline pass without reporting No-shows.
  
- Grades: You are responsible for assigning work and grading students' assignments. From this work, you will determine the students' final grades, using your own grading practices and/or any guidelines your instructional supervisor may provide. Your grading policies must be included in your syllabus. Final grades are entered in Banner or Panther Den/D2L. It is **critical** that final grades are entered by the deadline date and time. The registrar distributes detailed instructions every term about when the grades are due and how to enter them. Your instructional supervisor will send the instructions to you by e-mail.
  
- Last Date of Attendance: Part of reporting the final grade is accurately entering the Last Date of Attendance (LDA). The registrar distributes detailed instructions every term about how to do this. This is due at the same time final grades are posted.
  
- Technology Training: Adjuncts must attend technology training offered by eLearning to access SFCC's internal electronic systems, such as e-mail, college-wide forms, and Panther Central.

### **What Resources are available to help me teach?**

1. Your instructional supervisor is knowledgeable about all aspects of the college and your instructional duties. She or he should be able to answer your questions or direct you to the party who can.
2. A syllabus template will be provided by your instructional supervisor which includes departmental, divisional, and college-wide policies. Some courses maintain a departmental syllabus that must be used.
3. You should receive a textbook from your instructional supervisor.
4. You are entitled to a 10 percent discount on all items over \$5 at the college's Panther Bookstore on the Highlands Campus. You can order books online through the bookstore and have them delivered to the other campuses and the center.
5. All college forms are posted on Outlook. Once you complete the technology training, you will be given access.
6. Your instructional supervisor will observe your class to conduct an evaluation of your instruction during your first term and at least once a year thereafter. This process of evaluation should provide you with feedback and an opportunity for continual improvement.
7. The Counseling and Advising Center can provide assistance with certain student issues. Use the Counselor Assistance Request form to refer students who may be exhibiting behaviors detrimental to their academic success. The completed form should be delivered to the Counseling and Advising Center. A member of the counseling staff will contact students to discuss problems with attendance, study/work habits, and self-defeating behaviors. The goal is to assist students in understanding the consequences of their actions and to help them develop an improvement plan of action. Counselors will inform you about the outcome of the meeting. Students who present serious discipline problems should be referred to your instructional supervisor first, next to the dean of your division, and finally to the dean of student services.
8. The ADA counselor is located in the Counseling and Advising Center and will notify you, in writing, about students with special needs and how they are to be accommodated. If you have any questions about accommodations, please consult with our ADA counselor or with your instructional supervisor.

9. If you are teaching a writing or computation required course (formerly called Gordon Rule), your instructional supervisor should supply you with information about how to meet these requirements. Usually, this means students will only get college credit if they pass with a grade of C or better, but there may be additional assignments that need to be incorporated into your syllabus.
10. The Tutoring and Learning Center (TLC), located on the first floor of the Learning Resources Center (LRC) on the Highlands Campus, provides tutoring in writing and mathematics. Specialized tutoring may be available on demand. The Open Lab, part of the TLC, provides computers for student use. Full-time instructors for English and mathematics provide some of the tutoring services in the TLC, and all students are encouraged to seek needed assistance. At the DeSoto and Hardee campuses and Lake Placid Center, faculty offer tutoring during their office hours. These hours vary from term to term. All SFCC students may receive one hour of free tutoring a term with SMARTHINKING, an online tutoring service. Additional hours can be purchased.
11. SFCC's extensive *Employee Safety Manual* is available online and provides specific instructions on how to respond in various emergencies. It is strongly recommended that you become familiar with the information this manual provides.
12. The *SFCC College Catalog*, the *SFCC Procedures Manual*, and *SFCC Policy Manual* are located on the Web site at [www.southflorida.edu](http://www.southflorida.edu). (Links are on the bottom of the page.) Many other institutional documents are on the Web site or located on the public folders in Outlook.
13. An Adjunct Instructor Orientation is conducted in August on the Highlands Campus. College officials present the mission and strategic plan of the college and are available to address questions and concerns. Attendance by all adjunct faculty is strongly encouraged.

### **How do I get a key?**

SFCC has just revised its key control policy to make sure that adjuncts have keys available when they are needed. The new policy checks out the keys to you just like books being checked out from a library. Even if you wanted to keep a library book, you would renew it. Just so, even if you are going to need the key the following term, you will check it back in with the key control designee, and pick it up again at the beginning of the following term. If your teaching assignment requires

that you carry an SFCC key, please contact Cheryl Arpasi in the Key Control Department, 784-7091.

If you carry an SFCC key, you are responsible to return the key to Key Control after every term. If you are hired to teach as an adjunct for consecutive terms, you should call Key Control, so they can update their records and reassign the key to you for the next term. If you do not communicate with Key Control, your final paycheck may be delayed. You may ask Security to open your classroom, if you do not want to carry an SFCC key. Contact Security at 453-0806.

You may need to carry an SFCC key if

- You wish to have access to an adjunct office in your area.
- You teach in a computer classroom.
- Your teaching area is usually locked.
- Your copy machine is behind locked doors.

Depending on your teaching location, your classroom access may vary.

- At the DeSoto Campus, the Hardee Campus, and the Lake Placid Center, your classroom should be unlocked for you before the start of class. Office personnel should take care of this for you.
- On the Highlands Campus, many of the classrooms remain unlocked during teaching hours. A few exceptions exist including computer classrooms, the adjunct office, and perhaps, and the copy workroom. Adjuncts should receive keys from either their instructional supervisors or their payroll liaisons early in the term.

### **How do I get instructional materials copied?**

- SFCC encourages all full-time and part-time instructors to post the syllabus, handouts, assignments, and supplemental readings on Panther Den/D2L for every class. When copies are necessary, double-sided copies and using half sheets are also recommended. Reduction of paper and printer costs are excellent methods of waste prevention and effective management of our resources.
- At the DeSoto Campus, the Hardee Campus, and the Lake Placid Center, your copies will be made for you by office personnel.
- On the Highlands Campus, you must learn where the copy machine is that is near your classroom. You may need to enter a code for the machine to function. You are encouraged to be as sparing as possible with your copies.

### **What is the best way to communicate with my instructional supervisor?**

- The best way is through the college's Outlook e-mail service.
- If you do not have a working e-mail address that you check often, your instructional supervisor can help you get one.
- Once you get your technology training, you will have a regular SFCC Outlook e-mail account and a Panther Den/D2L e-mail account.
- If you have an e-mail account through your work, your instructional supervisor may be able to send you information there; however, other offices on campus will send material to your SFCC Outlook account.
- Please check your SFCC e-mail accounts and delete old messages frequently!
- If necessary, you may be able to communicate with your instructional supervisor via cell phone or home phone. All instructional supervisors have voicemail through their college phones.
- At the DeSoto Campus, the Hardee Campus, and the Lake Placid Center, you will be provided a mail slot to pick up announcements in hard copy, especially those from the campus or center. This does not replace the need to frequently check your SFCC Outlook e-mail.

### **Are classes ever canceled or reassigned to another faculty member?**

Decisions will be made prior to the beginning of the term about whether a section has sufficient enrollment. Classes not meeting the minimum enrollment may be canceled.

The college must fulfill the load contracts maximize the use of its full-time faculty. In the event a class assigned to a full-time instructor is canceled, the full-time instructor may be reassigned to teach a class tentatively assigned to an adjunct instructor.

### **Should I get a parking decal?**

Every Highlands Campus employee is required to obtain a parking decal. The decal is available free at the Cashier's Office on the Highlands Campus. At this time, reserved parking on the Highlands Campus is for full-time faculty and administrators, 8 a.m.-5 p.m. During evening hours, parking is not restricted. You are strongly encouraged to lock all doors and remove or cover valuables, as the college cannot be responsible for personal losses.

### **May I bring my own laptop?**

The short answer is “yes.” The SFCC Information Technology Department (IT) will only support certain technology platforms and hardware, so you may not be able to get IT to troubleshoot for you if you have difficulty with a Smart podium. If you e-mail your specifications to your instructional supervisor, he or she should be able to get an answer for you about compatibility. You may also call the Helpdesk for assistance.

### **What computer facilities are available at SFCC?**

SFCC has desktop computers with Windows and Microsoft Office applications available for adjuncts to use. Depending on where you teach, you may have access to an adjunct office or a computer that is shared with other employees. You will have access to computers in student labs at each SFCC site. Depending on your needs, IT may be able to temporarily lend you a laptop.

### **What do I do in case of an emergency?**

The first page of this handbook has emergency numbers for each college location. Please familiarize yourself with the best numbers for your site, and follow the guidelines below to enhance safety and security.

Every adjunct instructor has access to the *SFCC Employee Safety Manual* and is responsible to be familiar with safety procedures.

The college actively seeks to provide an environment for employees and students that is free from recognizable hazards which might endanger health or well being. Safety, however, is everyone’s responsibility and it is important to be safety conscious at all times. Employees should report any hazardous condition to a supervisor or a college employee.

General security practices expected of every college employee include the following:

- Be alert to unusual circumstances, loiterers, unusual odors such as smoke, and report them to Security immediately.
- Safeguard college keys and never lend them to others.
- If your classroom is usually unlocked by office personnel, make sure to tell them when you leave.
- If your classroom has a Smart podium, make sure the cabinet is locked when you leave, and turn off ALL of the equipment.
- Report all losses to Security.

If you need the police, fire department, or emergency medical services, dial 911. Contact the college Switchboard immediately afterward to inform our campus community of the emergency and your request for help.

### **What do I do if I am going to miss class?**

All classes must be met as scheduled for the entire class period. If illness, accident, or unforeseen events prevent you from holding class, contact the instructional supervisor as soon as possible. It is important that every attempt be made to contact students when a class must be canceled. Substitutes are available for most courses. Adjunct faculty will have their compensation reduced for missed classes.

## ***Instructional Policies***

### **Student Attendance**

Faculty must take attendance each class period for the first several weeks using the most current roster available. Any student present, whose name does not appear on the roster, should be directed to contact Registration prior to the next class meeting. If a student's name appears on the roster but the student is not in class, the student should be reported as a No-show during the appropriate No-show reporting period, typically the second week of the term. Faculty are strongly encouraged to work with Academic Advising in reporting excessive absences and poor progress of students. Two reporting forms are available in the Outlook forms folder for these purposes. In an attempt to improve student success, advisors will contact all students who are reported.

### **Withdrawing Students With Excessive Absences**

You have the authority to withdraw a student for lack of attendance. The following procedures must be used:

- Provide students with a written attendance policy statement clearly stating the attendance policy for each section. It must be included in the course syllabus.
- Apply the same attendance policy to all students.
- Maintain attendance records for all students.
- Provide students with two warnings before they are withdrawn. The distribution and explanation of the attendance policy during the first week of class shall constitute the first warning. The form

- for the second warning is posted on Outlook as Class Absence Report.
- At the second warning, the instructor must forward the Class Absence Report to the registrar. The registrar will forward a copy of the report to the student. The report shall notify the student that he or she is in danger of being withdrawn/failing the course for lack of attendance. The student will have seven (7) calendar days from the date on the report to contact you and make arrangements to complete the course.
  - If a student fails to contact you within seven (7) calendar days, you may withdraw the student from class by completing the Class Absence Report and forwarding it to the registrar. The registrar will then withdraw the student with a grade of W up to the end of the withdrawal period and a grade of F, if the withdrawal date has passed.
  - If extenuating circumstances occur after the withdrawal date, a student may petition the Academic Appeals Committee to request a student withdrawal from class with a grade of W instead of an F.

### **E-Mail**

Most departmental and divisional communication takes place through MS Outlook. It is imperative that you acquire log-on procedures prior to the start of the term. You must frequently check messages and empty your folders as storage is limited. E-mail falls under Florida public records laws and is, therefore, open to public scrutiny. No electronic mail received or sent using the college's system, facilities, or equipment is considered private communication. Limit all communication with students concerning grades or other privacy issues to Panther Den/D2L which is protected communication.

### **Class Hours and Breaks**

All classes must meet for the entire time scheduled (except for breaks, usually a 10- to 15-minute break during three-hour classes). Dismissing class early jeopardizes the college's ability to award credit if the minimum hours are not met. Classes may not end early or start late in lieu of break times. Changing the class meeting time requires written approval from the instructional supervisor.

### **Cheating/Plagiarism**

Your instructional supervisor should provide access to the departmental, divisional, or college-wide policy for you to publish in your syllabus. The college's standard policy is included in the syllabus template. The policy, and its consequences for students who do not comply, must be clearly stated in your syllabus and followed consistently. Consult with

your instructional supervisor on individual cases of plagiarism or cheating.

### **Classroom Discipline**

Policy 5.01 in the SFCC *Policy Manual* will assist you in dealing with inappropriate behavior in the classroom. You may dismiss a student from the classroom for disruptive behavior or other infractions of college policy. You should inform your instructional supervisor, dean or campus/center director, and the dean of student services. The student Code of Conduct and judicial policies are available in the *Student Handbook*.

### **Final Exam Policy**

You must provide your instructional supervisor with a copy of your final exam for approval. If you teach a section that is specifically reserved for dual enrollment or located on a high school campus, you must also provide the actual exams the students took. Dual enrollment exams must be preapproved by your instructional supervisor. Your department may have a departmental final exam or other measure to judge student learning outcomes; you must use the departmental exam or assessment measure.

### **Rubrics**

You must provide your instructional supervisor with a copy of your grading rubric. It is very likely that your department has a shared grading rubric for you to use, but if not, use best practices in designing your rubrics to enhance student learning. Your instructional supervisor can suggest rubrics appropriate for your course(s).

### **Exit Exams for Developmental Courses**

Upper-level developmental classes require the student to pass an exit exam to pass the course with a grade C or above. A grade C or above in a prep course is required to move to the next level. Individuals who fail the exit exam and pass the course content will be issued a D and will repeat the course; those students who are not eligible to take the exit exam shall be assigned a grade of F. Passing scores for the exit exam are as follows:

Fundamentals of Writing – 27 or above  
Prep Reading – 24 or above  
Prep Algebra – 21 or above

Additional guidelines for grading developmental courses are available from your instructional supervisor or from the lead teacher in your area.

Such guidelines will include grading practices in the lower-level developmental classes, assignment guidelines, lab routines and software, special attendance requirements, and restrictions for dropping a developmental class.

### **Administrative Evaluation of Instruction**

You will be evaluated at least annually by your instructional supervisor or designee, in accordance with college procedure (#5040). The form is called the SFCC Instructional Faculty Performance Evaluation and is available in the human resource Outlook folder for your review. The evaluator will review the completed evaluation form with you. Your signature is needed on the form, and you will receive a copy. The original, with all of the necessary signatures, will be placed in your personnel file located in the Human Resources Department.

### **Student Evaluation of Instruction**

In accordance with college procedure (#5040), students will evaluate your instruction anonymously. The form is called the Student Evaluation of Instruction (SEI). You can have students complete the instrument while in class or online. When your evaluations are ready the following term, you will receive them from your instructional supervisor via e-mail or in person. These evaluations may provide direction for your self-improvement efforts, and your instructional supervisor may also provide feedback based on these evaluations from students.

### **Grading Policy**

In addition to guidelines your instructional supervisor may provide specific to your discipline, the college has a grading policy that all instructors must follow: **see *College Catalog***. Please review it carefully. In addition, note the following:

- Some grades will not be available to you on your final exam grade sheet since they cannot be applied in college credit or developmental courses: N or No Grade; S or Satisfactory; U or Unsatisfactory; and the NR or No Report.
- A grade of I or Incomplete may only be assigned when students request additional time to complete the course prior to the end of the term and document that there is a reason "beyond their control" which prevents them from completing the course on time. When a grade of I is assigned, complete the Incomplete Grade Report form which is available from the forms folder in Outlook. This form must be turned in with the grades at the end of the term. If there is a possibility that you may not be teaching during the next term when the student has to finish the course work, you will have to leave all

of the necessary information with your instructional supervisor for him or her to be able to manage the student's grade.

- The college grading system does not assign + or – to the letter grade.
- Students have an opportunity to appeal a final grade by following the procedures of the academic grievance policy found in the *Student Handbook*.

### **Entering Grades**

You will be responsible for entering student's final grades electronically, by the assigned deadline. If this presents an obstacle to you, please consult with your instructional supervisor and the registrar. You will be trained about how to access the system and how to enter grades. The registrar will send your instructional supervisor a detailed memo with deadlines and step-by-step instructions which will be forwarded to you via e-mail. Make sure that your instructional supervisor can communicate with you via e-mail so you can receive these deadlines and instructions. Pay special attention to the Last Day of Attendance (LDA) and reporting of No-shows. Neglecting these two parts of reporting grades may result in further training and reminders from your instructional supervisor.

### **Grade Changes**

Change of Permanent Grade forms are available in the forms folder in Outlook. Complete the form, and forward it to your instructional supervisor, who will then forward the form up the chain of command for further signatures: the dean, the vice president for educational and student services. The Grade Change form is then routed to the Records/Registration Department where a student's transcript and class roll are changed. Grades of W and X cannot be changed.

### **Audio-Visual Services**

IT and eLearning provide technical support for classroom technology and assistance with video, teleconferencing, 2-way TV, and Web conferencing. If needs are equipment related, IT is the contact; if needs are multi-media related, eLearning is the responsible department.

- IT staff provides technical support for Smart classrooms and other media needs for all sites. Classroom support includes
  - troubleshooting of podium technical components.
  - training on use of the podium. Training is required from IT before a podium key can be obtained.

- assistance with presentations (ensuring that the presentation can be viewed from a CD, DVD, computer, or USB device).
  - media cart support for classrooms without permanent media technology.
- The eLearning staff is responsible for video, teleconferencing, and Web conferencing service. The services are located at the eLearning Center. The IT staff is responsible for the technical aspects of each session.
- Evening classroom support is available for media equipment (projectors, Smart podiums, document cameras, podium computers), Monday through Thursday, 5-9 p.m. Support for non-classroom events requires prior scheduling with the IT Help Desk.
- To place a service call during normal working hours, call the IT Help Desk at ext. 7462. Phones are located in each Smart podium.
- To place a service call after normal working hours, please call Security at 453-0806 and ask to have the on-call IT technician assist you.

### **Library Services**

Every campus/center where you teach has access to research in your field and support staff to help your students complete their assignments. Consult with your instructional supervisor to find out the level of library support at your location. For information, also contact the SFCC Library at **7306**.

- The SFCC Library provides a wide range of services including an online catalog, electronic databases, interlibrary loan, reference assistance, and research instruction. LINCCWeb ([www.linccweb.org](http://www.linccweb.org)), which includes the online catalog and electronic databases, can be accessed from any computer with Internet access. An SFCC ID and password are required.
- You are encouraged to set up appointments for class orientations and/or subject-specific instruction.
- You are entitled to a free library card, which is needed not only to check out materials, but also to access the electronic databases and use interlibrary loan services.
- Since the collection is the foundation of any library, the SFCC Library staff welcomes recommendations for any materials, print or non-print, that you feel will enhance or enrich student learning. You are also welcome to assist in “weeding out” obsolete materials in your discipline area.

- Print collections can be found at the Highlands, DeSoto, and Hardee campuses and the Lake Placid Center.

### **Smoking, Eating, and Drinking**

Smoking, eating, and drinking are prohibited in classrooms. The only exception is a beverage in a closed container. In addition, smoking is prohibited in any public access area unless designated a smoking area.

### **Visitors in the Classroom**

- Only registered students, faculty, appropriate employees, and approved guests are allowed in the classroom or laboratory. To minimize interruptions to the educational process and for insurance purposes, family members and friends of students are not allowed in the room. Children must be supervised at all times while on campus and are not permitted in the classroom.
- If an emergency arises and a non-college person needs to contact a student, he or she should report to the dean of student services who will arrange to contact the student. Do not help a non-college person to locate a student. Send the person seeking a student to the dean of student services right away. If it is after the dean's working hours, apologize to the person and send him or her to Security.

### **Technology**

SFCC's computing resources are supported to enhance the student's learning experience. These computing resources are the property of the college and are to be used for college purposes. Software needing to be loaded on an SFCC computer for a course must be approved and loaded by IT. Specific policies and procedures govern the use of college technology of all sorts, including computers, the Internet, e-mail, Smart podiums, and other instructional technologies. You are required to read the Technology Usage Guidelines and sign the statement declaring your intention to use all technology within the practices of acceptable use. Your signed statement must be filed in the IT Department before you can gain access to electronic resources available at SFCC.

# ***General Information about SFCC and College Policy***

## **South Florida Community College Mission Statement**

South Florida Community College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnerships with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district (DeSoto, Hardee, and Highlands counties) regardless of economic, social, or educational background to achieve success in:

- Completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- Completing career and technical training to enter the workforce or to improve career circumstances;
- Completing college preparatory programs of study including those leading to the high school diploma;
- Obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- Gaining personal, cultural, and global awareness; appreciation; and understanding needed in a complex contemporary society;
- Pursuing advanced academic preparation and credentials available through partnerships with colleges and universities;
- Participating in the social, cultural, environmental, and economic development of the communities served by the college.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.

## **Vision Statement**

Enriching our communities through education...one life at a time

## **Accreditation**

South Florida Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866

Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accreditation of South Florida Community College.

### **The Academic Year**

The college academic year is divided into fall and spring terms of approximately 16 weeks each. Each of these terms is further divided into two flex sessions of approximately eight weeks each, known as First Fall Flex Session and Second Fall Flex Session. Two flex terms of six weeks occur each summer, known as First Summer Flex Session and Second Summer Flex Session. Should a summer course's curriculum require longer than six weeks, a 12-week combined summer session is also available. The college calendar is coordinated as closely as possible with the calendars of the state universities and district school systems.

### **Holidays**

All offices at SFCC will be closed during the following holiday periods:

- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve through New Year's Day
- Martin Luther King Day (third Monday in January)
- Spring Break
- Memorial Day (or designated holiday)
- Independence Day (or designated holiday)

### **Hiring and Credentialing Procedures**

To teach at SFCC, you must be credentialed by the SFCC Human Resources Department. Qualifications are contained in the Professional Standards for Academic Administrators and Faculty and are based on the standards outlined in the Southern Association of Colleges and Schools (SACS) Criteria for Accreditation. Credentialing requires documentation of education and experience, with varying requirements for different courses and programs. It is imperative that instructors provide the necessary documentation in a timely manner. It is the instructor's responsibility to satisfy the verification and employment requirements. Classes will not be assigned until the credentialing process is complete.

### **Salary Schedule**

The SFCC salary schedule is established annually by the SFCC District Board of Trustees. All SFCC faculty are paid according to the salary schedule.

- If you teach a college credit course (associate degree or college credit certificate), you will be paid at a credit rate for each credit of the course consistent with your academic rank. Some exceptions may be applicable for laboratories and college preparatory courses. Failure to meet the class for the established number of contact hours will result in a pay reduction.
- If you teach a contact hour course (adult education, technical certificate, or continuing education), you will be paid for each contact hour in regular class sessions consistent with the salary schedule.
- Community Education and Corporate and Continuing Education instructors will be paid either a market rate based on enrollment or flat rate as outlined in the salary schedule.

### **Further Notes about Pay**

Federal income tax will be withheld from the adjunct instructor's earnings as required by law. Employment as an adjunct instructor is FICA (Social Security) tax exempt. No FICA taxes will be deducted from the paycheck or paid by the college on the instructor's behalf. In lieu of FICA, earnings will be reduced by 7.5 percent. This amount will be deposited into a defined contribution retirement plan (IRS Code 403(b)) in the instructor's name. Florida Retirement System (FRS) contributions are not made for adjunct instructors, since adjuncts are ineligible to participate in FRS.

If there is a change in your name or address, an Employee Information Change form must be completed and submitted to the Human Resources Department. Other information changes, such as marital status or number of deductions, may require completion of a new W-4 form. The W-4 form is available in the Human Resources Department, Highlands Campus.

### **Materials Produced by Employees**

All materials and substances produced by employees on campus and/or during duty hours and/or with the use of college materials and equipment shall become the property of the SFCC District Board of Trustees, unless other arrangements have been made in advance with the college vice president for business affairs. If the materials are to be marketed, copyright fees, royalties and other income will be shared according to college policy #1.16.

## **Harassment**

SFCC policy expressly prohibits all forms of harassment. SFCC is committed to providing an educational and work environment free from harassment based on such factors as race, color, religion, gender, national origin, age, disability, marital status, political affiliation, or sexual orientation. The college will not tolerate harassment of its employees or students by employees, students, or vendors and will attempt to protect its students and employees from non-student or non-employee harassment when reported. The college policies related to harassment are designed to provide a safe educational environment, while administrative procedures provide for the enforcement of the policies.

## **Sexual Harassment/Civil Rights Discrimination Grievance Procedure**

If you feel you have been the victim of sexual harassment (college procedure #5230) or any other type of civil rights discrimination or harassment (college procedure #1095), you should immediately discuss the situation with the EA/EEO coordinator in the Human Resources Department. If the complaint cannot be resolved informally, a formal complaint may be filed and an investigation will be conducted to determine the appropriate action to be taken by the college in accordance with SFCC policies and procedures.

## **Drug-free Workplace**

SFCC does not tolerate the use, sale, manufacture, distribution, dispensing, or possession of illicit drugs, or the abuse of alcohol and over-the-counter and prescription drugs at college campuses, centers, or sites or at any college function. If you violate this procedure (#1070), you will be disciplined up to and including dismissal from employment.

## **Tobacco-free Workplace**

SFCC is a tobacco-free college. The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited in all indoor and exterior areas of teach campus, center, and other property (including vehicles) under the control of the college. College employees, students, visitors, contractors, and all others are expected to comply with this policy and the Florida Indoor Clean Air Act at all times.

Employees and students share responsibility for compliance and enforcement of the Tobacco-Free College policy. Should you encounter

an individual who is violating the policy, please use courtesy and respect to remind them of the policy. Should you note individuals repeatedly violating the policy, please notify the dean of students or the human resources director as appropriate. Violation of the policy by vendors or guests should be reported to the vice president for administrative services.

Assistance is available for individuals who use tobacco products and wish to quit. The SFCC Tobacco-Free web site includes links to educational materials, information on current cessation classes, and other resources. Visit [www.southflorida.edu/tobaccofree/](http://www.southflorida.edu/tobaccofree/).

### **Confidentiality**

You should exercise extreme caution and the utmost discretion in discussing or releasing confidential information. The right to privacy of an employee or student is protected by federal and state laws and is addressed in college procedure #2157. These laws provide for release of confidential information only when permission is given by the college president or a court order is obtained.

For instance, your evaluations may not be shared with persons not directly involved in the evaluation process. Nor may information be shared concerning conduct, disciplinary action, medical history, or other matters of an extremely personal nature. Unpublished telephone numbers and addresses may not be released except in a bona fide emergency and only then to the appropriate officials of the college, law enforcement, or court agencies. All other information on file is open to public inspection—applications, references, verification of employment, transcripts, placement papers, certifications and licenses, salaries, contracts, and other records related to employment.

The Human Resources Department is reluctant to release any information concerning an employee by telephone and prefers that requests be in writing.

For students, confidentiality is protected under the Code of Federal Regulations, Title 34, Part 99 – Federal Family Educational Rights and Privacy Act, the Gramm-Leach-Bliley Act and Florida Statute 1002.22. All of these are specific about what information may or may not be released concerning a student and defines “directory information” which may be unconditionally released without prior consent of a student unless written notice is filed with the Office of the Registrar asking that this information be kept confidential. Transcripts are released only upon written consent of the student. Please do not release **any** information.

All requests for student information should be referred to the Office of the Registrar. Refer to the *Procedure Manual*, procedure #2152, for more information.

Take care to preserve the privacy and confidentiality of all student records. Official student records, supporting documents, and other student files, shall be accessed only by members of the college staff employed for that purpose. You may not disclose a student's records (grades, scores, etc.) to anyone else without approval from the student. Grades must never be posted.

### **Academic Freedom and Responsibility**

At the college, you are free to pursue knowledge and, in areas in which you have special training and preparation, to convey that knowledge to others. Among employees and associates of the college, there must be no attempted intimidation by word or deed of those with differing views and methods when they are consistent with professional ethics, Florida Statutes, and the U. S. Constitution. For further information, please see the *Procedure Manual*, procedure #3010.

### **Academic Appeals Committee**

The Academic Appeals Committee will review student requests for exceptions to college academic policies when there are factors beyond the student's control. Documentation must be provided. The Appeals Committee will consider such matters as suspensions, removal of suspensions, financial aid eligibility, tuition refunds, dropping a course after the deadline, requests for credit hours in excess of the maximum, and other academic policy issues.

### **Release of Information to the Public**

All news releases for print and electronic media is produced or approved by the Community Relations and Marketing Department. Should a reporter contact you, refer them to the director of community relations and marketing, to the administrator overseeing the department, or to the Office of the President.

### **Bulletin Boards and Electronic Notices**

All information placed on college bulletin boards or on electronics signs must be approved in advance by the Community Relations and Marketing Department. Fliers, posters, and other such documents not bearing the approval stamp will be removed from bulletin boards.

## SOUTH FLORIDA COMMUNITY COLLEGE

TYPE YOUR DIVISION HERE

### COURSE SYLLABUS

*(If a departmental syllabus is provided for a course, use that instead of constructing your own. Do not include material in italics in your final syllabus.)*

(TYPE THE TERM AND YEAR HERE)

**(TYPE OFFICIAL COURSE PREFIX/NUMBER HERE – TYPE COURSE TITLE  
HERE - INCLUDE CREDIT/CONTACT HOURS)**

**(TYPE COURSE MEETING DAYS, TIMES, AND LOCATION HERE)**

**Instructor:** *(Type your name here)*

**Phone:** *(Type your office phone # here)*

**Office Location:** *(Type your office location here)*

**E-mail:** *(Type your e-mail here)*

**Office Hours:** *(Type your office hours here)*

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*(Type your Welcome Statement here)*

**Catalog Description:**

*(Type description from catalogue; if applicable, include the course's purpose here)*

**Prerequisites:**

*(Type any prerequisites, or corequisites, for the course here; information located on the master Course Description or Catalog.)*

**Course Materials:**

**Required:** *(Type required text (include ISBN) and materials here)*

**Optional:** *(Type optional textbook and supplemental materials here; if none, omit "Optional.")*

**Instructional Methods:**

*(You can be specific about your methods. Be careful to consult your instructional supervisor to see if there are any requirements or prohibitions in this area.)*

**Course Resources:**

*(Type your resources here. Examples include tutoring, SMART THINKING, useful URLs.)*

**Class Attendance and Tardies:**

*(Type attendance and tardy policies here).*

**Course Requirements:**

*(Type your requirements here. Note: examples include tests, quizzes, writing assignments, homework, labs, required online programs such as Turnitin.com or mymathlab, late work policy, formatting instructions, state requirements such as computation or communication requirements, online communication policy, etc.)*

**Grading:**

*(Type your grading policy here. Note: examples include points and percentages, final grade calculations, revisions opportunities, extra credit policy/opportunities, online assignments, etc.)*

**Code of Conduct - Refer to the *Student Handbook*.**

*(If you have individual policies for your classroom, please type them here. If you do not, retain the "Code of Conduct" line and delete some of this white space.)*

**Cell Phones, Pagers, and Other Electronic Devices - Refer to the *Student Handbook*.**

*(If you have individual policies, please type them here.)*

**Academic Ethics Policy**

The faculty of SFCC is committed to a policy of honesty in academic affairs. Conduct for which you may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. Dishonesty consisting of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another to cheat, you will be subject to the same penalties as the student assisted.
2. Plagiarism consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

**Consequences of cheating or plagiarism:**

The instructor may take academic action consistent with college policy that may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of F. Your instructor and you should seek to resolve the matter to your mutual satisfaction. Failing this, your instructor or you may request action from the appropriate chair, dean/director, and the vice president for educational and student services (see Grade Appeals in *College Catalog*) who adjudicates on the basis of college policy.

***Panther Den/D2L (Desire 2 Learn):***

SFCC uses Desire 2 Learn (D2L) as its course management software. Each class has a page in Panther Den/D2L. A grade book will be maintained for your class. It is easy to contact the instructor and fellow students through Panther Den/D2L. Panther Den/D2L can be accessed through Panther Central, SFCC's Web portal that provides a single sign on and serves as an entry point whereby faculty, students, and employees can access SFCC-related information that is specific to their needs. If you are not already aware of and comfortable with all of the features of Panther Den/D2L, or if you do not have a login name and password, please log on to [www.southflorida.edu](http://www.southflorida.edu) and click the Panther Central link. Then choose the New User link. This page will connect you to the self-guided tutorials. At the end of the tutorials, you will be directed to call the eLearning Help Desk and receive your login information. Be aware that Panther Den/D2L stores access records, quiz scores, e-mail postings, discussion postings, and chat room conversations. Log off when you are finished; if you don't, a person using the computer after you will have access to you course materials, your e-mail account, and your confidential record. Protect your password.

***Students with Disabilities:***

In keeping with the college's open door philosophy and in accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, SFCC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with documented disabilities. It is the responsibility of the

student or prospective student to self-identify with the disabilities specialist and provide appropriate documentation. Individuals who choose not to self-identify may be ineligible for services and/or accommodations. Services include but are not limited to: admission and registration assistance, orientation, note taking, tutoring, test accommodations, readers, audio books, course substitutions, and assistive technology. For more information, contact the disabilities specialist through the SFCC Web site at [www.southflorida.edu](http://www.southflorida.edu); e-mail at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu); voice/TDD 863-453-661, ext. 7331; or in person at the Catherine P. Cornelius Student Services Complex (Building B), Room B-152, Highlands Campus.

***Visitors Policy:***

No unauthorized visitors, including children or other members of your family, are permitted in the classroom. All visitors must be registered with the Community Relations and Marketing Department in the Administration Building (Building F). Children may not be left unattended anywhere on an SFCC campus.

***Observance of Religious Holidays:***

If you must miss a class to observe a religious holiday, notify the instructor at least seven (7) days in advance of the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments.

***College-wide Outcomes:***

This course supports the following college-wide Student Learning Outcomes:

1. *(List the Student Learning Outcomes that are associated with the course on the Curriculum Map.)*

***Course Specific Outcomes:***

1. *(Information taken from the Master Course Description)*

***BEGIN COURSE OUTLINE/SCHEDULE/CALENDAR HERE***

***Type at end of document:***

**DISCLAIMER:** Course policies, procedures, and schedule may be changed at any time at the discretion of the instructor. You will be advised of any changes in writing.

## **PLAGIARISM**

Derived from the Latin word *plagiarius* ("kidnapper"), **plagiarism** refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952]).

To use another person's ideas or expressions in your writing without acknowledging the source is plagiarism. Plagiarism, then, constitutes intellectual theft and often carries severe penalties, ranging from failure in a course to expulsion from school.

--*MLA Handbook*

Giving credit means using the practice of documentation in line with the accepted documentation style of each academic discipline.

--*Simon and Schuster Handbook for Writers*

### **Examples of plagiarism:**

1. Direct quotations from a source which are presented as one's own composition [not cited]
2. Statistics, tables, or figures from a source which are presented as one's own composition [not cited]
3. Summarizing information or ideas from a source which are presented as one's own composition [not cited]
4. Presenting a paper as one's own which has either been obtained in its entirety from another student, from the Internet, or some other source
5. Improper paraphrasing (including copied phrases and/or sentences) [cited or not cited]
6. Improper summarizing (including copied phrases and/or sentences) [cited or not cited]
7. Incorporated direct quotations (part of a sentence from a source used in one's own sentence) [not cited]
8. Mixed paraphrasing, summarizing, and direct quotations [cited or not cited] which is presented as a summary or as one's own composition
9. Presenting a paper from another class as an assignment for a particular class (Instructors view this in terms of misrepresentation rather than plagiarism and most will not accept such papers; however, students must be informed of this policy.)

## **PROCEDURES FOR PLAGIARISM**

1. Student is confronted with questionable work that has been handed in to the instructor.
2. Student is asked to substantiate source materials from original sources (e.g., photocopies or actual sources themselves).
3. If instructor judges plagiarism to be unintentional or merely poor research, he has the option of requiring a full revision or giving a particular grade.
4. If instructor judges plagiarism to be intentional, the instructor will give the specific assignment a grade of 0 or lowest F possible, whichever applies.
5. The student has the right to appeal the instructor's grade through the student appeals procedure.
6. If the plagiarism is the second instance of intentional plagiarism, the instructor will give the student a failing grade for the course and inform both the department chair and the division dean of this decision.
7. The student has the right to appeal the instructor's grade through the student appeals procedure.
8. If the student receives a failing grade in two courses for deliberate plagiarism, he or she will be expelled from the college.
9. The student has the right to appeal his expulsion through the student appeals procedure.

**SOUTH FLORIDA COMMUNITY COLLEGE  
STUDENT ACCESS TO TECHNOLOGY RESOURCES:  
ACCEPTABLE USE POLICY**

South Florida Community College makes no warranties of any kind, either expressed or implied, for the electronic access services it is providing. SFCC is not responsible for damages that include, but are not limited to, delays, computer viruses, non-deliveries, misdeliveries, or service interruptions of any kind. SFCC specifically denies any responsibility for the accuracy or quality of information obtained through its electronic access services.

***Student Use Responsibility:***

*Students who use SFCC's computer technology and/or its electronic access services are expected to:*

- *Comply with all existing college policies as they may be interpreted to apply to technology resources, including but not limited to student discipline, religious, racial, and sexual harassment/violence policies*
- *Respect the privacy of other users and not intentionally seek information about, obtain copies of, delete, or modify files or other data belonging to other users*
- *Comply with legal protection provided by copyright and license to programs, data and documents.*
- *Maintain the security of SFCC technology resources by adhering to all campus-wide and site-specific rules and policies*
- *Comply with the acceptable use policies of all technology resources to which SFCC as access*

***Acceptable Use:***

*Acceptable use of SFCC's computer technology and/or its electronic access services:*

- *Is consistent with the mission of SFCC*
- *Encourages efficient, cooperative, and creative methods to perform the user's educational tasks*
- *Is related to instructional and/or other support activities considered consistent with the mission of the college*
- *Permits authorized and appropriate access to voice, video, data systems, software, or data on all SFCC campuses and other remote locations*

***Unacceptable Use:***

*Unacceptable use of SFCC's computer technology and/or its electronic access services occurs if a user attempts to:*

- *Provide, gain, or assist in gaining unauthorized access to technology resources, including any type of voice, video, or data information*

- *Interfere with the ability of students or staff members to use SFCC's technology resources or other connected services effectively*
- *Access other users' work without instructor or system administrator permission*
- *Tamper with, modify, or vandalize the college's hardware, software, or security systems*
- *Distribute any material that may cause congestion of the college's information systems*
- *Use SFCC's technology resources for a commercial, political, or profit-making enterprise*
- *Download or install any commercial software, shareware, or freeware onto SFCC drives or disks, without written permission from the system administrator*

*Any student action that is determined by an instructor or system administrator to constitute an inappropriate use of technology resources is a violation of these acceptable use guidelines.*

Failure to comply with this policy may result in failure of the course, administrative withdrawal from the college, or other disciplinary and/or legal action as appropriate.

## **APPENDIX D**

Your grade roster(s) can be accessed through the faculty tab in Panther Central at [www.southflorida.edu](http://www.southflorida.edu).

Grades for (term name) must be entered by (DUE DATE).

Grades of W, I, F, N, and U **must have** a last date of attendance (LDA).

For **Withdrawn** students, where it says "Non-Gradable," the date to enter in the "Last Date Attended" column is the date, which is written in a note under the student's registration status. Enter that date in the correct MM/DD/YYYY format.

For I, F, N, and U, use the **last date of the term/session** = (June 17 or July 30)

If you get an error message about the student not withdrawn, just click "OK."

NOTE: "Preparatory" course grades (A, B, C, D, F, and I) must be followed by a period.

If a grade of I is assigned, you must complete an Incomplete Grade Report for each student and turn it in to the Records Office. You can access and print a copy of this form in Outlook—select Public Folders, then select All Public Folders, and then in the Forms Folder select INCOMPLETE GRADE REPORT.doc. If you have any problems entering grades or accessing the INCOMPLETE GRADE REPORT, please contact the Assistant Registrar at 784-7105 or e-mail.