



ADJUNCT FACULTY HANDBOOK

2012-2013

GREETINGS TO ADJUNCT FACULTY MEMBERS

Message from the President

Dear Adjunct Faculty,

On behalf of the District Board of Trustees and our faculty and staff members at Polk State College, thank you for your unwavering commitment to our students. By sharing your discipline knowledge and professional expertise with our students, you add a rich dimension to our academic community. As an adjunct faculty member, you are joining a talented and dedicated team of professionals who are committed to providing outstanding educational programs and services to the residents of Polk County.

Please take a moment to read our Vision and Mission statements and our Core Values. They serve as a guide for all of us as we perform our different roles at Polk State College.

I look forward to meeting you at campus events. Thanks again for your willingness to teach at Polk State College.

Sincerely,



Eileen Holden, Ed.D.
President

Our Vision:

Promote excellence and student success through innovation, value and engagement.

Our Mission:

Polk State College, a quality-driven institution, transforms lives through the power of education by providing access to affordable associate and baccalaureate degrees, career certificates, and workforce employment programs, delivered by diverse, qualified faculty and staff.

Our Core Values:

Diversity, Integrity, Knowledge, Leadership, Service

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1 INTRODUCTION

Polk State College exists to serve the educational needs of the citizens of Polk County. The College offers its educational and other services as part of a statewide system of colleges that places relatively low cost, high quality post-secondary education within commuting distance of all Floridians.

Polk State College strives to offer courses at times and locations convenient for students. The College operates on a year-round basis, with two regular semesters and several summer sessions per year. Courses are scheduled both day and evening in Lakeland, Winter Haven, Lake Wales, Lakeland Airside, and as needed at other locations within the college's service region. The current college catalog contains more information about the college's affiliation and accreditation as well as statements about the college's mission, purpose, and history.

The administration at Polk State College is campus-based with a Dean of Academic Affairs at each campus. The deans are assisted by associate deans as well as department coordinators for the liberal arts and science courses and program directors for the workforce education programs. If you have questions or concerns about course content, Basic Course Information sheets, textbooks, support materials, or teaching matters, contact the appropriate department coordinator or program director. Each dean also has one or more administrative assistants who are available to assist you.

Adjunct faculty members are crucial to the operation of Polk State College. The College could not offer the number and variety of courses it does without the help of adjunct faculty. This handbook is designed to be a convenient reference for adjunct faculty. It provides information on select academic and administrative policies and procedures at Polk State College. Please use it as a beginning point for seeking information on questions you may have and then solicit additional information or clarification from the appropriate department coordinator or program director as needed.

This handbook is revised and reorganized annually. We welcome questions and suggestions for improvement. Please send such suggestions to the appropriate department coordinator or program director.

1.1 Personnel and Telephone Numbers

The Polk State College directory may be found on the college's website at www.polk.edu. The directory provides a listing of phone numbers, e-mail addresses, and office locations for faculty and staff as well as a general department directory.

1.2 Academic Calendar

The Polk State College Academic Calendar may be found on the navigation bar of the college's website at www.polk.edu. The Academic Calendar identifies important dates, such as course withdrawal deadlines, holidays, college closing dates, and final grade submission deadline.

The calendar is divided into three terms a year. Each term has multiple sessions of varying lengths. Courses in the main session (identified in PASSPORT as session 1) are the traditional 16 week classes. Always check your class schedule in PASSPORT to see the important deadlines for your specific class.

2 INSTRUCTIONAL RESPONSIBILITIES

Adjunct faculty members play an integral role in the academic life of Polk State College. Academic preparation and teaching requirements are the same for full-time and adjunct faculty. Supervision of adjunct faculty resides with department coordinators and program directors.

Appointments are made by Polk State College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollments and other institutional requirements.

2.1 Duties and Responsibilities

As an adjunct faculty member, it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by the College. Specifically, your duties are to teach courses as assigned, to meet with students as necessary, and to follow college policies and procedures.

The major responsibilities inherent in meeting teaching objectives include:

1. To provide each student with a BCI and syllabus, and acquaint all students with the course requirements and objectives during the first class meeting;
2. To submit syllabi for all your classes to the appropriate administrative assistant during the first week of classes. The syllabi should include the required elements as noted in a later section;
3. To complete Attendance Confirmation using PASSPORT during the specified period;
4. To clearly explain grading procedures and standards and to fairly apply them;
5. To present course material in a clear and coherent manner using various methods of presentation according to content and student needs;
6. To meet assigned class(es) at the scheduled time and for the scheduled duration. Any departure from the appointed hours or the planned suspension of a class must have the previous consent of the appropriate dean;
7. To design tests and assignments that are related to the material covered in the class and the textbook, and to provide each student with periodic evaluations of his/her progress;
8. To maintain accurate records of student enrollment, attendance, and grades;

9. To provide supervision of students in classrooms and laboratories;
10. To encourage class discussion when appropriate;
11. To encourage students to think for themselves;
12. To maintain and display enthusiasm for the subject;
13. To demonstrate genuine interest in students, including concern that students learn the material and an understanding of the student's perspective;
14. To give final examinations as appropriate;
15. To successfully submit final grades through PASSPORT online by the deadline established by the College;
16. To check your faculty mailbox and Polk State College e-mail account weekly;
17. To present problems, recommendations, and reports related to courses and instruction to the appropriate dean;
18. To notify the appropriate administrative assistant promptly when needing to be absent from class;
19. To refer students who need special attention to Student Services.

2.2 Teaching Tips

Here is a brief checklist of instructional strategies:

1. Distribute the BCI and course syllabus at the first class meeting—with objectives, requirements, a calendar of topics and activities, grading policy, absence and other class rules clearly articulated—and discuss it with the students. Starting with the first class meeting, establish unmistakable standards and expectations, and stick to them.
2. At the first class, plan an ice-breaking activity that will help students get to know each other. Also, use the first class to engage the interest of your students in the course subject.
3. Get to know your students, take attendance, and emphasize to students your availability outside of class to answer questions or assist them.
4. Work to involve and engage your students through the use of active learning strategies such as small group work, discussion, games, etc.

5. Seek regularly to know if your students are comprehending and applying what you teach by actively listening and responding to their interests and difficulties. Be ready to adjust to legitimate needs.
6. Take opportunities to share not only your knowledge, but also your experience with the commitment to learning; within bounds of propriety, let students know who you are.
7. Respect and value student questions, difficulties, and opinions, even as you correct their factual errors or logical inconsistencies.

2.3 BCI and Syllabus

At Polk State College, course information is communicated to students through two documents: a course syllabus and a basic course information sheet (BCI). The BCI contains basic information about a course as it pertains to all sections. The BCI for each course is created collaboratively by the department faculty. BCI's are available online at: www.polk.edu/bci. The BCI's should not be edited in any way. On the first day of classes, you will distribute to students a BCI that you will obtain from the BCI website. If you teach in a multimedia classroom, you may elect to review the BCI online with students rather than print it out for all students as long as your syllabus contains the URL to direct students to the online BCI. Most BCI's will contain the following information:

- College name
- Telephone and office numbers of academic deans at both campuses
- Course prefix and number, course title
- Course description, prerequisites, and credit hours
- Polk State College Mission and Core Objectives
- Course Objectives
- Course Content: outline or list of topics
- Gordon Rule
- Student Help
- Withdrawal Process
- Repeating a Course
- Academic Dishonesty
- Information Technology Access/Use Policy
- Equal Opportunity for Students with Disabilities
- Departmental policies (if applicable)

In addition to the BCI, adjunct instructors are responsible for creating a syllabus for each class and submitting a copy of the syllabus to the appropriate administrative assistant electronically. The course syllabus contains the information specific to a particular section of a course. While the exact contents of a course syllabus are up to the individual instructor, there are several elements that must be in a syllabus:

Required Information:

- a. General course information:
 - Course title, number and section number, and semester
 - Class meeting days and times, and classroom number
- b. Instructor Information:
 - Name, Polk State College telephone number, office location, Polk State College e-mail address,
 - Posted office hours
- c. Textbook title, author, and edition as well as any other required materials
- d. Attendance policy
- e. Work missed (policies for making up missed work)
- f. Evaluative criteria (grading policy)
- g. Withdrawal deadline
- h. Academic dishonesty policy (including penalties)
- i. Course calendar:
 - Tentative schedule of topics
 - Tentative schedule of tests
 - Due dates for major assignments
- j. Final exam time and date (if applicable)

The more detail you provide in your syllabus the better. The syllabus is a tool that instructors can use to communicate information to students that is vital to their success in a course. Some other ideas for syllabus content include a **detailed course calendar, information about all major assignments, classroom procedures and rules, teaching methods used, grading rubrics, suggested reading, websites of interest, and study tips**. For additional information about communicating course information to students please see Polk State College Procedure 1001.

2.4 Moving or Canceling Classes

It is crucial that classes meet at regularly scheduled times and locations. If you change the class meeting time or the location, **you must notify the appropriate administrative assistant, as well as place a message on the board in the classroom as a reminder to your students.** Even though you might have informed your class that you will be meeting at a different time or in a different room, one or two students might have been absent or might have forgotten. Furthermore, if a student must be reached for an emergency, it is important for the administrative assistant to be able to locate him/her. In order to encourage better communication, we ask that you inform the administrative assistant of the time and/or location changes in advance.

If you know in advance that you will need to be absent from class for any reason, it is your responsibility to coordinate all arrangements. **At Polk State College, you must arrange for a substitute for any missed class.** Substitutes must be current Polk State College faculty or previously approved as a substitute. Because salary is based on

contact hours in the classroom, any missed time is deducted from your salary. You must complete a **TIME MISSED** form (see Appendix). Please contact your Department Coordinator or Program Director if you need help identifying a substitute. Also, adjuncts may substitute for others and are paid for this time. An **HOURS WORKED SHEET** must be completed when performing substituting responsibilities (see Appendix). The substitute can deliver lectures, show videos, proctor tests, deliver assignments, or whatever other responsibilities you need fulfilled for that time. **In all cases, you must notify the appropriate administrative assistant.** You will need to coordinate your paperwork through the appropriate administrative assistant. Please be aware that such absences should be limited and that excessive class absences may result in a poor performance evaluation and failure to be reappointed in subsequent semesters.

If you cannot meet with your class at its scheduled time because of illness or other emergency circumstances, **you must notify your appropriate department coordinator or program director and/or administrative assistant as soon as possible.** Please remember that administrative assistants are in the office from 8 a.m. to 5 p.m. If no one is available, please call both the department coordinator or program director and the appropriate administrative assistant and leave a voice message or send an e-mail as soon as possible. **It is preferable that you speak to a person,** but sometimes it may be necessary to leave a voicemail message.

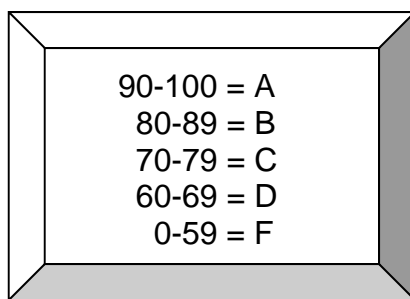
Faculty should adhere to the scheduled beginning and ending times of class meetings unless exceptional circumstances dictate otherwise. In such cases, the faculty member should notify the department coordinator or program director as soon as possible.

If you would like to meet with your class off campus, please consult with the appropriate department coordinator or program director who can provide you with guidelines for field trips as outlined in Polk State College Procedure 1008. You must also complete a Leave Form (see appendix) in advance of the trip and have it approved by the appropriate Dean of Academic Affairs. Students participating in the field trip must fill out the Polk State College Field Trip Agreement Release (see appendix). Submit the originals of these forms to your Dean of Academic Affairs and keep a copy of each one to take on the field trip

See the section on Security for information about closures of the entire college.

2.5 Grading

Each adjunct faculty member is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies and to clearly communicate them in the course syllabus to their students. At times, departments have determined a grading scale for their classes. This would be reflected on the course BCI. Please be sure to review it carefully. Many faculty use a 10-point scale:



90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Whatever grading scale you use, your grading criteria must be clearly defined in the course syllabus if it does not already exist on the BCI. Each instructor is responsible for determining and recording final grades at the end of each semester. Class rosters are available online, and grades are entered online through PASSPORT.

There is some difference in grading for students in developmental courses (MAT 0018, MAT 0028, ENC 0015, ENC 0025, REA 0007, and REA 0017). If you are teaching one of these classes, please read your course materials and BCI thoroughly.

If an instructor wishes to change a student's grade after the grades have been entered, he/she must login to PASSPORT and use the grade change function in PASSPORT. Once entered, the grade change will go through an automatic approval process through the supervising Academic Dean. Grades submitted by the student, such as the audit grade or a student-initiated withdrawal, cannot be overwritten using the online grade change function. Once grades are 365 days old or cannot be entered through PASSPORT, a paper grade change form is required to change a grade. This form can be picked up from an administrative assistant in the Academic Dean's office.

2.6 Withdrawal Process

Students may officially withdraw from a course(s) during any given term provided the appropriate policy and procedure is followed. There are a few exceptions that would prevent a student from withdrawing, such as international students, athletes, students on their third attempt at a course, and students who are under discipline for plagiarism in the course the student wants to drop. Following the conclusion of the Add/Drop period, the student may officially withdraw without penalty from any credit course provided the appropriate forms are submitted to Student Services no later than the published deadline. (The published deadline reflects approximately, but no more than, 70% of the term, based upon the course's scheduled duration; the deadline can be found on the College website.) It is the student's responsibility to submit these withdrawal forms. Failure to do so may result in an *F* in the course.

Faculty members can withdraw students for lack of attendance by using PASSPORT online at any time between the Add/Drop deadline and the withdrawal deadline. Access the roster online through the "Grades" button. If the student has attended class at least once, enter "W2" and indicate last date of attendance for the student. Please be sure to

clearly indicate in your course syllabus your attendance policy and at what point students may be withdrawn for lack of attendance.

If the student has never attended class, you must report this during the Never-Attended reporting period. This period opens the day after the drop/add deadline and runs for six days. To do this, access the roster online through PASSPORT and click the “Attendance Confirmation” button. The deadline for your class will show. You must confirm attendance even if all students attended.

2.7 Incomplete Grades

The verbiage below comes directly from the 12-13 Polk State College catalog:

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the faculty member, the instructor may assign a grade of *I* provided this occurs after the withdrawal date. The withdrawal date is set at approximately 70% through the length of the term. If the extenuating circumstances occur prior to the withdrawal date, the student should withdraw from the course. The grade of *I* is calculated as an *F* in *Standards of Academic Progress*. Once the final grade is submitted, the *Standards of Academic Progress* are recalculated. A grade of *I* could impact eligibility for financial aid.

By assigning a grade of *I*, the professor indicates that the student has the potential to earn a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time as agreed to by both student and instructor, but no later than by the end of the next term. If the student fails to meet the objectives by the conclusion of the following term, the *I* converts to an *F* grade.

Students who have applied for graduation in a given term must complete all required course work by the graduation date. An incomplete grade in a course needed for graduation would prohibit graduation.

2.8 Family Educational Rights and Privacy Act (FERPA)

It is important that all faculty understand the federal legislation known as the Family Educational Rights and Privacy Act (FERPA). FERPA requires the confidentiality of all postsecondary educational records regardless of student age. Therefore, if parents call you seeking information as to their son’s or daughter’s attendance record, grades, or other course related information, you **must** tell them that you cannot legally discuss that information with anyone other than the student EVEN IF the parents are paying the student’s tuition, books and/or other fees. If the parents insist you release student information to them, please refer them to the College Registrar for FERPA release information and instructions. If a student tells you that he/she does not mind if you discuss course related information with a parent, you must obtain this consent in writing from the student without the parent present. Please keep a copy of this waiver for yourself and provide the original to the College Registrar.

2.9 Final Examinations

All final exams are given in the last week of classes. For classes that meet once a week, faculty will give the exam in the last class period. For classes that meet twice a week or more, faculty may use the class periods in the last week for instruction or to give the exam over one or more class periods. Any class periods that are not used for administering the final exam should be used for instructional activities. If you have questions, please contact your department coordinator or program director.

2.10 Class Rosters

Class rosters are available online through PASSPORT. You can access and print your rosters, withdraw students between the last Add/Drop date and the Withdrawal date, and submit grades for each of your students. Directions for accessing PASSPORT and class rosters can be found on the PASSPORT page of the Polk State College website under the link Faculty Help Using PASSPORT.

2.11 Class-Related Student Records

Student records relative to a class must be retained in a secure location by the faculty member or the supervising Academic Dean. Class records must be maintained for a minimum of one year from the last day of class. If a class record is in dispute or has been disputed, the record should be retained one year from the date of dispute.

2.12 Student Misconduct

Polk State College Board Rule 4.01 and Procedure 5028 (see Appendix) outline guidelines for student conduct. If you have issues with student misconduct, please refer to this Board Rule and discuss your situation with the appropriate department coordinator or program director. Polk State College Board Rule 4.01 includes as an attachment the Student Disruption/Discipline Report form. This form may be used to report student misconduct to the Dean of Student Services who can assist you by talking to the student.

2.13 Cheating and Plagiarism

Neither cheating nor plagiarism is tolerated. This behavior results in appropriate disciplinary action authorized by Board of Trustees Rule 4.01 and Polk State College Procedure 5026 (See Appendix). It is important that all instructors read and familiarize themselves with the procedure. This procedure must be followed in the event an instructor encounters cheating or plagiarism. If you suspect that a student has cheated or plagiarized, please discuss your options with the department coordinator or program director. Please also refer to the student policy in the Polk State College catalog.

3 INSTRUCTIONAL POLICIES

3.1 Office Hours and Office Space

While your primary responsibility is teaching, we encourage you to be available to help students outside of class. Adjunct faculty are expected to provide one hour of availability outside the regularly scheduled class time for each course they are teaching. You can be available to students before or after normal classroom time in the classroom (if there are no other classes), in a conference room, or the TLCC. You can also be available by e-mail and/or by phone. Be sure to include your Polk State College e-mail address and contact phone number on your syllabus.

3.2 Student Attendance

Class attendance is an integral part of a sound academic program. You must include a clear statement of your attendance policy in the course syllabus for your course. Polk State College does not have an official attendance policy. It is left to the individual instructor to set one. The appropriate department coordinator or program director can help you. Whatever attendance policy you set in your course syllabus must be enforceable, so please make allowance for student emergencies. Please note that students may register for courses after the first day of class until the end of the drop/add period. Instructors are encouraged to work with these students in regards to attendance and missed assignments.

It is very important that you communicate your attendance policy to the students, verbally as well as in your syllabus. If a student misses class frequently, you should try to contact that student by phone or e-mail.

According to Polk State College policy, a student who does not meet the attendance requirements set for a class may receive a failing grade unless he or she withdraws from the course. Students are responsible for completing the appropriate form to withdraw before the last date to withdraw without academic penalty. After that date, students must receive an *F*. Faculty members can also withdraw students from class for excessive absence up to the last day to withdraw students from classes. Students may appeal failing grades if they can document mitigating circumstances (e.g.: car accidents, serious illnesses, etc.). Appeal petitions can be picked up from an academic advisor and should be submitted to the Admissions/Petitions Committee along with proper documentation for consideration.

3.3 Textbooks

Texts are ordinarily selected for courses by the department. Your department coordinator or program director will provide you with a textbook.

If you do not have a copy of the text for the course you are teaching, you should contact the appropriate department coordinator or program director immediately. Polk State College will provide each instructor with a copy of the text as well as any available ancillary materials.

Students may purchase textbooks at the bookstore located on each campus. If there is a question concerning the availability of the texts, please contact the appropriate department coordinator or program manager.

Our college bookstore is operated by a company that is independent of the College. They do not provide desk copies to instructors. Instead, publishers provide desk copies directly to the College.

3.4 Adding/Dropping Courses

The dates for the last day to add a class, drop a class with a refund, and withdraw from a class without academic penalty are published on the college's website under "Calendar." Faculty are encouraged to include these dates in their course syllabi also. Students may register for courses after the first day of class until the end of the drop/add period. Instructors are encouraged to work with these students in regards to attendance and missed assignments.

If a student withdraws from a course before the deadline to drop without academic penalty, a grade of *W* will be recorded. Students who stop attending class after the last day to withdraw without academic penalty must be given a grade of *F*. If mitigating circumstances exist, the student may submit a petition to the Admissions/Petitions Committee through Student Services that includes documentation of those circumstances.

Requests for refunds past the refund date must be based on mitigating circumstances. There must also be documented mitigating circumstances and a petition submitted to the Admissions/Petitions Committee through Student Services.

3.5 Posting Grades

It is not a good idea to post grades in any location on campus due to the legal and ethical issues surrounding the confidential nature of grades. Do not use the social security number in any communication regarding students. All Polk State College students have separate student ID numbers.

3.6 Students with Disabilities

Services are provided to students with disabilities to ensure equal access to all of Polk State College's programs and services.

To be eligible for disability-related services, students must have a documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The student must provide current documentation of his/her disability. If the student's documentation is approved, accommodations may be provided based on the student's needs and the type of class in which he/she is enrolled.

If the student is approved for services, the Associate Dean of Student Services will notify in writing all appropriate faculty and service units as to the accommodations approved for each student. Faculty must provide the accommodations for which the student is eligible. If a student tells you that he/she does not wish to take advantage of the accommodations, please ask the student to provide that information in writing with his/her signature.

Please be aware of the resources available to assist instructors in providing accommodations to students. There is an Associate Dean of Student Services located on each campus to answer questions regarding accommodation issues. Also, the Associate Deans of Student Services are available to assist instructors with the provision of accommodations. There is a Testing Center in the TLCC located on each campus where students needing testing accommodations (extended time) can test in a secure location.

If you have questions regarding a student's accommodations, please feel free to discuss them with the student. However, it is illegal to ask the student about his/her disability unless the student self-discloses information to you.

If you have any questions, please contact the Associate Dean of Student Services at either campus: 297-1010 ext. 5227 (on the Winter Haven campus) or 297-1010 ext. 6110 (on the Lakeland campus).

3.7 Academic Freedom

Polk State College respects the right of faculty members to teach, investigate, and publish within the broad scope of their professional duties and responsibilities. However, it also recognizes that these rights should not interfere with the overriding obligation of Polk State College to offer its students a sound education. Therefore, in matters of academic freedom, Polk State College has adopted the American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom, including the 1970 Interpretive Comments, as updated in 1989 and 1990.

The College also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their professions by manifesting academic competence, professional discretion, and good citizenship. When speaking or writing as citizens, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and institution by their utterances. Hence, they should be accurate at

all times, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not institutional spokespeople.

3.8 Faculty Senate

The Polk State College Faculty Senate is composed of elected members from the full-time faculty. The Faculty Senate is the official representative voice of the faculty and meets on a regularly-scheduled basis for the purpose of representing faculty ideas and issues as well as serving as a forum for the exchange of ideas and encouraging the development of an academic environment conducive to the enrichment of education. The Faculty Senate also represents the interests of adjunct faculty and attendance at Faculty Senate meetings is welcome.

3.9 General Policies

The College Catalog and the Student Handbook contain important information about Polk State College's policies on Information Technology Access and Use Policy; the Virus Damage Policy; Conduct, Discipline, and Due Process; Testing; Withdrawal Process; Student Rights and Responsibilities; Drug Free Policy; and Sexual Misconduct. Please be aware of these policies and support and enforce them as necessary.

4 EMPLOYMENT PROCEDURES

4.1 Required Paperwork

New adjunct faculty must submit the following:

1. Polk State College Employment Application
2. Official college transcripts
3. Current licenses and/or certifications for specialized training, if applicable
4. Federal tax form (W-4)
5. Copy of driver's license
6. Copy of social security card
7. I-9 form
8. Adjunct addendum sheet
9. Emergency contact information
10. Signed public employee oath
11. Fingerprints

The tax forms are required for our payroll system. Failure to return tax forms by payroll deadlines will delay your paychecks.

If you have not taught at Polk State College for more than a semester, check with the appropriate administrative assistant. You may have to submit updated versions of one or more of these documents.

The I-9s must be completed at the time of employment. Please provide original documentation for verification to Human Resources. You will need to provide a document or documents that establish identity and employment eligibility. These documents are usually a driver's license and a social security card, or a passport. For other documents, you should check with Human Resources.

Polk State College requires fingerprints for employment, whether part time or full time. Fingerprints are taken in the office of Human Resources. When done, each employee is required to sign the Florida Department of Law Enforcement Waiver agreement.

Your latest official transcripts, both graduate and undergraduate, must be in your personnel folder before we can issue your last paycheck.

4.2 Appointment Letters

Adjunct faculty will receive, and must sign, a Letter of Appointment from the appropriate dean's office detailing teaching assignments and pay for a given semester/session. This letter must be signed in a timely manner to avoid a delay in pay. Letters are usually ready shortly after the drop/add deadline. You will be notified through your Polk State e-mail account that your letter is ready to sign. Please also understand the appointment

is limited to the current semester and does not guarantee employment in subsequent semesters.

Appointments are made by the College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollments and other institutional requirements.

4.3 Adjunct Pay Periods

Adjunct faculty members who teach in the 16 week term typically receive payment in the form of four or five relatively equal monthly checks during the regular semester for which they are teaching. Each check is issued on the last business day of the month. Adjunct faculty may be paid through a check or through direct deposit, but direct deposit is encouraged. Make arrangements for direct deposit through Human Resources. The last check is paid after you have completed all instructional requirements for the course, including submitting final course grades through PASSPORT.

4.4 Performance Evaluation

Supervision

The department coordinator or program director is the direct supervisor of adjunct faculty members, and as such will provide them with teaching assignments and serve as their point of contact on all matters pertaining to employment, professional responsibilities, and working conditions.

Evaluation Procedure

Polk State College Procedure 1026 details the Adjunct Faculty Evaluation process. The procedure is listed below. The attachments that accompany the procedure are in the Appendix of this Handbook.

I. Purpose:

To establish a procedure for the evaluation of Polk State College adjunct teaching faculty. The purposes of evaluation are:

- to promote the highest quality instruction
- to encourage the highest quality performance by adjunct faculty

II. Procedure:

- A. Supervision: Deans, department coordinators, and program directors are delegated to be the direct supervisors of adjunct faculty members, and as such will provide them with teaching assignments and serve as their point of contact on all matters pertaining to employment, professional responsibilities,

- and working conditions.
- B. Each adjunct faculty member will be evaluated annually.
 - C. Each adjunct faculty member will administer Student Perception of Instruction surveys (SPIs) for each class he/she is teaching in Term I and Term II.
 - D. Adjunct instructors who have taught fewer than six semesters at Polk State College will be observed in the learning environment by the department coordinator or program director annually using the Polk State College Classroom Observation form (Attachment). Adjunct faculty members who have taught for six semesters or more will be observed in the learning environment a minimum of once every three years. Additional observations may be conducted where deemed necessary by the appropriate supervisors.
 - E. Each adjunct faculty member will receive a written evaluation once a year via the Polk State College Formal Evaluation Instrument for Adjunct Faculty (Attachment). The SPIs, along with classroom observations if applicable, and the department coordinator's or program director's own observations constitute the basis for the annual evaluation.

4.5 Professional Participation and Development

Adjunct faculty members are encouraged not only to teach, but to participate in some type of professional development which maintains and advances their knowledge and skills as teachers.

At the beginning of the academic year, Polk State College provides an Adjunct Faculty Orientation. While this meeting is intended to give new adjunct faculty the basic information about College operations, changes in procedures since the previous academic year are also discussed. Therefore, all adjunct faculty members are encouraged to attend.

As their schedules permit, adjunct faculty are invited to participate in campus activities with full-time faculty, such as faculty workshops and discipline-based meetings for the revision and improvement of courses and their delivery, textbook review and selection, and other curricular issues.

4.6 Change of Address

Please inform the administrative assistants and Human Resources of any change in address/telephone and e-mail address. You will need to change your address in PASSPORT so that your checks are sent to the new address.

4.7 Adjunct Concerns

You may have questions arise during the semester about which you do not know whom to ask. In this case, use this handy reference.

Polk State College Adjunct Faculty Handbook

<i>IF YOUR CONCERN IS...</i>	<i>CONTACT...</i>
Class Roster	Administrative Assistant to the Dean
BCI or Syllabus	Department Coordinator or Program Director
Educational Software	Information Technology
Future Teaching Assignments	Department Coordinator or Program Director
Mailbox on Campus	Administrative Assistant to the Dean
Audio-Visual Equipment	Media Services
Reserve Books	Librarian
Teaching a Non-Credit Course	Director of the Corporate College
Room Assignment	Department Coordinator or Program Director
Room Condition	Administrative Assistant to the Dean
Textbooks	Department Coordinator or Program Director
Classroom Management Issues	Department Coordinator or Program Director
Appointment Letter	Administrative Assistant to the Dean
Pay	Human Resources/Payroll

5 SUPPORT SERVICES

5.1 Mail Boxes and Campus Mail

Adjunct faculty will be assigned a mailbox for receiving U.S. Mail, campus mail, and student notes or assignments. If you teach on the Lakeland campus, you will have a mailbox assigned to you in the office complex in room LLC 2261 or LTB 2268. At the Winter Haven campus, your mailbox will be either in WFA 102, WSC 108, or the TLCC. **Please check your box regularly for important communications.**

Polk State College maintains a regular pickup and delivery service between campuses. If you leave materials and messages in the outgoing box, it should be received the next day on the other campus. Station numbers for mail areas are:

Area:	Station #:
Lakeland, LLC 2261	61
Lakeland, LTB 2268	73
Winter Haven, WFA 102	8
Winter Haven, WSC 108	14
Winter Haven, TLCC	10
Lake Wales, JDA 106	200

5.2 E-mail Accounts

Each faculty member is assigned a Polk State College e-mail address. This e-mail account will be your primary means of communication with the College, including with your academic dean, your department coordinator or program director, Payroll, Human Resources, etc. Please check your college-issued e-mail account regularly. You should also use your Polk State College e-mail account when communicating with students by e-mail (unless you are using the PAL e-mail system). You can access your account from either on-campus locations or from home or work through the web. Your login information will be sent to the e-mail address you provided on your application by the Dean's administrative assistant

Most adjunct faculty access their e-mail accounts through the Internet from home or work. To do this, log in to www.polk.edu. From the Polk State College home page, click on "Faculty and Staff" at the top of the page. Then click on the Web Mail Exchange (2010) button. The Microsoft Web Access page shown below will appear.

The space next to Domain\user name is where the assigned user name goes (e.g.: polk\jthompson). In many cases, this may be your first initial plus your last name. The

user name is not case sensitive, but the password is. When you are given an account, your user name and password will be assigned to you.

Leave the Client and Security as it is. You may change your password at your discretion. Please check your e-mail regularly for important information.

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Use the light version of Outlook Web App

Domain\user name:

Password:

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

https://ow a3.polk	0	0
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E-mail addresses: The administrative assistant in your area will provide you with your user name, a generic password, and e-mail address. Generally, if your login name is jthompson, then your e-mail address is jthompson@polk.edu.

You are encouraged to replace the generic password with a personal password. To change your password when logged into a campus computer:

1. Touch Control/Alt/Delete at the same time.
2. Select "Change Password."
3. Enter your current password as "old password" and the password you would like as "new password."

Note: Password restrictions - must be three of four of the following: capital letter, lower-case letter, number, and/or a symbol. Passwords must be 5-8 characters long.

If you have any problems with accessing your account, please feel free to contact the Help Desk at 297-1010 ext. 5111.

Student E-mail Accounts

Students also receive Polk State College e-mail accounts. If you choose to e-mail all students from your Passport roster, the e-mail will go to the students' Polk State College e-mail accounts. **Please encourage your students to use their Polk State College e-mail accounts.** If they wish, they can have their Polk State College e-mails forwarded to their personal e-mail accounts. Students can learn more and get assistance with their student e-mail accounts on the college website: www.polk.edu. They should click on Current Students and then Student E-mail.

5.3 Parking

Parking permits are distributed to all adjunct instructors by the administrative assistants. The permits are valid for one term's use only.

Adjunct faculty may park in any spaces designated Faculty/Staff. For safety during evening hours, please be sure to lock your car and walk to your car in groups. (Please note the location of Call Boxes in the parking lot.)

5.4 Copying

At Polk State College, there are copy machines for instructor use in several locations: LLC 2261, LLC 2230, LTB 2268, Lakeland TLCC, WSC 108, WFA 102, Winter Haven TLCC, and JDA 106.

Note: No Polk State College copiers are to be used for the purpose of copying entire books or large sections of books. Copiers are to be used for college-related purposes only.

5.5 Distance Education and Internet-Supplemented Courses

Distance education at Polk State College involves initiatives to bring many of the college's courses to students in such a way that the traditional barriers of time and distance no longer exist. These initiatives include coursework delivered over the Internet using various technologies such as web-based materials and discussion boards, as well as courses delivered using hybrid delivery modes (a mixture of Internet and on-campus class meetings), and courses using interactive television with all delivery methods potentially making use of Internet-based supplementary materials. If you wish to supplement your course with web technology, please contact Instructional Technology

Services regarding training opportunities (see the Polk State College Directory at www.polk.edu for contact information). If you wish to teach an online or hybrid course, please contact the appropriate department coordinator or program director.

5.6 Audiovisual Services

If you need a DVD player, or other audiovisual or multimedia equipment not already in the classroom, please contact AV Services at the numbers below. AV Services can also assist you in using the equipment installed in multimedia classrooms, as well as provide you with a key to access any locked equipment in those classrooms.

Hours of operation: Mon.-Thurs. 7:45 a.m. - 9:00 p.m., Friday 7:45 a.m. - 4:00 p.m., Saturday 8 a.m. - 12:00 p.m.

Winter Haven: 292-3685

Jamie Chastain, Media Technician II
Travis Dodson, Media Technician III
Nadia DeWitt, OPS
Jerome Rice, Evening OPS

Lake Wales (JDA): 292-3685

Travis Dodson, Media Technician III

Lakeland: 669-2811

Andrew Lokken, Media Technician II
Gary Allen, Media Technician I
Steven Mayhugh, Media Technician I

Airside: 669-2811

Andrew Lokken, Media Technician II

5.7 Learning Resources (Libraries and TLCCs)

Learning Resources consists of the Libraries and the Teaching/Learning Computing Centers (TLCC) on each campus.

5.8 Libraries

<http://www.polk.edu/library>

There are libraries on both Lakeland and Winter Haven campuses, and a visiting librarian is stationed on the Lake Wales campus and the Airside Center. Each library provides services to students, faculty, and staff, including access to the Internet, circulation and course reserve, reference, information literacy instruction, periodicals, interlibrary loan, study facilities, electronic resources, and an online catalog. Faculty can also check out videos from both library video collections. All faculty members are encouraged to recommend resources for the library to purchase to enhance their instruction and students' learning experiences. Contact your campus librarian for details.

The library catalog and commercial databases are accessible from the library's web page. Circulating books and other materials may be requested from the other campus, checked out, and returned at either campus. To log on to password protected services,

go to the library homepage at the above link and click on the “Catalogs” link. Next, click on the “login” link located in the upper right of the page. Enter your Polk State College personnel ID number (PID) in both the “Borrower I.D.” and the “PIN” boxes. Once you are logged in, you may change your PIN number by clicking on PIN at the top of the screen. PIN numbers must be four characters. If your Polk State College employee ID number is less than four characters, you should add leading zeros to that number to make it four characters. For example, if your college ID number is 123, your login number would be 0123.

Interlibrary loan service is available at Lakeland or Winter Haven. Request forms are available for printing from the library’s website. Materials available for interlibrary loan from other Florida state colleges and universities may be requested directly using the LINCC Online Catalog. NOTE: Materials from universities cannot be requested this way. Other materials may be requested by contacting your home campus library.

Faculty may place materials on Course Reserve at either library for students to access. Reserve service request forms are available at both campuses. Reserves can consist of library-owned materials or materials owned by the instructor. The library must comply with applicable intellectual property guidelines and practices governing Course Reserve services.

Polk State College librarians will conduct orientations and in-depth information literacy instruction sessions at your request. Contact your campus librarian or Reference Desk to schedule orientation/instruction sessions for your classes. Sessions must be requested in advance, and instructors must accompany their class. Collaboration on assignments and outcomes assessment is encouraged.

Hours of Operation:	<i>Monday – Thursday</i>	<i>7:30 a.m. – 9:00 p.m.</i>
	<i>Friday</i>	<i>7:30 a.m. – 4:00 p.m.</i>
	<i>Saturday</i>	<i>9:00 a.m. – 1:00 p.m.</i>

Abbreviated hours and services are in effect when school is not in session.

5.9 Teaching/Learning Computing Centers

<http://www.polk.edu/currentstudents/tlcc/Pages/default.aspx>

There is a Teaching/Learning Computing Center (TLCC) located on each campus. Each TLCC provides tutoring (at no charge), group help sessions, PERT placement and other testing, faculty resource folders, computers and software, access to the Internet, audio-visual resources, and other learning tools.

Faculty resource folders are files populated by individual faculty members with materials to be made available to their students at the TLCC. Examples include sample papers and tests, assignment sheets, pick up/drop off, etc.

Hours of Operation:	<i>Monday – Thursday</i>	<i>7:30 a.m. – 9:00 p.m.</i>
	<i>Friday</i>	<i>7:30 a.m. – 4:00 p.m.</i>
	<i>Saturday</i>	<i>9:00 a.m. – 1:00 p.m.</i>

Abbreviated hours and services are in effect when school is not in session. Check the TLCC website for special hours. Tutors and testing services (except PERT placement testing and CLEP at Winter Haven) are not available between terms. Computers are available for PASSPORT registration.

Learning Resources Staff Directory:

Winter Haven and Lake Wales

Chris Fullerton, Director of Library and Learning Resources

J.W. Dowdy Memorial Library (Winter Haven) 297-1040

Linda Young, Professional Librarian, Reference/Instruction
Beverly Chapa, Professional Librarian, Cataloging Services
Jarrod Jones, Professional Librarian, Reference/Instruction
Kayla Wyman, Learning Resources Assistant, Circulation/Reserve
Sharon Lokken, Professional Librarian, Collection Development

Teaching/Learning Computing Center (Winter Haven) 297-1033

Gerry Hubbs, Testing and Tutoring Center Manager
Summer Hicks, Teaching Lab Specialist
Rex Rhodes, Teaching Lab Assistant
Judith Cedusky, Learning Resources Assistant

Lakeland and Airside

Bill Foege, Director of Library and Learning Resources

Polk State College Lakeland Library 297-1042

Helen Schmidt, Professional Librarian, Reference/Instruction, Circulation/Reserve
Gigi Riggio, Professional Librarian (P/T), Reference/Instruction
Kristen Jernigan, Learning Resources Assistant, Interlibrary Loan
Lynn Heil, Learning Resources Assistant, Circulation Services
Judy Scuderi, Professional Librarian (P/T), Reference/Instruction
Pamela Hoepner, Professional Librarian (P/T) – Airside
Joshua Burt, Learning Resources Assistant (P/T) – evenings and Saturday

Teaching/Learning Computing Center (Lakeland) 297-1044

Kim DeRonda, Teaching Lab Supervisor
Ann Shelton, Teaching Lab Assistant SR
Michael Whann, Tutoring Services Coordinator
Jody White, Teaching Lab Assistant (P/T) - evenings
Amanda Mann, Learning Resources Assistant (P/T) - evenings and Saturday

6 STUDENT INFORMATION AND SERVICES

As an adjunct faculty member, you may be asked to assist students with some of their concerns. You can best do this by following these guidelines:

<i>If Student Concern Is...</i>	<i>Contact...</i>
Academic Difficulty	Instructor, Student Services, TLCC
Career Counseling	Student Services
Employment	Student Services
First Aid	Student Services
Lost and Found	Security Office
Personal Problems	Student Services
Scheduling Courses	Student Services
Scholarships and Loans	Financial Aid
Testing Services	TLCC
Transcripts	Registrar
Transcript Evaluation	Student Services
Tutoring	TLCC
Veterans Affairs	Student Services

7 EMERGENCY INFORMATION

7.1 Emergency College Closure

You should read the Emergency Closing Information at the Polk State College website. The administration of Polk State College may find it necessary to close the College in the event of adverse weather conditions or for other unexpected emergencies.

The best place to determine whether Polk State College will be open or closed is the college's website (polk.edu) and/or Twitter feed (twitter.com/PolkState). If you have provided the College with your home and cell phone numbers, you will receive a voicemail on your home and cell phones, as well as a text message on your cell phone.

On campus, students can check the college's closed-circuit TV for closing announcements. **A recorded announcement about Polk State College's operation schedule** will be available by calling the college's main phone number: 863-297-1000. If the College loses power (like after Hurricane Jeanne in 2004), the main phone number will be transferred to another phone off campus, and callers will hear an announcement about Polk State College's plans.

Official closing announcements may also be broadcast on:

- ✓ Lakeland radio stations: WONN 1230 AM and WPCV 97.5 FM
- ✓ Orlando radio stations: WFLA-540 AM and Real Radio-FM 104.1
- ✓ Bay News 9 on cable,
- ✓ TV stations Channel 8, Channel 10, Channel 13, and Channel 28.

as well as local news websites, such as TheLedger.com.

7.2 Security

Security officers are on duty 24 hours a day, seven days per week.

Security Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

The Winter Haven Security Office is located in the Multi-Service Building WMS 134 on the Winter Haven campus. A security officer is reached by calling ext. 5059 from any Polk State College on-campus phone or 863-297-1059 from an off-campus phone. Security can also be reached by using a Polk State College emergency poles.

There is a Lakeland Security Office in the Lakeland Maintenance Building on the Lakeland campus. A security officer is reached by calling ext. 6113 from any on-campus phone or 863-297-1059 from an off-campus phone. Security can also be reached by using a college emergency pole.

On the first day of classes, please review emergency-exit procedures with students in case there is a fire alarm during class time. This will acquaint students with the class rally point (not in the courtyards on the Lakeland Campus). Exit route maps are located in every classroom, usually by the door to the classroom.

8 APPENDICES

8.1 Time Missed Form

Employee name: _____ Time Period: _____
 PID number: _____ Due by: _____

Employee Timesheet Full-time Overload or Adjunct

TO BE COMPLETED FOR **TIME MISSED** BY
 FULL-TIME INSTRUCTORS WITH OVERLOADS OR ADJUNCTS

Rate: _____
 Assignment: _____
 Account: _____
 Org. code: _____

Day of week	Date	Substitute	Course prefix and number	Section number	Hours missed
				Total hours missed	

Employee signature _____

Supervisor signature _____ Date _____

8.2 Hours Worked Form

Employee name: _____ Time Period: _____
 PID number: _____ Due by: _____

Employee Timesheet for Substitutes Full-time or Adjunct

TO BE COMPLETED FOR TIME WORKED AS A SUBSTITUTE

Rate: _____
 Assignment: _____
 Account: _____
 Org. code: _____

		<i>I substituted for</i>			
Day of week	Date	Name of Professor	Course prefix and number	Section number	Hours worked
				Total hours worked	

Employee signature _____

Supervisor signature _____ Date _____

8.3 Travel Procedures Simplified

To access form below, go to www.polk.edu, click on Faculty & Staff, Business Services Forms, and select Travel-Leave Request.

TRAVEL PROCEDURES 6049

Board Rule 3.13

Name _____ PID _____

CHARGE TRAVEL TO ACCOUNT NUMBER: _____
 CHARGE TRAVEL TO SPD ACCOUNT: _____

****If using SPD: All related SPD forms must be submitted to the approving authority and copies to A/P**

Type of leave requested (check one only): Field Trip Temporary Duty Professional Other

State reason for requesting this leave (if conference, seminar, annual meeting, etc. identify sponsoring agency, organization or institution and location of conference, etc.) _____

Total number of work days involved _____

Estimated date and time of departure: _____
 Estimated date and time of Return: _____

Is reimbursement requested: Yes No

If yes, complete expense estimate:

Driving Yes No Estimated mileage (round trip) _____ Estimated expense _____
 Meal expense estimate: _____ Other: _____
 Riding with: _____ Riders: _____

THE FOLLOWING ITEMS ARE APPROVED CHARGES TO BE PAID BY PSC CREDIT CARD:

Item	Vendor name	Approved amount of expense
Air Transportation	_____	_____
Auto Rental	_____	_____
Gas/Parking	_____	_____
Hotel Expense	_____	_____
Other Expense	_____	_____

CREDIT CARD WILL BE PICKED UP AT WINTER HAVEN CAMPUS LAKELAND CAMPUS

PLEASE ATTACH SUPPORTING DOCUMENT TO THE "LEAVE REQUEST". (Example: Copy of reservation forms, agenda, letter informing you of the meeting)

THE FOLLOWING ITEMS ARE APPROVED FOR PAYMENT BY GENESIS DISBURSEMENT REQUEST:

ITEM	VENDOR NAME	GL CODE	APPROVED AMOUNT

Signature of Traveler _____ Date _____ Signature of Budget Head _____ Date _____

Supervisor Signature _____ Date _____ SPD Budget Head Signature _____ Date _____

Rev 5/18/11

8.4 Genesis Passport: *Schedules, Rosters, and Grade Posting*

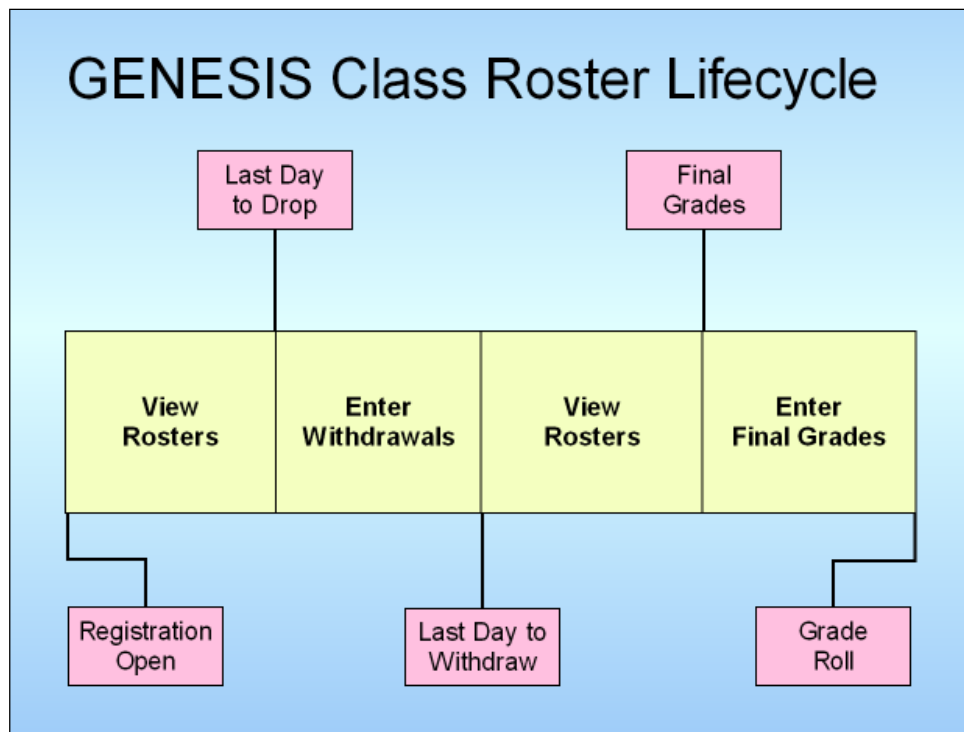
Instructors have the capability to display pages via the web to view their schedules and class rosters in GENESIS PASSPORT. From the rosters, they can also send e-mail directly to students.

In addition, they can perform class withdrawals at the appropriate time during the term.

Finally, during the open-grading window, they can view, enter, and finalize grades in PASSPORT.

For instructions on how to manage these functions, go into PASSPORT and click on “Faculty Help Using PASSPORT.”

The web pages look and function slightly differently depending upon where in the term the current date falls. The dates that control the four partitions during the term are shown in the diagram below.



8.5 Board Rule 4.01 – Student Code of Conduct

Polk State College
District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 4.01	Student Code of Conduct	FS 1006.60	FS 1006.60 (1)(2)(3)(4)		03/26/2012

Students at Polk State College agree to act in a responsible manner in all areas of personal and social conduct and to take full responsibility for their personal and collective actions. Learning can only take place in a setting that is free of intimidation and coercion; students must observe local, state, and federal laws as well as the academic and behavioral rules found in the Polk State College catalog/handbook, other publications, and the Polk State College website at www.polk.edu. Polk State College students are expected to:

- Be courteous to fellow students, faculty, and all college personnel
- Be punctual in attending classes, completing course assignments, and in following college instructions, rules, and procedures
- To be fair and honest in all interactions with students, faculty members, and college personnel

The objectives of this rule are to define unacceptable conduct, and to identify related procedures including disciplinary procedures that will apply to each type of infraction.

I. Definitions

- A. The noun "College" or adjective "college" refers to Polk State College.
- B. The term "student" includes all persons taking courses in any program for credit or non-credit at the College both full-time and part-time. This also includes students taking classes or participating in college activities on and off campus. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered "students."
- C. The term "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

- D. The term "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the College or any college organization.
- E. The term "college official" includes any person employed by the College performing assigned responsibilities.
- F. The terms "will" or "shall" are used in the imperative sense.
- G. The term "plagiarism" is defined in section II.B.1.
- H. The term "distribution" means sale or exchange for personal profit.
- I. The term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to all firearms, pellet guns, paintball guns, and knives.

II. Student Code of Conduct

The conduct described in paragraphs A-D is unacceptable and subject to disciplinary action. Students may be held accountable to both civil authorities and to the College for acts which violate the law and this Rule. College Procedure 5028 outlines the procedure for imposing sanctions on violators of the Student Code of Conduct. Disciplinary action at the College will normally proceed while criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students have the right of appeal to any charges made against them for violating the Student Code of Conduct. College Procedure 5025 addresses the Hearing Process for student appeals to any charges of violation of the Student Code of Conduct.

This Code of Conduct applies to students as individuals or student groups or organizations. Individuals who have committed an infraction as part of a student group or organization may be held personally responsible for the group's behavior along with the group's leaders, officers, or spokespersons. Procedure 5029 addresses violations by groups and organizations.

A. General Violation of the Student Code of Conduct

1. Disruption

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Polk State College activities, including its functions on or off campus, or other authorized Polk State College activities when the act occurs on Polk State College premises.

2. **Abuse**
Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the rights, health, or safety of any person.
3. **Theft or Damage to Property**
Attempted or actual theft of or damage to property of other students, the College, college officials, or guests of the College. Knowing possession of stolen property on college premises or at college activities.
4. **Non-Compliance with Directions**
Failure to comply with directions of Polk State College officials, security officers, or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
5. **Keys**
Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises, facilities, equipment, or supplies.
6. **Weapons and Dangerous Materials**
Illegal or unauthorized use, possession, or storage of any weapon including firearms, explosives, other weapons, or dangerous chemicals on college premises or at college-sponsored activities.
7. **Controlled Substances**
Unauthorized distribution, possession, or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities on or off campus is prohibited.
8. **False Reporting**
Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
9. **Freedom of Expression**
Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
10. **Alcohol**
Use, possession, or distribution of alcohol beverages on or off campus or at any college event is prohibited regardless of the age of the student.

11. **Intoxication**
Inebriation or drunkenness, including coming to a Polk State College campus or on-off-campus event inebriated or under the influence of alcohol. Includes becoming intoxicated while on campus or at an off-campus activity or class.
12. **Hazing as defined by Florida Statutes 1006.63.**
Hazing is described by statute as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Polk State College. Examples of hazing include but are not limited to pressuring or coercing the student into violating state or federal law; any brutality of a physical nature such as whipping, beating, branding, exposures to the elements; forced consumption of any food, liquor, drug or other substance; or other activity causing extreme mental stress such as sleep deprivation. Further examples are found in Florida Statute 1006.63. Students or other persons associated with any Polk State College organizations are prohibited from engaging in any hazing activity. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective.
13. **Gambling**
To stake or risk money, or anything of value, on the outcome of something involving chance.
14. **Disorderly Conduct**
Conduct which is disorderly, lewd, or indecent. Breach of peace, aiding, abetting, or procuring another person to breach the peace on Polk State College premises or at functions sponsored by, or participated in, by Polk State College.
15. **Theft or other abuse of computer time, including but not limited to:**
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.

- e. Use of computing facilities to send obscene or abusive messages.
- f. Use of computing facilities to interfere with the normal operation of the college computing system.
- g. Misuse of institutional email, such as engaging in chain letters, forgery, harassment through e-mail and other misuses as defined in Procedure 1030.

16. **Discrimination**

Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person belongs rather than on individual merit.

17. **Violation of Published Polk State College Policies/Procedures, Rules and Regulations**

18. **Violation of Law**

Violation of federal, state, or local law on Polk State College premises or at Polk State College sponsored or supervised activities.

19. **Unauthorized Demonstration**

Participation in a campus demonstration which disrupts the normal operations of Polk State College and infringes on the rights of other members of the Polk State College community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

20. **Obstruction of Movement**

Obstruction of the free flow of pedestrian or vehicular traffic on any Polk State College premise or at Polk State College-sponsored or supervised functions.

21. **False Representation**

Contracting or representation in the name of Polk State College.

22. **Bribery**

Offering or giving money or any item of service to a Polk State College employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.

23. **Furnishing false information to any college official, faculty member, or college office.**

24. **Forgery, alteration, or misuse of any college document, record, or instrument of identification.**
Includes, but is not limited to, the submission of false or fictitious claims or any entries or omissions of information for the purpose of misleading or misrepresenting the student's record, or any other official document.
25. **Fraud**
Fraud is defined as deceit, trickery, or breach of confidence, perpetrated for profit or to gain some unfair or dishonest advantage such as, but not limited to: willful negligence intended to cause damage to the material interest of the College; or dishonorable irresponsible or deliberate acts against the College, its faculty and staff, its students or representatives.
26. Misuse of student media venues such as publications, budgets for student publications, or any other unauthorized use of student media as outlined in Procedure 5021.
27. **Recording Prohibition**
Students may not make an audio or video recording of an instructor or speaker at a Polk State College on- or off-campus event unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.
28. **Abuse of the Student Discipline System**
Including, but not limited to:
- a. Failure to appear before the Vice President of Academic and Student Services, Associate Dean of Student Services, Hearing Officer, or other Polk State College Official when requested to do so.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct/Discipline Committee.
 - c. Disruption or interference with the orderly conduct of a Discipline Committee hearing.
 - d. False accusations of student misconduct without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.

- f. Harassment (verbal or physical) and/or intimidation of a member of a Discipline Committee prior to, during, and/or after a Discipline Committee hearing.
- g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- h. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

29. **Violation of Law and Polk State College Discipline**

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the Polk State College community and/or disrupts the educational mission of the College.
- b. Polk State College disciplinary proceedings may be instituted against a student charged with violation of a law that is also in violation of the Student Code of Conduct. Proceedings under this Student Code of Conduct may be carried out, prior to, simultaneously with, or following civil or criminal proceedings off campus.
- c. When a student is charged by federal, state, or local authorities with a violation of law, Polk State College will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before the Discipline Committee under the Student Code, Polk State College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled within the Polk State College community.
- d. Polk State College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student visitors. Individual students and faculty members acting in their personal capacities remain free to interact with governmental representatives, as they deem appropriate.

Any student that is suspected of violating the “General Violation” section of the Student Code of Conduct rule will be subject to sanctions and provided due process as outlined in Polk State College Procedure “Violation of Code of Conduct.”

B. Academic Dishonesty

Polk State College considers academic dishonesty an assault upon the basic integrity and meaning of a college. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the college's educational role and cheapen the learning experience, not only for the perpetrators, but also for the entire community. It is expected that all Polk State College students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. The fundamental purpose of this rule is to emphasize that any act of academic dishonesty attempted by any Polk State College student is unacceptable and will not be tolerated. Examples of academic dishonesty include:

1. **Cheating or plagiarizing on tests, projects, or assignments**

Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade. Plagiarism is defined as "the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind" (*Black's Law Dictionary, Revised Fourth Edition*). Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any printed source, and paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's assignment.

Procedure 5026 addresses the process by which academic dishonesty cases are processed and/or appealed.

The following items have been identified by the faculty and students at Polk State College as a partial list of examples of cheating and/or plagiarism.

- a) Asking for information from another student before, during, or after a test, quiz, or exam situation.
- b) Copying answers from another's paper during a test, quiz, or exam situation.
- c) Knowingly letting someone copy from one's paper during a test, quiz, or exam situation.

- d) Using sources other than what is permitted by the instruction in a test, quiz, or exam situation.
- e) Copying material exactly or essentially from outside sources while omitting appropriate documentation.
- f) Copying or falsifying a report of a laboratory, clinical project, or assignment without doing the required work.
- g) Changing answers on a returned graded test, quiz, or exam in order to get the grade revised.

2. **Plagiarism in written assignments**

Plagiarism includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

3. **Furnishing false information to any faculty member.**

4. **Forgery, alteration, or misuse of any college document, record, or instrument of identification.**

Violations of the college's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Students that are charged with violating the Academic Dishonesty portion of this Rule will not be permitted to withdraw from the course. Additionally, the student may be referred to the Associate Dean of Student Services of the campus or center where the offense took place for violations of the Student Code of Conduct. Any student that is suspected of violating the "Academic Dishonesty" section of the Student Code of Conduct will be subject to sanctions and provided due process as outlined in Polk State College Procedure "Academic Dishonesty."

C. Student Organizations

Student Organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any of the following conditions apply:

1. The offense occurs at an event that was sanctioned by an officer of the organization.
2. Organizational funds are used to finance the activity.
3. The event where the offense occurs is substantially supported by the organization's membership.
4. Members with knowledge of the forthcoming violation do not attempt to prevent the infraction.
5. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Any student organization (as well as members and officers individually and collectively) that is suspected of violating the "Student Organization" Code of Conduct portion of this rule will be subject to sanctions and provided due process as outlined in Polk State College Procedure "Student Organization Violation of Code of Conduct."

D. Acts of sexual misconduct, including but not limited to the following:

Procedure 5027 outlines the definition of sexual misconduct and the sanctions the College imposes on offenders. Typical types of sexual misconduct include, but are not limited to, the following:

1. **Sexual Harassment**
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from any person when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, study habits, and/or educational experiences, or creating an intimidating, hostile, or offensive work/study environment.
2. **Sexual Battery**
Any act, or attempted act, as defined in Florida Law (Section 794.011, Florida Statutes).
3. **Public Indecency**
Exposing one's body in such a manner that another party reasonably could be offended, or sexual conduct where another party reasonably could be offended.

Any student that is suspected of violating the "Acts of Sexual Misconduct" portion of the Student Code of Conduct will be subject to sanctions and provided due process as outlined in Polk State College Procedure "Violation of Code of Conduct."

III. Institute of Public Safety Students

In addition to the Student Code of Conduct, Institute of Public Safety Students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures."

This Rule supersedes Board Rule 4.01 - Subject: Due Process for Student Body Grievances & Student Individual Grievances.

History

Adopted: December 23, 1974.

Revised: July 28, 1976; May 28, 1984; September 23, 1991; May 23, 1994 and January 22, 2007; March 26, 2012

Attachment

Disruptive Student referral Form

Distribution

All Holders of Polk State College DBOT Rules Manual

8.5.1 Student Disruption/Discipline Report

POLK STATE COLLEGE STUDENT DISRUPTION/DISCIPLINE REPORT

Use this form to report behavior for all cases other than issues related to cheating/plagiarism.

Student's Name _____ ID# _____
Course or Incident Location _____ Day/Time _____
Tag # (if vehicle involved) _____ Vehicle Description _____
Faculty or Staff Name _____ Phone _____ Date _____

**The above named student has exhibited the following inappropriate behaviors or actions
(Check as many as apply):**

- | | |
|---|---|
| <input type="checkbox"/> Furnishing false information to any college; official; forgery, alteration, or misuse of any college document. | <input type="checkbox"/> premises, facilities, equipment, or supplies. |
| <input type="checkbox"/> Disruption, interference, or obstruction of teaching. | <input type="checkbox"/> Unauthorized use or possession of any weapon on college premises. |
| <input type="checkbox"/> Physical or verbal threats which threaten or endanger the safety of any person. | <input type="checkbox"/> Unauthorized distribution, possession, or use of any illegal drug or alcohol on college premises. |
| <input type="checkbox"/> Acts of sexual assault, harassment or indecency. | <input type="checkbox"/> Intentionally initiating any false report, warning or threat of fire, explosion, or other emergency on college premises. |
| <input type="checkbox"/> Theft of or damage to property of other individuals or that of the College. | <input type="checkbox"/> Gambling or conduct which is disorderly or indecent. |
| <input type="checkbox"/> Failure to comply with directions of college officials or security officers acting in the performance of their duties. | <input type="checkbox"/> Unauthorized use or misuse of College email, computers, media. |
| <input type="checkbox"/> Disrespectful attitude towards professor or classmates. | <input type="checkbox"/> Participation in a group or organization conducting activities that violate the Code of Student Conduct. |
| <input type="checkbox"/> Unauthorized entry to use of college | <input type="checkbox"/> Other _____ |

Describe the behavior or incident. (Use additional sheets if necessary):

Follow-up action requested. (Check as many as are relevant):

- For your information only. No follow-up requested.
 Please call with suggested interventions.
 Please see student for disciplinary action.

EMERGENCY: If help is needed immediately, call Security #5059.

Return form to:

Lakeland or Airside: Dean of Student Services, Lakeland campus, station #65 or FAX to x5006

Winter Haven or JDA: Dean of Student Services, Winter Haven campus mail station #5 or FAC to x5060

8.5.2 Procedure 5026 – Student Code of Conduct Violation-Academic Dishonesty

Polk State College Procedure

Subject	Reference	Date	Number
Student Code of Conduct Violation: Academic Dishonesty	Board Rule 4.01	4/26/2012	5026

I. Purpose

The purpose of this procedure is to outline the process the College will follow concerning complaints against students that are charged with Academic Dishonesty. The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Polk State College. Students that are charged with violation of the Student Code of Conduct for Academic Dishonesty will be ensured of their due process with the following procedure. Students that are charged with Academic Dishonesty under Polk State College Rule 4.01 may continue to attend the class associated with the charge until this process is finalized as outlined in this procedure.

For limited admission programs, refer to each program's procedures manual or student handbook for specific rules and procedures pertaining to the Student Code of Conduct and sanctions.

II. Processing of Academic Dishonesty Cases

- 1) When a suspicion of cheating or plagiarism arises, the instructor shall have a conference with the student within five (5) school days, presenting the evidence and giving the student an opportunity to respond. The instructor has the option of having a witness present for the conference. After consultation with the Academic Dean, the instructor makes a judgment as to guilt or innocence and informs the student in writing, via a hand-delivered or return-receipt mailed correspondence within five (5) school days after the consultation with the appropriate Academic Dean is completed. A copy of Polk State College Rule 4.01 and the supporting Procedure 5026 addressing Academic Dishonesty will be referenced to the student at this time by web address location. If the instructor's judgment is that the student is in violation of the Student Code of Conduct for Academic Dishonesty, the instructor may propose one of the following penalties as outlined in the course syllabus:

- a. A grade of *F* will be given for the course. If the student decides to appeal, and the appeal process is completed, the student will immediately stop attending the course if he/she loses the appeal.
- b. A predetermined reduction in the final grade as stated in the course syllabus.
- c. Administrative withdrawal of the student from the course (a grade of *W3* will be assigned).
- d. Loss of full credit on the test, project, or assignment.
- e. Loss of partial credit on the test, project, or assignment.
- f. Retesting or reworking of the test, project, or assignment.

Note: Students that are charged with Academic Dishonesty may not voluntarily withdraw from the course associated with the charge. Students who withdraw will be reinstated in the course pending the final results of the investigation and/or hearing process. Withdrawing from a class, either before or after the discovery of a violation, does not prevent the College from imposing any penalty authorized by the Polk State College policy.

The student has five (5) school days to reply to the instructor's decision as stated in the letter to the student. The student may:

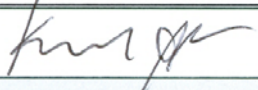

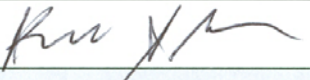

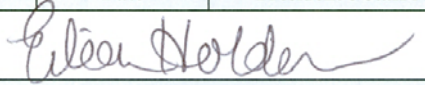
- a. Accept the charge of Academic Dishonesty and the penalty assigned by the faculty member.
 - b. Not accept the charge of Academic Dishonesty and the penalty assigned by the faculty member. If the student decides not to accept the charge of Academic Dishonesty, he/she must begin the appeal process as identified in #2 below.
- 2) If the student wishes to appeal the instructor's judgment, the student can begin the Grade Appeal Process for Academic Dishonesty by obtaining a *Grade Appeal for Academic Dishonesty Request Package* from the Dean of Student Services Office or the Dean of Academic Affairs Office. The *Grade Appeal for Academic Dishonesty Request Package* must be completed and turned in to the appropriate Academic Dean's Office within five (5) school days of receiving the instructor's decision. If the *Grade Appeal for Academic Dishonesty Request Package* is not completed and returned to the appropriate Academic Dean within the five (5) school-day window, the decision of the instructor will stand and the associated penalty will be imposed.
 - 3) If the student submits the completed *Grade Appeal for Academic Dishonesty Request Package* within the five (5) school-day window to the appropriate Academic Dean, the Academic Dean will schedule mediation with the student and faculty member within five (5) school days of the receipt of the student's appeal. The faculty member will be given a copy of the student's completed *Grade Appeal for Academic Dishonesty Request Package* prior to meeting with the student and the Academic Dean. After a review of the pertinent facts, the Academic Dean has these options:

- a. Uphold the faculty member's findings that Academic Dishonesty occurred and the penalty associated with the dishonesty.
 - b. Reject the faculty member's findings that Academic Dishonesty occurred. The faculty member can accept the finding by the Academic Dean that Academic Dishonesty did not occur. If the faculty member does not agree with the Academic Dean's decision, he/she can have the case forwarded to the Academic Hearing Committee for a hearing. For appeal, the case must be forwarded by the faculty member in writing to the Vice President for Academics and Student Services within five (5) school days.
- 4) Following the mediation session, the appropriate Academic Dean will submit in writing to the student and faculty member the outcome of the mediation session within five (5) school days. The student may accept the decision of the Academic Dean without further hearing or appeal, or may appeal in writing within five (5) school days to the Vice President for Academics and Student Services for a hearing by the Academic Hearing Committee. The hearing process is outlined in Procedure 5025.
 - 5) The Academic Hearing Committee will have *ten (10) school days* from the time the *Grade Appeal for Academic Dishonesty Request Package* is submitted by student to the Dean of Student Services to hold a hearing. The Hearing Officer will notify all affected parties of a hearing date no less than *three (3) school days* prior to the hearing and will distribute all necessary documentation.
 - 6) The Academic Hearing Committee will review the *Grade Appeal for Academic Dishonesty Request Package* and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to Academic Dishonesty. The student and faculty member will have the opportunity to appear before the committee to present their case. Refer to Procedure 5025 regarding student appeal-hearing protocol.
 - 7) All cases of cheating or plagiarism, whether referred to the Academic Hearing Committee or not, shall be reported promptly to the Dean of Student Services by the faculty member. The report shall consist of all documentation, evidence, and completed forms relating to the charge.
 - 8) Students that are charged with cheating or plagiarism a third (3rd) time, if previously found guilty or not, will be referred to the Student Services Discipline Committee for further action. Possible sanctions imposed by the Student Services Discipline Committee are outlined in Polk State College Procedure 5028.
 - 9) The decision of the Academic Hearing Committee is final and binding.

Attachment (1)

History: Adopted: August 28, 2007
 Revised: April 26, 2012

Distribution: All Holders of the *Polk State College DBOT Rules Manual*

			
Executive Responsible for Procedure	Date	President's Staff/Member's Approval	Date
			
President's Approval			Date

Grade Appeal for Academic Dishonesty Request Package

The following Grade Appeal Process for Academic Dishonesty applies to grades received on assignments where there has been an accusation of academic dishonesty made by a faculty member.

Student Name: _____ Student ID#: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: (____) _____ Work Phone Number: (____) _____

Cell Phone: (____) _____ E-mail: _____

Instructor's Name: _____

Course Name: _____ Campus: WH LK Other _____

Course Number: _____ Reference Number: _____ Term: _____

Grounds for Using the Grade Appeal Process for Academic Dishonesty: The student's appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by a faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action/Resolution with Faculty Member:

The faculty member and student shall meet or communicate within five (5) school days of the accusation in an attempt to settle the matter.

The preliminary action was initiated on _____ and no final resolution was reached.
(date)

Student Signature: _____ Date: _____

Faculty Member Signature: _____ Date: _____

Step 1: Submission of Academic Dishonesty

The student should submit this completed package to the faculty member via the appropriate Academic Dean. The student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal.

The student must make his/her written appeal no later than five (5) school days after meeting with the Faculty member.

Academic Dishonesty Issues and Arguments

1. Explain in detail the nature of the appeal.

2. What are the reasons why this appeal should be considered?

3. What solution is being requested?

Step 2: Mediation by the appropriate Academic Dean

The Academic Dean will have five (5) school days to set a date acceptable to all parties for a mediation session. The faculty member will submit in writing all relevant documentation to the Academic Dean prior to the mediation session. This mediation session shall be within five (5) school days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Academic Dean will submit in writing to the student and the faculty member the outcome of the mediation session. If the faculty member has declined to rescind the allegation of academic dishonesty, the Academic Dean will convey the faculty member’s rationale in the formal reply. The student will be given five (5) school days to decide if he/she desires to pursue the appeal with the Student Services Discipline Committee.

REPORT ON MEDIATION SESSION

The student appealing the accusation of academic dishonesty and the faculty member responding to that appeal met with the Academic Dean on _____.
(Date)

Student’s Signature

Faculty Member’s Signature

Academic Dean’s Signature

=====
(To be completed by Academic Dean after the mediation session)

The appeal was granted [] The request was denied []

Faculty member’s rationale for declining to withdraw accusation of academic dishonesty:

Academic Dean’s Signature

Date

Step 3: Hearing before the Student Services Discipline Committee

If the student is dissatisfied with the results of the Academic Dean's mediation, he/she may notify the Campus Dean of Student Services within five (5) school days of receiving the Academic Dean's response from Step 2. The Dean of Student Services will forward the *Grade Appeal for Academic Dishonesty Request Package* to the Student Services Committee for a hearing.

Members of the Student Services Discipline Committee will sit as the Hearing Committee with the Vice President for Academic and Student Services or designee acting as the Hearing Officer. Members of the Student Services Discipline Committee who have participated in the case under review will be excused. A quorum will consist of five (5) members. If an adequate number is not available to ensure a quorum during the hearing process, the President or designee will appoint alternate members from among the pool of faculty, advisors, staff, and students.

The Student Services Discipline Committee will have ten (10) school days from the time the *Grade Appeal for Academic Dishonesty Request Package* is received by the Dean of Student Services to hold a hearing. The Hearing Officer will notify all interested parties of a hearing date no less than five (5) school days prior to the hearing and will distribute all necessary documentation.

The Student Services Discipline Committee will review the *Grade Appeal for Academic Dishonesty Request Package* and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty.

The student and faculty member will be advised in writing of the committee's decision by the Hearing Officer immediately following the hearing.

Results of Hearing

The Academic Hearing Committee met on _____ to hear the appeal of
(Date)

_____ for Academic Dishonesty.
(Name)

After careful deliberation, the Committee decided to grant [] or deny [] the Academic Dishonesty appeal.

In its deliberations, the Committee considered the following documentation/evidence:

The decision of the Hearing Committee will be final and binding.

Hearing Officer

Date

Last Revision: April 26, 2012
Reference Procedure 4.01 – Academic Dishonesty

8.5.3 Procedure 5028 – Student Code of Conduct Violation Procedure

Polk State College Procedure

Subject	Reference	Date	Number
Student Code of Conduct: Sanctions and Assignment of Penalties for Violations	Board Rule 4.01	02/28/2012	5028

I. Purpose

The purpose of this procedure is to outline the process the College will follow concerning complaints against students that are charged with violating the Student Code of Conduct and explain the disciplinary use of sanctions and penalties the College authorizes in response to violations. The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Polk State College. In those cases not likely to result in termination of a student's enrollment at the College, the campus Dean of Student Services or designee shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary sanctions as outlined in this procedure. This includes cases that involve group or organization violations, sexual misconduct, and a disruption within the classroom. The Student Disruption Discipline Report form should be used in reporting all cases of classroom disruption. Cases in which possible sanctions may include expulsion or suspension from the institution will be heard before the Student Services Discipline Committee. This does not include a violation of Academic Dishonesty. Procedures, sanctions, and penalties for Academic Dishonesty are described in College Procedure 5026.

For limited admission programs, refer to each program's procedures manual or student handbook for specific rules and procedures pertaining to the Student Code of Conduct and sanctions.

II. Student Conduct Review Procedures and Due Process

Any person may refer a student suspected of unacceptable conduct to the Dean of Student Services or designee. Persons making such referrals are requested to provide information pertinent to the case and will normally be expected to appear in subsequent proceedings as the complainant. Any charge(s) should be submitted as soon as possible after the incident takes place; preferably within 48 hours but no later than ten working days.

III. Sanctions

- A. One or more of the following penalties, which are listed in order of decreasing severity, may be imposed for unacceptable conduct.
- B. Expulsion: Permanent separation of the student from the College. Notification will appear in the student's transcript. The student will also be barred from the college premises. If a student comes onto campus without permission from the Dean of Student Services or designee, said student is subject to arrest.
- C. Suspension: Separation of the student from the College for a specified period of time. Permanent notification may appear on the student's transcript. The student shall not participate in any college-sponsored activity and may be barred from the college premises. Conditions for readmission will be specified.
- D. Withdraw Without Refund: Withdraw without refund is administratively imposed. Withdrawal could be from the College or a particular class or group of classes as deemed appropriate.
- E. Discretionary Sanctions: Work assignments, service to Polk State College, or other related discretionary assignments.
- F. Disciplinary Probation: The student shall not represent the College in any extracurricular activity or run for or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. Notification will be sent to appropriate college offices, including the Office of Student Activities. A meeting with the Dean of Student Services or designee will be required at the end of the probationary period.
- G. Warning: A notice in writing to the student that he/she is violating or has violated the Student Code of Conduct and institutional regulations. This warning will be placed in the student's record but will not be noted on the student's transcript. Results of this warning may be introduced at future proceedings if needed.
- H. Other lesser sanctions may be imposed instead of or in addition to those specified above: for example, limitation on the student's participation in club activities.
- I. Restitution: The student is required to make payment to the College or to other persons, groups, or organizations for damages incurred as a result of unacceptable conduct.

- J. Fines and Obligations: Student may be required to pay fines incurred (i.e. parking, library) or outstanding obligations as one of the conditions for complying with the sanction imposed.

Other than suspension and expulsion from the institution, disciplinary sanctions shall not become part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential records may be expunged of all disciplinary actions, excluding suspension and expulsion, upon request by the student to the Dean of Student Services or designee. Cases involving the imposition of sanctions other than suspension or expulsion from the College shall be expunged from the student's confidential record five (5) years after the final disposition of the case. Polk State College has the right to release disciplinary records to any institution to which the student applies as long as the student's record has not been expunged.

IV. Assignment of Penalties

- A. The Dean of Student Services or designee, after reviewing the evidence and meeting with the witness and accused student, may impose sanctions outlined in this Procedure. The student will be notified of all sanctions in writing.
- B. Violations of the Student Code of Conduct, as stated in Polk State College Board of Trustee Rule 4.01, may result in expulsion from the institution or lesser penalty.
- C. Repeated or aggravated violations of any section of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.
- D. Attempts to commit acts prohibited by this code shall be punished to the same extent as completed violations.

V. Interim Suspension

The Dean of Student Services or designee may suspend a student for an interim period pending disciplinary proceedings or medical or psychological evaluation. Interim suspensions are indicated whenever there is reason to believe that the continued presence of the student on the college campus poses a possible threat to himself/herself, to others, or to the stability and continuance of normal college functions. Before an interim suspension is implemented, the Dean of Student Services or designee will contact the student for the purpose of conducting an informal hearing on the following issues only:

- A. The reliability of the information concerning the student's conduct, including the matter of the student's identity.

- B. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the college campus poses a possible threat to the student or to others or to the stability and continuance of normal college functions.

VI. Processing of Appeals for Imposed Sanctions

- A. A student, student organization, or complainant may appeal the sanctions imposed by the Dean of Student Services or designee to the Vice President for Academic and Student Services for referral to the Discipline Committee. Such appeals shall be in writing and delivered to the Vice President for Academic and Student Services within five (5) school days of the receipt of the sanctions from the Dean of Student Services or designee.
- B. If the student appeals the decision of the Dean of Student Services or designee, the Dean of Student Services or designee shall decide if sanctions will be put into effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or another serious condition exists, the Dean of Student Services or designee may suspend the student or student organization immediately and have the student(s) escorted from any campus facility.
- C. Once the appeal is received by the Vice President for Academic and Student Services, the case will be referred to the Discipline Committee for a hearing, and Procedure 5025 will be followed.

History

Adopted: December 23, 1974.

Revised: July 28, 1976; May 28, 1984; September 23, 1991; May 23, 1994 and August 28, 2007; February 28, 2012

Distribution

All Holders of Polk State College DBOT Rules Manual

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date

8.6 Procedure 1008 – Educational Field Trips

Polk State College Procedure

Subject	Reference	Date	Number
Educational Field Trips	Rule 2.03	12/16/11	1008

The purpose of this procedure is to outline the procedure for planning and implementing off-campus educational experiences.

- I. For the purpose of this procedure, a field trip will meet the following criteria:
 - A. Involve leaving the campus or regular class meeting site.
 - B. Be arranged by and under the supervision of approved college instructional personnel.
 - C. Be for or including students as participants.
 - D. Be educational in intent and directly related to a specific course or courses in which students are

- II. Three basic types of field trips exist:
 - A. Those that are required and that occur only during the regularly scheduled class time of the course to which the trip is related.
 - B. Those that are required and that require the student's absence from classes other than the specific class or activity to which the trip is related.
 - C. Those that are optional.

Students shall not have their grades adversely affected if they are unable to make a field trip at a time other than the regularly scheduled class period unless the field trip was specified in the course listing during registration.

- III. The field trip sponsor (faculty member or group sponsor) who desires to take a class or special group off campus must have the written approval of the appropriate academic supervisor one week prior to the trip. Trips that involve extensive planning, e.g. choir tours, should be requested and approved by the Provost in the preceding term.

- IV. If the request is approved, five working days prior to the trip the field trip sponsor must present to his/her academic supervisor a leave form, a signed copy of the field trip release form from each student participating, a list of students participating, and information on the location, dates, and hours of the trip.

- V. For field trips which require students to miss other classes, the field trip sponsor shall provide e-mail notification of the trip to the participants' professors along with the names of students who will be absent from classes.
- VI. If students so listed do not go on the trip, the field trip sponsor shall e-mail formerly notified professors that the students did not attend.
- VII. Students attending required field trips are held responsible for making up all work missed in other classes while on field trips, but they shall be allowed a reasonable amount of time to make up such work without penalty. Faculty must be notified of required field trips at least one week in advance so that the make-up tests may be scheduled as close as possible to the originally scheduled test. Students attending optional field trips are subject to the attendance policy of each class they miss.
- VIII. Required field trips must be listed in the course syllabus and must be incorporated into either the grade or the attendance requirements of the course.
- IX. No field trips shall be planned to occur during final examination times.
- X. Field trips planned for non-credit courses will follow this procedure as well.
- XI. Students participating in high school field trips will fill out the Polk State College Charter High School Field Trip/Off Campus Permission Form and Medical Treatment Authorization Form (Attachment 1). The original is submitted to the appropriate high school director. Copies are given to the field trip sponsor. Students participating in college field trips use the Polk State College Field Trip Agreement Release (Attachment 2). The field trip sponsor submits the originals to his/her academic supervisor and keeps a copy of each one to take on the field trip.

Attachments (2)

- 1. Polk State College Charter High School Field Trip/Off Campus Permission Form and Medical Treatment Authorization Form
- 2. Polk State College Field Trip Release Form

History:

Adopted: July 7, 1975

Revised: November 8, 1979; February 2007 and December 10, 2009;
December 16, 2011

Distribution:

All Holders of Polk State College Procedures Manual

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date

Polk State College-Charter High School
Field Trip/Off-Campus Permission Form
Medical Treatment Authorization Form

Student Name: _____ Student Cell #: _____
Purpose of trip: _____ Date: _____
Departure Time: _____ Return Time: _____
Destination: _____ Method of Transportation: _____
Adult Supervisor: _____ Phone #: _____

To Whom It May Concern:

- I, the undersigned, being the Parent/Guardian of _____
Name of Student
give my permission for my child to participate as specified. I hereby authorize any necessary medical treatment for this student while off campus or while participating in a field trip conducted under the sponsorship of Polk State College Charter High School, during _____ school year. I guarantee payment of all medical charges incurred.
- I will not hold Polk State College Charter High School liable for injury to the above named student during sponsored field trips.

_____ My child has permission to drive.
_____ My child may ride with _____.
_____ My child may transport _____ students.

Parent/guardian signature: _____ Relationship: _____ Date: _____

INFORMATION-(Parent Please Print)

Allergies to food, medications, etc. (If none, so state) _____

Special Medical Problems (If none, so state) _____

Name of Family Physician: _____

Location of Physician Office: _____

Physician Phone Number: _____

Please print name and address of parent/guardian signing this form: _____

Parent or Guardian Home Phone: _____ Work Phone: _____

Cell Phone: _____

Insurance Information (if none, so state)

_____ Insurance Company Name

_____ Policy No. or Group Identification

Notary
signature
required
Yes ____
No ____

State of Florida, County of _____ I hereby certify that the

foregoing was executed before me on this _____ of _____

_____ My commission expires: _____

Notary Public, State of Florida

POLK STATE COLLEGE

Field Trip Agreement

RELEASE

As a student of Polk State College, I do willingly execute this release in consideration of the educational benefit to be derived by participation in the following college sponsored activity:

I hereby release from liability and hold harmless Polk State College for any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury, or death sustained by me arising out of any travel or activity conducted by or under the supervision of the College. It is understood that "the College" as stated herein shall include the employees, administrators, agents, and Board of Trustees of the College.

I am aware that participating in this activity involves risks of personal injury, property damage and other losses, and I am signing this Release with the awareness of that risk.

Name _____ Date _____

Signature _____

In Case of Emergency Notify: _____ Phone _____

If you are under the age of eighteen (18), your parent or guardian must read and sign the following statement.

I, (*Print Name*) _____,
have read the above statement and give permission to the college faculty member or group sponsor accompanying (*Print Student's Name*) _____ to act on my behalf if medical attention is needed or in the case of another emergency.

For parents of dual-enrolled students, including Polk State College's Charter High School programs: I understand that this field trip is not a high school sponsored activity and the accompanying college faculty member or group sponsor is not a high school chaperone.

Guardian Signature: _____ *Date:* _____ t/

8.7 Procedure 1026 – Adjunct Faculty Evaluation Process

Polk State College Procedure

Subject	Reference	Date	Number
Adjunct Faculty Evaluation	Board Rule 3.06 Polk State College Procedure 6007	2/27/07	1026

I. Purpose

To establish a procedure for the evaluation of Polk State College adjunct teaching faculty. The purposes of evaluation are:

- to promote the highest quality instruction
- to encourage the highest quality performance by adjunct faculty

II. Procedure

A. Supervision: Deans, associate deans, or program directors are delegated to be the direct supervisors of adjunct faculty members, and as such will provide them with teaching assignments and serve as their point of contact on all matters pertaining to employment, professional responsibilities, and working conditions.

B. Each adjunct faculty member will be evaluated annually.

1. Adjunct faculty members will administer Student Perception of Instruction surveys (SPI's) for each class they are teaching in Term I and Term II.
2. Adjunct instructors who have taught fewer than six semesters at the College will be observed in the learning environment by the associate dean or program director annually using the Polk State College Classroom Observation form (Attachment). Adjunct faculty members who have taught for six semesters or more will be observed in the learning environment a minimum of once every three years. Additional observations may be conducted where deemed necessary by the appropriate supervisors.
3. Each adjunct faculty member will receive a written evaluation once a year via the Polk State College Formal Evaluation Instrument for Adjunct Faculty (Attachment). The SPI's, along with classroom observations if applicable, and the associate dean or program director's own observations, constitute the basis for the annual evaluation.

Attachments (2)

1. Polk State College Class Observation Form
2. Polk State College Formal Evaluation Instrument for Adjunct Faculty

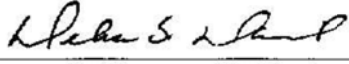
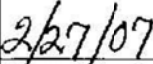
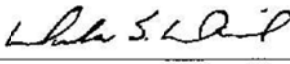
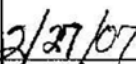
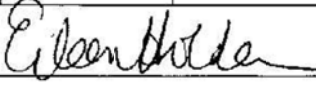
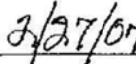
History

Adopted: February 27, 2007

Revised:

Distribution

All Holders of Polk State College Procedures Manual

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date

8.7.1 Formal Evaluation Instrument for Adjunct Teaching Faculty

FORMAL EVALUATION INSTRUMENT FOR ADJUNCT TEACHING FACULTY

Exceeds Standards
Meets Standards
Needs Improvement

Professor: _____ PID _____

Evaluation Year _____

INSTRUCTIONAL RESPONSIBILITIES

DESIGN: The planning that organizes the course into instructional units and those units into daily activities based on specified objectives and standards.

1. The professor should meet the course objectives from the BCI.
2. The professor should have a plan for the term that organizes each course into objectives.
3. The professor should have a syllabus that organizes course objectives into instructional units and clarifies course expectations.
4. The professor should have a plan to cover and evaluate the specific objectives in each instructional unit.

DELIVERY: The presentation of the material that meshes the professor's teaching strategies and skills with the students' learning styles to meet course objectives.

1. The professor should demonstrate genuine interest in the students, the educational process, and the subject matter and should encourage students to participate in the learning process when appropriate.
2. The professor should demonstrate knowledge of subject matter.
3. The professor should demonstrate effective communication and presentation skills as demonstrated by clarifying daily objectives and making efficient use of class time.
4. The professor should attempt to motivate students to commit to the learning process.

MANAGEMENT: Those tasks involved in efficiently operating, evaluating, and maintaining a course.

1. The professor should keep and communicate accurate records.
2. The professor should process work in a timely manner.
3. The professor should measure student progress toward unit objectives.
4. The professor should modify course design and/or delivery based on various evaluative criteria.
5. The professor should participate in discipline specific assessment activities.

COMPATIBILITY WITH INSTITUTION

Those relationships that show respect, fairness, and responsiveness to students, staff, and the college community.

1. The professor should demonstrate genuine concern for and interest in the function of the division and the institution, and work collaboratively to achieve division and institution goals.
2. The professor should treat students fairly with interest, dignity, and respect.

EVALUATOR'S COMMENTS	
EVALUATOR'S COMMENTS	

SUMMATIVE EVALUATION	
<input type="checkbox"/>	Overall performance exceeds standards.
<input type="checkbox"/>	Overall performance meets standards. Performance is satisfactory.
<input type="checkbox"/>	Overall performance does not meet standards. Performance needs improvement.

_____ Professor Signature	_____ Date
_____ Associate Dean/ Program Manager Signature	_____ Date
_____ Dean Signature	_____ Date

PROFESSOR'S COMMENTS

_____ Professor Signature (Please sign here if comment box used)	_____ Date
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A Drug-free Campus Awareness Program brochure accompanies this annual performance review form. I understand that if I have any questions or do not understand any part of that material, I may contact the Human Resources Office for assistance.

8.7.2 Classroom Observation of Instructional Delivery

Professor: _____
Evaluator: _____
Date: _____
Term: _____ Course/Section: _____

CLASSROOM OBSERVATION OF INSTRUCTIONAL DELIVERY

1. At the start of the class, did the instructor tie the new material in with material previously covered?
2. In what way(s) did the instructor clarify the objectives for the students?
3. What evidence indicated that the instructor was adequately prepared for class?
4. Did the instructor achieve the objectives set for the class?
5. What forms of communication/presentation did the instructor employ to achieve the objectives of the class?
6. Describe the instructor's rapport with the students.

7. To what extent did the instructor encourage questions/discussions and motivate student engagement in the learning process?

8. How and to what extent did students participate?

9. In what ways were support materials (media, handouts, textbooks, equipment) utilized?

10. Describe the instructor's classroom management skills.

11. Did the instructor make effective use of class meeting time, including starting class on time?

12. Other comments?