

# Polk State College

## Faculty Handbook

**2012-13**

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# INTRODUCTION

## Faculty Handbook

The **Polk State College Faculty Handbook** provides faculty members with basic information concerning the operations of the College and instructional-specific issues. The handbook is divided into eight categories of information as listed below:

1. General College Information
2. Curriculum
3. Academic and Classroom Responsibilities and Issues
4. Campus Communication
5. Student Rights and Responsibilities
6. Instructional Personnel and Credentialing
7. Faculty Meetings, Professional Development, and Recognition
8. Miscellaneous Issues

While the topics addressed in the handbook represent a variety of issues of importance to instructional personnel, this book is not intended to be a complete resource of the College policies and procedures. It is to be seen as a supplement to existing College information sources. This Handbook can also be accessed on the Polk State College website: [www.polk.edu](http://www.polk.edu), Faculty and Staff, Faculty Resources, Faculty Handbook.

## Other Information Sources

- Polk State College staff have access to multiple sources of information regarding College operations. Employees are encouraged to use the sources listed below to find information not currently included in the Faculty Handbook.
- The **Polk State College website** provides information of interest to staff, students, and the community at large. Website information is continually being updated. The website is cited throughout this handbook because of its links to College documents. The website address is: [www.polk.edu](http://www.polk.edu).
- **District Board of Trustees Rules** and **Polk State College Procedures** direct the operations of the College. Indices of both rules and procedures are included at the end of this handbook in order to provide readers with the full list of topics addressed in each. Faculty members should reference the indices when searching for a College policy or procedure related to a specific topic. The full text of each rule and procedure can be found via the college's website under Business and Community, Rules and Procedures. Individual rules and procedures are also referenced in this handbook.
- The **Polk State College Catalog** is updated annually. The college catalog is accessible at the Polk State College website at: [www.polk.edu](http://www.polk.edu). The catalog includes information for students, staff, and the general public. It lists the college calendar, provides general information and a personnel directory, and includes specifics about admission, advising, registration, records, financial aid, loans, student services, activities, regulations, programs of study, and course descriptions. The catalog also has appendices with additional information, college campus maps, and an index. Faculty members are encouraged to refer students to the catalog as a source of important college information.
- The **Polk State College Employee Handbook** is found on the college's intranet under Human Resources (to access, go to [www.polk.edu](http://www.polk.edu) and under Faculty & Staff, choose the Polk State College Extranet link. You will be able to log in using your user account information). Topics addressed in the Employee Handbook are of importance to all staff members. Faculty members are asked to use and critique the usefulness of the **Polk State College Employee Handbook** as well as the **Polk State College Faculty Handbook**. Faculty members are asked to use and critique the usefulness of the **Polk State College Faculty Handbook**. Suggestions for modifications and improvements should be

submitted to the District Offices. These suggestions will be considered when updating the handbook at the end of the academic year. The ***Polk State College Faculty Handbook*** can be found on the website under Faculty & Staff, Faculty Resources, Faculty Handbook.

- **Polk State College Style Guide:** The purpose of this guide is to foster writing-style consistency in Polk State College publications, so writers should follow it for college-wide continuity. It is based largely upon the conventions of *The Gregg Reference Manual*. The Polk State College Style Guide can be located at [www.polk.edu](http://www.polk.edu), Faculty & Staff, Polk State Style Guide.

# GENERAL COLLEGE INFORMATION

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## 1.1 Polk State College

### 1.1.1 College History

The Florida Legislature established Polk State College in 1964. Since its founding as Polk Junior College, the College has served the higher education needs of Polk County. Over the years, the College has undergone significant growth and change.

The first academic year started with 1,107 students and 33 faculty members in temporary quarters on the Bartow Air Base. Today, under the leadership of President Eileen Holden, Ed.D., over 100 full-time faculty serve the higher education needs of over 12,000 credit and 9,000 non-credit students in locations throughout Polk County, including two modern campuses in Lakeland and Winter Haven; the Airside Center, south of the Lakeland Airport; and the JD Alexander Center in Lake Wales. Since opening in 1964, Polk State College has awarded over 30,000 degrees.

The College changed its name from Polk Community College to Polk State College in July 2009 to reflect the creation of its first bachelor's degree program. Polk State College's Bachelor of Applied Science in Supervision and Management program began in January 2010. Polk State College has also been a leader in partnering with the community to meet critical needs in nursing, health care, law enforcement, and information technology. The name change means a new beginning, but Polk State College will not lose sight of its commitment to serve the community's higher educational needs.

### 1.1.2 College Vision, Mission, and Purpose

The Polk State College vision, mission, and purpose statements are as listed below:

- Vision: Promote excellence and student success through innovation, value and engagement.
- 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 development programs, delivered by diverse, qualified faculty and staff.
- Purpose: Polk State College fosters and supports creative, innovative, and positive learning experiences within an atmosphere of academic excellence and continuous improvement. The goal is to provide personalized services to assure that every student acquires the knowledge, skills, abilities, and attitudes necessary for success in advanced education, careers in a global economy, and participation in a diverse and changing society. As an active partner within our community, Polk State College is an open-access state college whose programs and services reflect the diversity of its students and the vital needs of its dynamic community. A wide choice of programs is available for students who plan to pursue an associate's or bachelor's degree. Students can complete either an AA or an AS degree and then transfer to another four-year institution, or they can complete a bachelor's degree at Polk State College. For career entry, students can earn a Certificate, an Associate in Science or an Associate in Applied Science degree. In addition, Polk State College offers career institutes and numerous continuing education programs for the enhancement of career skills. Through a variety of learning experiences,

students acquire problem solving, critical thinking, communication, and computing skills that are fundamental to all degree and certificate programs.

## **1.2 College Recognized Accreditation Agencies**

Polk State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award baccalaureate and associate degrees.

Polk State College is also accredited by the following agencies for specific program areas:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727-210-2350
- National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 404-975-5000
- The Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314-1488, 703-684-2782
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 4101 W. Green Oaks Blvd., Suite 305-599, Arlington, TX 76016, 817-330-0080
- Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220, 301-652-2682
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2850, Chicago, IL. 60606-3182, 312-704-5300
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800, 312-233-1100
- The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®), Public Safety Training Academy Accreditation, 10302 Eaton Place, Suite 100, Fairfax, VA 22030-2215, 703-352-4225
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX, 76021-4244, 817-283-2835
- Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 6 Pine Knoll Drive, Beverly, MA 01915-1425, 978-456-5594

## **1.3 College Organization**

### **1.3.1 District Board of Trustees**

Polk State College is governed by the District Board of Trustees (DBOT), a seven-member board appointed by the Governor. Board member terms are for four years. The Board meets regularly for discussion and decisions on matters pertaining to the overall operation of the College. Rules established by the Board are published on the college website. The administrative staff of the College references these rules to develop more detailed procedures that relate to specific aspects of operation. These procedures are also published on the college website.

Specific rules and procedures will be referenced throughout the handbook. The full text of each rule or procedure is available through the college's website ([www.polk.edu](http://www.polk.edu), Business and Community, District Board of Trustees).

The current members of the Board and the DBOT meeting schedule are available on the College website at: [www.polk.edu](http://www.polk.edu).

### **1.3.2 Duties of the President and Her Staff**

The College President is the chief administrative officer of Polk State College. The President's Staff is comprised of administrators who have the titles of Vice President or Associate Vice President, Provost, as well as the directors of Equity and Diversity, Institutional Research, Corporate College and the Faculty Senate President.

Each of the President's Staff administrators is responsible for a specific functional area of the College. The academic areas of the College are also divided into divisions, each headed by an academic dean who reports directly to the Provost on each campus.

The college organizational chart, listing all administrators, along with specific administrative leadership and additional staff for each academic program area are found on the Polk State College website at: [www.polk.edu](http://www.polk.edu), Business and Community, President's Staff, Organizational Charts.

### **1.3.3 Faculty Senate and Its Role in Faculty Representation**

District Board of Trustees Rule 2.24, *Faculty Senate Constitution*, and Polk State College Procedure 6056, *Faculty Senate Bylaws*, provide the basis for faculty-administrative participatory governance within the College. As stated in Procedure 6056:

The Faculty Senate shall constitute the primary channel for faculty-administration participatory governance. As the official voice of the faculty, the Faculty Senate has the duty of service to the College through the active study and debate of issues of mutual concern to the administration and faculty.

Procedure 6056 and Rule 2.24 are available via the college's website under Business and Community, Rules and Procedures.

For more information regarding the role of the Faculty Senate at Polk State College, visit the website at [www.polk.edu](http://www.polk.edu), Faculty & Staff, Faculty Senate. For more information regarding the role of the Faculty Senate at Polk State College, contact one of the senators or officers listed on the web page.

### **1.3.4 The Role of College Committees**

Polk State College Procedure 6002, *Committee System*, defines the college's standing committee system and states the objectives of the system as follows:

- To provide for staff input into the planning and operations of the College.
- To provide a means for legitimate concerns, informed judgments, and expressed interests to be heard and considered in decision making, and to enhance the process.
- To provide a vehicle for inter-unit and inter-group communications, increasing the potential for understanding divergent viewpoints as issues are addressed and problems are solved.
- To provide participants the opportunity to gain experience and understanding in addressing a wide range of college-related issues and problems.
- To make recommendations as appropriate. In all cases the role and function of the committee is advisory in nature. Committees are not decision-making bodies.

Procedure 6002 primarily addresses those committees constituted to operate on a standing basis; however, committees, work groups, and task forces may be formed and appointed by the



President or the President's designee to address a single issue or problem. These ad hoc groups will be appointed as the need arises.

Standing committees and their functions are listed in the attachment to Procedure 6002. Both Procedure 6002 and its attachment are available via the college's website under Business and Community, Rules and Procedures.

# CURRICULUM

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## 2.1 Defining Curriculum

Curriculum is the sum total of all the instructional programs at the College. Generally, curriculum is described in terms of specific courses and patterns of course completion (degree programs). For the purpose of this handbook, the curriculum discussed is limited to credit programs and courses.

## 2.2 Role of the Academic Quality Council

The Academic Quality Council (AQC) is one of the college's standing committees addressed through Polk State College Procedure 6002. The AQC is designed to achieve the following:

- Provide the forum and mechanism for processing and coordinating outcomes and accountability activities as they relate to courses and programs.
- Provide the forum and mechanism for more specific processing and coordinating outcomes and assessment activities as they relate to College Preparatory, General Education, and other advanced and professional courses and programs.
- Review all proposed curricular changes and recommend action on those changes to the Vice President for Academic and Student Services.
- Serve in an advisory manner on curricular matters as needed and appropriate.

The AQC is responsible for helping the administration, the governing board, and the faculty to provide a quality curriculum that is responsive to student, community, business, and four-year institution needs, and to present this curriculum in an effective manner.

The AQC is designed to provide a forum where appointed members of the college community can meet to discuss matters dealing with curriculum and instruction. Matters discussed include curriculum content; course and program objectives and outcomes; and course, program, and curriculum assessment. Discussions take place within a structured context, and recommendations are developed and forwarded to the appropriate administrators.

The AQC serves as an effective mechanism for involving various stakeholders in the process of reviewing course and program curricula, establishing outcomes, designing and implementing appropriate corresponding assessments, and utilizing findings to improve academic courses and programs.

The responsibilities of the AQC include those generally assigned to a college's curriculum committee, such as:

- Serving as a clearinghouse for studies, experiments, and innovations dealing with curriculum change.
- Advising the chief academic officer on matters of curriculum and instruction.
- Assisting in the continuous review of existing courses and programs.
- Initiating new courses or programs.
- Reviewing the college catalog to ensure accurate and effective communication of information related to the college's curriculum.
- Providing an organized, formal vehicle and deliberative body for establishing, reviewing, and evaluating the college's curriculum.
- Creating and maintaining a system for proposals for curriculum change to be processed.

Thus, at Polk State College, the AQC functions as the primary, formally-constituted, deliberative body through which recommendations regarding curriculum change are made.

All curriculum recommendations of the AQC are made to the Vice President for Academic and Student Services. Final consideration rests with the President, and final approval with the District Board of Trustees. In certain cases, additional approval of state agencies or external licensing, accrediting, or coordinating agencies may also be required.

### **2.3 Membership of the Academic Quality Council**

Members of the AQC are as follows:

- District Dean of Academic and Student Services
- Two Campus Academic Deans
- Members of the English Faculty (2)
- Member of the College Prep Reading/Writing Faculty (1)
- Member of the Humanities Faculty (1)
- Members of the Social Science Faculty (2)
- Members of the Mathematics Faculty (2)
- Members of the Natural Sciences Faculty (2)
- Members of the AS Programs Faculty/Program Directors (4)
- Members of the Advising Staff (2)
- Student Members (2)

#### Resource Members:

Representative, Learning Resources and TLCC, Lakeland  
Representative, Learning Resources and TLCC, Winter Haven  
Dean of Student Services, Lakeland  
Dean of Student Services, Winter Haven  
College Registrar  
Director, Institutional Research  
Consortium and State Liaison  
Academic Services Specialist (District)  
Representative, Instructional Technology

For curriculum proposal processing, the following constitutes a quorum:

- 1 Dean
- 3 Members from LAS
- 1 Member from Mathematics
- 1 Member from Science
- 1 Member from AS Programs
- 1 Member from Advising

### **2.4 Curriculum Development or Change**

The development of a new course or program and/or the significant revision of an existing one must be an interactive process involving as much input as possible from ALL elements of the

institution that may be impacted by the change created through this action. Proposal development begins with the consideration of curriculum change. Changes in the curriculum should be information-based, should grow out of the consideration of appropriate data and information, and should be grounded in the college's purpose and mission. At the earliest point in proposal development, consideration should be given to the overall potential impact of the change, and all appropriate institutional units should be involved in the proposal development.

## 2.5 The Basic Course Information Sheet

A common Basic Course Information sheet (BCI) has been developed for each course and is available online at: <http://www.polk.edu/instruct/bci/index.htm>. A BCI obtained from the BCI website must be distributed to students during the first class meeting. The instructor may elect to review the BCI online with students (if multimedia equipment is available in the classroom) as long as the course syllabus contains the URL to direct students to the online BCI. Details of what must be included in the BCI are given in Polk State College Procedure 1001, *Communicating Course Information to Students*.

Procedure 1001 is available via the College's website under Business and Community, Rules and Procedures.

## 2.6 The Course Syllabus

A course syllabus provides a supplement to the BCI and personalizes course requirements. A syllabus will contain the following elements:

- 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

The following suggested items may also be included at the instructor's discretion:

- a. Description of major assignments
- b. Instructional methods
- c. Supplementary readings or course reserve readings at the library

- d. Additional resources such as websites, etc.
- e. Tips and strategies for success
- f. Any additional administrative and academic policies that pertain to the class.

A copy of the syllabus for each course taught by an instructor will be submitted electronically to the campus Academic Dean's Office by the end of the first week of class each term. Each syllabus will be kept on file for one year.

# ACADEMIC AND CLASSROOM RESPONSIBILITIES AND ISSUES

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## 3.1 Classroom Instruction and Instructional Support

### 3.1.1 Academic Freedom

Polk State College Rule 2.28, *Academic Freedom*, states as follows:

The District Board of Trustees respects the right of faculty members to teach, investigate and publish within the broad scope of their professional duties and responsibilities. However, the Board 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, the District Board of Trustees 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.

- Attachment 1: AAUP 1940 Statement of Principles on Academic Freedom including the 1970 Interpretive Comments as updated in 1989 and 1990.
- Attachment 2: AAUP 1997 Academic Freedom & Electronic Communications as updated in 2004.

Rule 2.28 and the full text of both attachments are available via the college's website under Business and Community, Rules and Procedures.

### 3.1.2 Polk State College - Faculty Textbook Selection Process

#### Purpose:

Most or all of the courses at Polk State College require students to purchase textbooks, manuals, or other ancillary materials. In some cases, it may be appropriate for all sections of a course to require the same materials. In other cases, it may be appropriate for each campus to independently require different materials for a particular course. Alternatively, it may be appropriate for each faculty member to require different materials. This Faculty Textbook Selection Process provides a set of guidelines to be used by departments and programs to choose the most appropriate textbook selection option for each of its courses.

#### Definitions:

**Book** – The term *book* refers to any textbook, lab manual, novel, or other required ancillary material that students must purchase (or are given a recommendation to purchase) for a course.

**Department** – The term *department* refers to all faculty members or other instructors assigned to an academic discipline coordinated by a department coordinator (DC) or program director (some departments have one DC per campus, while others have one DC for both campuses).

**Faculty** – The term *faculty* is defined as the instructional personnel hired to perform teaching duties in one of the following categories: full-time contracted, full-time temporary, or adjunct instructor positions. Full-time contracted and full-time temporary faculty members are assigned to either the Winter Haven or Lakeland campus as a home campus assignment.

**Location Centers** – The term *location centers* refers to the satellite centers of Polk State College that are affiliated with either the Winter Haven campus or Lakeland campus specifically. These include sites such as the Airside Center in Lakeland, the JD Alexander Center in Lake Wales, various high schools, and any other assigned spaces designated as being affiliated with Polk State College.

## **Guidelines:**

- 1) Whenever faculty members within a department need to adopt, change, or renew a book, the department coordinator(s), and the program director, and/or campus academic dean(s) must collaborate with faculty members regarding a method for determining textbook selection by those who teach the course. Each full-time faculty member must vote for one of the following three options as a method of book selection:
  - a. All faculty members who teach the course shall use the same book.
  - b. All faculty members who teach the course on a Polk State College campus or an affiliated location center shall use the same book that is selected by the department of the specific campus.
  - c. Each faculty member teaching the course shall be permitted to independently select a book of his or her choice for the course.
- 2) If one of the three options receives support from more than 50% of the full-time contracted faculty members assigned to the department, it shall serve as the department's policy for book selection for the course.
- 3) If, when voted upon, all of the options receive less than a majority of the full-time contracted faculty member votes, option (b) shall serve as the default policy for book selection for the particular department/course. In the case of a tie (for AAS/AS programs), the final vote shall be decided by the program director.
- 4) If option (b) is adopted for book selection (as levied by default), each campus-specific department (consisting of full-time contracted faculty members only) shall vote upon the book options to be used for the course on that assigned campus and its affiliated location centers. The final decision for textbook selection shall then be coordinated by the DC(s) or program director and the campus academic dean.
- 5) If option (b) is adopted for a book (as levied by majority vote on a particular campus), all of the full-time contracted faculty members of that campus-specific department shall be included in the book selection process for their assigned campus only. Book selection for each campus shall then be coordinated by the DC or program director and the campus academic dean.
- 6) If option (c) is adopted for book selection and the department has more than two full-time contracted faculty members assigned to it, the department for each campus shall develop a short list consisting of a maximum of five (5) books from which each faculty member may select his or her choice for use in the course. The choice made by the faculty member shall serve as the book selection for the section(s) of the course that he or she is assigned to teach.
- 7) If option (c) is chosen and there is only one full-time faculty member who is assigned to both teach a course and select a book, the decision for book selection shall be completed by this faculty member and shall then be carried out in accordance with this instructional process.
- 8) If option (c) is chosen and the department has only adjunct faculty members assigned to teach a course, the decision for book selection may be coordinated between the faculty member, the department coordinator(s) or program director(s), and the campus academic dean(s) and can then be carried out in accordance with this instructional process.

### **Restrictions and Exceptions:**

- 1) Adjunct instructors are not permitted to choose books or materials independently under option (c). The only exception is when the department has chosen to use guideline eight (8) listed above.
- 2) For sequence courses that use one book for two or more courses in a sequence, all departments must choose option (a).
- 3) An exception may be made to the process adopted by a department for a particular course selection of book if this exception is approved by a majority of the faculty members within the department for both campuses, as well as the campus academic dean(s) (e.g., a faculty member proposes piloting a new book in one section of a particular course).
- 4) For courses with several required books or materials, a department may adopt a different guideline for the selection of each book. For example, a course may adopt option (a) for the primary textbook, but option (c) for supplemental materials such as lab manuals or novels.
- 5) Faculty members who teach Internet-based courses and/or Honors classes must select the books they prefer by adhering to the cited guidelines of this process.

### **Two-Year Adoption:**

Once books and supplemental materials have been selected, these selections shall remain in effect for a minimum of two years (with the necessary caveats and exceptions related to circumstances such as outdated material or changes in relevance). In the event that an unforeseen circumstance necessitates a change in book usage, the need for such a change shall be decided by polling a consensus of all faculty members who currently teach the course. The selection of a new book for a specific course shall then be decided as quickly as possible by the department; it shall take effect in the successive term and shall be coordinated by the department coordinator(s) or program director as approved by the campus academic dean(s).

### **Additional Information Related to Textbook Use at Polk State College**

#### **Listing of Required Course Textbooks:**

- 1) At least thirty (30) days prior to the first day of the class convening, the Polk State College website shall provide a link that connects students to the Polk State College Bookstore's website. This website shall contain an updated listing of the current books required for the courses being taught at the College.
- 2) Course textbooks shall be cited within the course syllabi provided by faculty members.

#### **Conflict of Interest:**

- 1) Selection and procurement of textbooks by college personnel must be free from any conflict of interest between publishing representatives and institutional personnel.
- 2) A "conflict of interest" is defined as any situation in which an individual has been presented with special favors by the publishing representative in return for the selection or procurement of textbooks for use within the courses that are taught at Polk State College (e.g., accepting lunches, gifts, or gratuities).



### **Disclosure by Publishers to Faculty or Department:**

State of Florida Legislation HB603, *Textbook Affordability Bill*, requires publisher representatives to disclose information related to the pricing of the text (wholesale and retail), pricing of bundled materials (which should be lower than individual items), the history of revisions to texts, the availability of course materials, and the formats available in the future to all faculty members involved in the selection of textbooks.

#### **3.1.3 Textbooks and Course Material**

The textbook and/or other materials required for the course should be used. It is discouraging to students to buy expensive books only to hear a professor denigrate the book or say that it will not be used often. If a professor does not like the assigned textbook, this matter should be discussed with the dean and department, rather than sharing negative opinions with students. Any deviation from this policy must be approved by the appropriate campus academic dean.

#### **3.1.4 Selling Instructional Materials**

Employees of the College are prohibited from selling instructional materials to students, parents, or other employees except as part of regular college bookstore operations.

#### **3.1.5 Materials Required of Students**

Professors may not require students to purchase materials other than those authorized for the specific course by the campus academic dean.

#### **3.1.6 Tutoring**

A professor may not receive compensation for tutoring students enrolled in his/her class. Tutoring is available through the Teaching/Learning Computing Centers (TLCC).

#### **3.1.7 Speakers or Guests**

Prior approval from the appropriate campus academic dean must be obtained for professors inviting non-faculty members as guest speakers for classes.

#### **3.1.8 Independent Study**

By working one-on-one with a professor, a student may take a course for independent study. Independent study must be authorized by the campus academic dean.

#### **3.1.9 Learning Resources**

The Learning Resources division of the College provides support to instructors and students via the following support:

- Services and resources provided through the Polk State College libraries as listed on the college's website at: [www.polk.edu](http://www.polk.edu) .
- Services and resources provided through the Teaching/Learning Computing Centers as featured on the college's website by accessing Current Students, TLCC's.

#### **3.1.10 Copyright Law**

Polk State College Procedure 4004, *The Copyright Law PL 94-553 Title 17 U.S. Code*, is available via the college's website under Business and Community, Rules and Procedures.

## **3.2 Classroom and Student Contact Logistics and Management**

### **3.2.1 Classroom Meetings**

In case of emergency, it may be necessary to know the classroom in which each class meets. To prevent confusion, professors should not move a class from the scheduled classroom without permission from the campus academic dean. If it is necessary to move a class, a note should be posted on the door indicating the new location for the class meeting. The instructor should also write a notice on the classroom board so latecomers can go to the correct room.

### **3.2.2 Classroom Equipment and Facilities**

Normally, each classroom is equipped with an appropriate number of student desks, a wall chalkboard or white board, chalk/markers and eraser, audiovisual screen, wastebasket, pencil sharpener, window shades for room darkening, podium or instructor's desk, and adequate lighting. Many of the classrooms have also been equipped with state-of-the-art multimedia equipment. The password for the multimedia station in the classroom is "instructor." Please do not change the ID and do not log in with your own personal ID and password. At the end of the period, please turn off the projector. AV equipment may be booked for a class period or term by contacting Audio Visual Services at extension 6258 or 5287. If any of the necessary classroom items are absent, the instructor should contact the campus academic dean for assistance. Additional issues related to facility maintenance are as listed below:

- Furniture may be moved to accommodate classroom activities. Each professor should leave the room arranged as found. Removal of Polk State College furniture, equipment, or other property from assigned areas is not permitted. Facilities Department approval is required for special wiring or building alterations and before attaching items to floors, walls, or doors.
- Each employee and student is encouraged to contribute to conservation of water, electricity, and materials by turning off lights and water and using all materials conservatively where and when appropriate. Lights should remain turned on in rooms where continued or immediate use is anticipated; if not, lights should be turned off.
- Windows in all buildings are not designed to open. They are to be opened only as exits in emergencies. Areas around windows should be kept clear at all times.

### **3.2.3 Polk Access to Learning (PAL)**

PAL is Polk State College's online learning management system. Through PAL, you can develop and deliver Internet-delivered courses, hybrid courses, and supplemental instructional materials. In order to use PAL, you will need to be certified. Certification classes are offered on a regular basis by Instructional Technology. For more information regarding PAL and PAL training, contact the Instructional Technologist on your campus.

### **3.2.4 Duty Hours**

Full-time faculty members maintain a minimum of 25 student-contact hours per work week as their regular load (Monday-Friday); this includes class time and additional time as office hours. Additional time commitments are required for college/division/department activities, such as committee assignments, community service, evaluation/planning processes, or other activities.

Faculty members should post their schedules including class hours, office hours, and other on-campus duties on their office doors after receiving approval from the campus academic dean. Absence from this location or change in location should be posted on the office door. Adjunct faculty members are required to meet for all scheduled classes and to provide a mechanism for

student access outside of class time as described in the course syllabus. Persons on 12-month contracts and/or who are not full-time classroom professors are on duty forty hours per work week. Appropriate supervisory personnel will establish duty schedules for other personnel.

### **3.2.5 Rosters and Directories**

Listings of faculty names, personal phone numbers, addresses, etc., and those of students are not to be handed out, mailed, or distributed without permission. Polk State College staff office phone numbers and e-mail addresses are available on the Polk State College website at: [www.polk.edu](http://www.polk.edu).

### **3.2.6 Attendance Records**

Regular attendance and class participation are significant factors that promote student success. Students are expected to attend all classes for all courses in which they are enrolled. Each professor determines the specific attendance policy for his/her class, but attendance must be recorded for each student. The attendance policy for each class must be explained clearly in the BCI or instructor syllabus.

Night students should be reminded that one evening class is equivalent to one week's work. Students attending Monday/Wednesday or Tuesday/Thursday day classes miss one and one-half days of work for each class missed.

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.

Many students who attend Polk State College receive stipends for attending classes. Veterans are examples of individuals who receive money for going to school. The College is required by the Department of Veterans Affairs to report changes in veterans' attendance and enrollment status within thirty calendar days of the change (the point at which they are no longer attending class). If the thirty-day requirement is not met, the College may be liable for overpayment to the veterans. The assignment of a grade is also dependent on the last date of attendance in class. PASSPORT, available through the Polk State College homepage, provides a mechanism to withdraw students for non-attendance before the formal withdrawal deadline.

\*Never Attended: During the Add/Drop week and three class days thereafter, professors must report students who never attended class. This information is used to stay in compliance with Federal Financial Aid law; therefore, accuracy is important. Faculty may request a never-attended guide from the College Registrar for assistance in proper reporting.

### **3.2.7 Class Roster**

Professors have the capability to view and print class rosters online through the PASSPORT system. The PASSPORT system is the official college roster. Professors should ensure rosters are accurate at all times during the term. Discrepancies are reported to the campus Registrar's Office.

### **3.2.8 Class Withdrawal Process**

Students may officially withdraw from a course during any given term provided they follow appropriate policy and procedure. 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.

Details for withdrawal are found in the *Polk State College Catalog*. The catalog is also accessible on the college's website ([www.polk.edu](http://www.polk.edu)) by clicking on the *Quick Links* section of the home page.

### **3.2.9 Class Schedules on Passport**

Schedules of classes held each term correspond to the official college calendar and can be found on PASSPORT. Sometimes class schedules do not list professors' names, and in some instances do not indicate times or room numbers for classes. In such cases, the campus academic dean should be consulted for more information.

### **3.2.10 Off-Campus Meeting Times**

A professor scheduling any class or function off campus must receive prior approval from the campus academic dean. Students cannot be required to attend a class that meets off campus. The College is not responsible for students' transportation to off-campus meetings. Field trips must be approved in advance by the campus academic dean. Faculty must follow the provisions outlined in Procedure 1008, including asking students to complete a Field Trip form.

Classes or programs normally scheduled at other locations, such as hospital clinical assignments, are exempt from this provision.

### **3.2.11 Professional Relationships with Students**

All professors face the challenge of creating rapport with students that fosters effective learning, while maintaining a professional relationship as well. Consequently, professors must exercise judgment in their personal relationships with students by avoiding unprofessional or illegal (e.g. discrimination or harassing) behavior and avoiding its appearance as well.

### **3.2.12 Collection of Money from Students**

Faculty and staff members are not to collect money from students for any purpose without the approval of the President or a designated representative.

### **3.2.13 Dress Code for Students**

Student dress is left to the tasteful discretion of the individual. Designated programs may establish specific dress code policy as appropriate.

## **3.3 Student Testing and Grading**

### **3.3.1 Testing**

It is recommended that professors test their students frequently and let them know early in the term how they are doing. Some disciplines may have testing programs for placement, or they may use common examinations at the end of the course. Professors should discuss such matters with their department coordinator. Other faculty may be willing to share examples of their tests and examinations. All sections of a given course must result in the students' achieving the common course outcomes. It is recommended that essay writing be included in testing in appropriate courses to polish student writing skills and to promote student expression.

### **3.3.2 Testing Center**

Each campus maintains a testing center located in the Teaching/Learning Computing Center (TLCC). The testing center staff assists professors and provides the following services:

- Assistance in testing of students for programs using self-paced modes of instruction.

- Alternative times for testing which will enable an instructor to accommodate a student's personal or professional commitments that may conflict with a class exam. The Testing Center may not be used to test an entire class at one time.
- Monitoring assistance for the administration of tests for students with documented disabilities.

To use these services, a person should contact the TLCC at extension 5033 (Winter Haven) or extension 6256 (Lakeland).

### 3.3.3 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 campus academic dean.

### 3.3.4 Machine Scoring of Answer Sheets for Exams

Machine scoring of multiple-choice exams is available in each campus Academic Dean's Office, the Winter Haven TLCC, the Winter Haven Fine Arts building, and the Lakeland LTB building (science area).

### 3.3.5 Grading

There is no college-wide mandated grading scale. If a given department or division sets a scale, each professor within that department or division must adhere to the established scale.

Professors must explain their grading system to their class at the beginning of the term. The professor's grading system must be a part of the course BCI or instructor syllabus. Students should be informed regarding their progress on a regular basis throughout the session.

All professors should adhere to the following:

**Do not post or announce grades either by name or social security number. This is a violation of the FERPA law.**

**Use sufficient evaluative techniques and devices.**

**Grade and return assignments as quickly as possible.**

**Ensure that every student on the roster receives a grade.**

Grade and grade point values as listed in the current Polk State College Catalog and are included below. The catalog is accessible on the college's website at: [www.polk.edu](http://www.polk.edu), located under *Quick Links* on homepage.

A	• Superior	4 Grade Points
B	• Above Average	3 Grade Points
C	• Average	2 Grade Points
D	• Below Average	1 Grade Point
F	• Failing	0 Grade Points
I	• Incomplete	0 Grade Points
P	• Passing	

- N • Failing
- S • Satisfactory
- U • Unsatisfactory
- W • Withdrawal
- X • Audit

Final grades are based upon any or all of the following: exams, quizzes, special reports, research papers, class participation, assignments, laboratory reports, field work, and a final examination.

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the professor, the professor may assign a grade of *I*, provided this occurs after the withdrawal date. The withdrawal date occurs at approximately the 70% point of the term. If the extenuating circumstances occur prior to the withdrawal date, students should be withdrawn from the course and not given a grade of *I*. By assigning a grade of *I*, the professor indicates that the student can receive a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time agreed to by both student and instructor, but no later than by the end of the next term. Furthermore, the professor assumes the responsibility for grading the additional work and completing a grade-change form. If the student fails to meet the objectives by the conclusion of the following term, the *I* converts to an *F*.

When a faculty member has agreed to assign a grade of *I* the Incomplete Course Work Completion Plan form must be completed, signed, and filed with the appropriate academic dean.

If a professor needs to change a grade after grades have already been recorded, he/she should check with the campus Academic Dean's Office. That office will provide the necessary form to be completed and returned for processing.

### **3.3.6 Grade Submission**

Student grades (including withdrawals) are entered online through PASSPORT. Final grades must be posted by the day and time shown on PASSPORT. Details on the grade posting process are available on the college website ([www.polk.edu](http://www.polk.edu)): Faculty & Staff, Faculty Roster and Grading links.

### **3.3.7 Class-Related Records Retention**

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 the class. If a class record is in dispute or has been disputed, the record should be retained one year from the date of dispute.

### **3.3.8 CLEP (College Level Examination Program)**

Students may be eligible to take an exam to exempt them from certain classes, provided they never enrolled in a college-level course equivalent to the exam subject matter. Successful completion of the exam results in credit being posted to the academic record.

The *Polk State College Catalog* addresses credit-by-examination options available for students. The catalog is accessible on the website at: [www.polk.edu](http://www.polk.edu), located under *Quick Links* on the homepage.

## CAMPUS COMMUNICATION

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### 4.1 College E-mail

The Polk State College computer network provides for electronic communication via Outlook e-mail. Each employee receives an e-mail account that can be used to send/receive messages via the Internet. E-mail should be checked several times **each day** because almost all Polk State College communication (upcoming events, committee meetings, personnel issues, Faculty Senate news, etc.) occurs via the e-mail system.

Outlook also includes a bulletin board that posts messages for full-time employees. The bulletin board is divided into several categories that may change from time to time, depending on need and interest. Categories include:

- News (general information)
- Academic and Student Services
- Community (notices of such things as social get-togethers, death in the family, etc.)
- Committees (notices of meetings scheduled and committee minutes)
- Faculty Senate and Faculty Human Resource Committee
- HELP (helpful hints regarding a variety of subjects)
- President's Office
- Teaching Forum (for sharing of instructional hints)

For any problems occurring with your college computer either in your office or classroom, faculty should contact the IT department directly at extension 5111. A technician will complete a work order and schedule a time frame for assistance.

### 4.2 Telephones

Each faculty office is equipped with a phone that is connected to the college's voice mail system. Access for incoming off-campus calls is through the switchboard during normal business hours only (863-297-1000, ask for extension) or through the voice mail system at any time (863-297-1010, enter extension). It is expected that faculty members will check their voice mail several times each day for messages from students. Polk State College also has the Exchange Unified Messaging system that will convert voice mail from the Polk State College office phones to an e-mail message allowing faculty to have access to voice mail when not on campus.

Faculty can access the voice mail system to check messages by pressing the message button and then keying their individual code.

For out-going calls, extensions on either campus can be dialed directly. Dialing "9" provides access to an outside local line.

Business-related long distance phone calls can be made using a six-digit Personal Identification Number (PIN). The employee must have a Long Distance Calling Employee Access Authorization form signed by the appropriate budget head (i.e. the campus academic dean) to receive PIN access. Once the employee chooses a PIN and the system is activated, calls can be made from any phone on any campus.

Details regarding of how to use the voice mail, make long-distance calls using a PIN access code, transfer calls, or other related information can be found in the Polk State College Phone

System Quick Reference Card, (located on the P: drive, under Desktop Documents). Faculty can call the Help Desk (extension 5111) for assistance with voice mail or the phone system.

Administrative and faculty offices are provided with telephones that are not for public use. The SUN-COM network is available for long distance calls for college business only. Rules governing the use of tax-exempt telephones prohibit personal long distance calls being charged to college telephones.

#### **4.3 Media Releases**

It is the responsibility of the Office of Communications and Public Affairs to prepare and present all media releases. This includes releases for newspapers, radio, and television. All information suitable for media releases should be routed to that office.

#### **4.4 College Bulletin**

The *Polk State College Pride* is published as needed and includes notices of club meetings, activities, and other general information for students and staff.

#### **4.5 Mail Boxes**

All full-time and adjunct faculty will be provided with individual mailboxes. On the Winter Haven campus, they are located in the faculty office areas of the Academic Dean's Office, the TLCC, and the WFA building. On the Lakeland campus, they are located in the faculty office area of the Academic Dean's Office and the LTB building. All formal mail (timesheets, etc.) will be distributed in mailboxes. It is important that personnel check mailboxes on a regular basis. At a professor's request, students may drop off assignments to be put in the professor's mailbox.

The college's phone directory lists telephone extensions and mail-delivery station numbers for each employee and department and is available on the college's website: [www.polk.edu](http://www.polk.edu), Faculty & Staff, Department Directory and Employee Directory.

#### **4.6 FAX Service**

A fax machine is located in each campus Academic Dean's Office area. Each campus academic dean's fax number is listed in the *Polk State College Phone Directory*. To send a fax outside the local service area, the long-distance PIN system, as described in the section on telephones, is used.

#### **4.7 College Website**

Polk State College maintains a website containing current college information. The college catalog and information on programs, distance education, and staff contact is available at the site. The address is: [www.polk.edu](http://www.polk.edu).

#### **4.8 Information Technology Access/Use Policy**

All individuals who employ information technology resources provided by Polk State College (this includes, but is not limited to, telephones, computers, the Polk State College local area and wide area networks, and the Internet) must use these resources for academic purposes only. Use of Polk State College computing and network resources is a privilege and not a right. Inappropriate use can result in suspension or revocation of privileges.

Inappropriate use can include, but is not limited to, the following:

- The intentional sending or retrieval of obscene, slanderous, and/or harassing messages/materials.
- The unauthorized access (or attempted access) of any networked computer system.



- The violation of copyright laws, including unauthorized copying or modifying of files.
- The use of networked resources for academic plagiarism.
- Any use for commercial purposes.
- The posting or downloading of non-academic and/or inappropriate material to Usenet.
- Any participation in network activities that place a strain on computer resources.
- The use of IRC (internet-relay chat) resources for non-academic purposes.
- The participation in gaming that is for non-academic purposes.
- The involvement in any other behavior deemed inappropriate.
- The unauthorized installation of software on Polk State College hardware.

# STUDENT RIGHTS AND RESPONSIBILITIES

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## 5.1 Student Rights, Responsibilities, and Conduct

Polk State College students are due certain rights according to college policies and procedures. Students also accept certain responsibilities by enrolling at Polk State College. A complete statement of student rights, responsibilities, and conduct is printed in the *Polk State College Catalog/Handbook* on the college website under Quick Links, Catalog.

The *Polk State College Catalog/Handbook* provides a broad range of information including the following:

- General College Information
- Admission, Advising, Registration, and Records
- Financial Aid
- Student Services and Activities
- Regulations
- Programs of Study
- Course Descriptions
- Personnel Directory

## 5.2 Sexual Harassment

DBOT Rule 3.27, *Sexual Harassment*, states Polk State College's position on the subject of harassment to set forth guidelines for handling violations of the policy and to specify the related complaint-handling procedure.

Complaints of harassment of any type will be handled through Polk State College Procedure 6013, *Employee Grievance Procedure*, which provides several options by which an employee may initiate action on a job-related complaint.

The full text of Rule 3.27 and Procedure 6013 are available via the college's website under Business and Community, Rules and Procedures.

## 5.3 Unacceptable Student Conduct, Discipline and Due Process

DBOT Rule 4.01, *Student Conduct, Discipline and Due Process*, states in part as follows:

Students at Polk State College are expected to behave in a responsible manner so as to support and enhance the educational process. When acts of unacceptable conduct occur, they must be dealt with in a manner consistent with that overall purpose.

The objectives of this rule are to define unacceptable conduct, to set forth the penalties and disciplinary procedures which apply when violations occur, and to describe the due process requirements which will be used.

The full text of Rule 4.01 (including a list of behaviors considered to be unacceptable conduct and the disciplinary procedures and due process) is available via the college's website under Business and Community, Rules and Procedures.

## 5.4 Campus Disrupters

The full text of DBOT Rule 2.12, *Campus Disrupters*, is as follows:

The campus of Polk State College shall be open and reserved for such purposes as accord with the mission of the College, as that mission is defined or delineated in and bylaws of the State of Florida, policies and procedures of the Board of Trustees, and the policies of the Administration.

The administration of Polk State College shall, in effectuation of that mission and in the preservation of campus order and decorum, have the power to bar or cause to be removed from the premises of Polk State College such person or persons whom it reasonably appears would, while on said premises, create a clear and present danger by advocating or attempting:

- Violent overthrow of the Government of the United States, the State of Florida, or any political subdivision thereof;
- Willful destruction or seizure of the institution's buildings or other property;
- Disruption or impairment of the institution's regularly scheduled classes or other educational functions;
- Physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students; or
- Other campus disorder of violent or disruptive nature.

Rule 2.12 is available via the college's website under Business and Community, Rules and Procedures.

## 5.5 Religious Observances

The full text of DBOT Rule 4.24, *Policy Regarding Religious Observations by Students*, is as follows:

The purpose of this rule is to implement as Board Policy the requirements of FS 240.134.

- The religious observances, practices, and beliefs of individual students will be accommodated with regard to admissions, class attendance, and scheduling of examinations and work assignments at Polk State College.
- Religious observances, practices, or beliefs of individuals will not be a consideration with regard to admissions policy and procedure.
- Students are expected to attend class regularly and are responsible for all work assignments and examinations in accordance with policies distributed by each teacher. Such class policies must allow students to make up work missed because of participation in religious observances, practices, and beliefs, provided that the student gives the instructor reasonable notice (at least one week prior to an intended religious observance).
- Students who believe that they have been unreasonably denied an educational benefit by a teacher due to their religious observances, beliefs, or practices may appeal to the instructor's division head. If the matter is not resolved at that level, appeal may be made to the Admissions/Petitions Committee, which recommends final action to the President. The action of the President is final.

Rule 4.24 is available via the college's website under Business and Community, Rules and Procedures.

## 5.6 Privacy Rights of Parents and Students

Generally, the College, including faculty, may not release information related to the education of students to persons other than college staff who have a legitimate right to know the information without the student's written consent. To obtain consent forms or to get additional information on student privacy rights, a professor should contact the Registrar.

The federal Family Educational Rights and Privacy Act (FERPA) states that all student records are confidential and cannot be released, except with the written permission of the student or eligible parent. The law divides information into directory and non-directory information. Name, address, phone number, and dates of enrollment in the College are examples of directory information which the College has the right to release under certain circumstances. Examples of non-directory information which the College is prohibited from divulging, without student consent, include student schedules, specific class attendance, and student grades. Faculty should take special care not to post grades using student ID numbers or Social Security numbers. The College requests that faculty treat all student information as non-directory.

Student records include all information about the student collected by the College, including personally identifiable information such as name and address, academic schedule, academic records, and any other official items regarding the student's academic records.

The Registrar is designated as the custodian of student records and is responsible for maintaining accurate and readily available student academic records. The Registrar is also responsible for the use and release of information contained in these records.

Polk State College is committed to the protection of student rights and privacy of information. The College complies with the provisions of the federal Family Educational Rights and Privacy Act (FERPA), State of Florida law, and State Department of Education rules.

The college's rules and procedures governing students' information and privacy rights are:

1. DBOT Rule 2.15, *Accessing Public Records*, sets forth Polk State College's policy regarding access to public records.
2. DBOT Rule 4.09, *Student Records*, addresses access to student records.

The full text of Rules 2.15 and 4.09 are available via the College's website under Business and Community, Rules and Procedures.

The College highly encourages all faculty to attend FERPA training annually.

## 5.7 Services for Students with Disabilities

DBOT Rule 4.23, *Educational Opportunities for Students with Disabilities*, states as follows:

The purpose of this rule is to express the policy of the Board with regard to provision of educational opportunity for students with documented disabilities and to ensure compliance with applicable state and federal laws and rules on this matter.

### Definitions

- The term “disabled” is used in this rule to include individuals who have a disabling condition and/or disability (as defined in applicable state and federal laws and rules) who are students at Polk State College.
- A disabled student is one who meets the academic and non-academic admissions criteria requisite to participation.

The policy of the Board is to ensure the provision of educational opportunity for qualified disabled persons and to facilitate appropriate accommodations, while maintaining the fundamental nature and quality of college education programs. Students with documented disabilities should contact a coordinator of advising for assistance.

The President is responsible for issuing College procedures to accomplish the policy of the Board and the requirements of applicable laws and rules. The procedures will provide for the following:

- Appropriate notice to affected persons of the policy and procedure.
- Documentation necessary to verify a specific disability and request accommodation(s).
- Identification of services provided in relation to a specific disability.
- Relationships with other organizations and agencies.
- Limitations on services available.
- Responsibility for records and reports.

#### Appeals

Students with disabilities who feel the College has not met their needs appropriately may appeal as expressed in DBOT Rule 4.26.

Rule 4.23 is available via the college’s website under Business and Community, Rules and Procedures.

### **5.8 Drug Free Work Place**

DBOT Rule 2.25, *Drug Free Workplace*, states in full:

The District Board of Trustees has adopted the following policy with regard to the designation of Polk State College as a Drug-Free Work Place. The purpose of this rule is to state the College policy concerning drug prevention, and to direct the establishment by the President of a drug prevention program for students and employees of the College that, as a minimum, meets the requirements of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

- College employees and students are prohibited from the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of College activities.
- College employees and students who violate the above standard will be subject to termination, expulsion, or other appropriate sanctions as established by Board Rule or College Procedure.
- The College will ensure that information concerning the availability of drug or alcohol counseling, treatment, or rehabilitation is made available to employees and students.

- The President will undertake a biennial review of the effectiveness of College Drug Prevention programs and report the findings to the Board.

Rule 2.25 is available via the college's website under Business and Community, Rules and Procedures.

## INSTRUCTIONAL PERSONNEL AND CREDENTIALING

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### 6.1 Faculty and Support

**6.1.1 Teaching Faculty** are primarily responsible for student instruction, which includes lesson planning and presentation, paper grading, test preparation and administration, committee assignments, and student consultation. At Polk State College, all teaching faculty are professionally designated as professors, a title that has no relationship to rank, department, or merit.

**6.1.2 Academic Advisors** are responsible for advising students regarding admissions, career explorations, transfer requirements, academic programs, and courses.

**6.1.3 Librarians** are responsible for building and maintaining the information resources of the libraries. Librarians are responsible for teaching students and training faculty and staff in information literacy skills so they may use these resources effectively.

**6.1.4 Department Coordinators (DCs)** are responsible for class scheduling, identifying and recommending adjunct instructors, recommending mentors for adjunct faculty, evaluating adjuncts, ordering textbooks, and assisting with some of the issues of their department or designated group.

**6.1.5 Program Directors** are responsible for the smooth functioning of their respective academic/career programs. The program director's duties include scheduling and supervising classes, participating in assigned (in-house) committees, instructing students, keeping in touch with community and business needs in their career areas, recruiting faculty in specialty areas, and other duties as required. Special attention must be given to the administration and operation of the Program Advisory Committee, as may be appropriate.

**6.1.6 Campus Academic Deans** are responsible for academic and workforce disciplines on each campus. This includes supervision duties, budget preparation, class scheduling, office management, faculty and student consultation, faculty evaluation, and the filling of full-time and adjunct staff positions. The campus academic dean maintains off-campus contacts and participates in several committee assignments, and may have instructional duties as well.

**6.1.7 Campus Associate Deans** report to the Dean of Academic Affairs. The Associate Dean is responsible for supporting and assisting in activities related to the assessment, design, development, and evaluation of the college's academic programs.

**6.1.8 Instructional Technologists** are responsible for assisting faculty, staff, and the College as a whole in making appropriate technology decisions in the instructional arena. Duties include designing and delivering technology training sessions and consultations, discovering and recommending technological solutions, and promoting the appropriate use of technology in general.

### 6.2 Adjunct Instructors

#### 6.2.1 Employment

The President is authorized to employ adjunct instructors as needed; instructors must be approved by the Board of Trustees. Employment as an adjunct does not create the expectation

of renewed or continued employment at the College. Adjunct instructors are expected to adhere to all policies, procedures, standards, and requirements as outlined for full-time faculty.

### **6.2.2 Adjunct Credentialing**

Adjunct instructors must meet the same credentialing criteria as full-time professors.

### **6.2.3 Orientation**

A new faculty workshop is offered each year prior to the fall semester. New full-time faculty members are required to attend. Campus academic deans can provide additional information.

### **6.2.4 Mentoring**

All new faculty members, both full time and part time, are assigned a mentor to assist with the transition to Polk State College's programs of instruction.

## **6.3 Southern Association of Colleges and Schools (SACS) Credentialing Criteria**

### **6.3.1 Academic Preparation for Various Teaching Areas**

Complete information on credentials and/or work experience required in various teaching areas of the College is available in the Polk State College Credentialing Manual. This manual can be found on the College website under Faculty & Staff, Faculty Resources, Credentialing Manual.

### **6.3.2 Regional Accreditation**

It is expected that an institution will employ faculty members whose highest earned degree (presented as the credential qualifying the faculty member to teach) is from a regionally accredited institution. If an institution employs a faculty member whose highest earned degree is from a non-regionally accredited institution within the United States or an institution outside the United States, the institution must show evidence that the faculty member has obtained the appropriate academic preparation.

### **6.3.3 Language Requirement**

Each faculty member must be proficient in oral and written communication in the language in which assigned courses will be taught. Faculty screening committees will verify compliance. Faculty applicants will be required to present an oral "mini-lesson" and to submit writing samples.



# FACULTY MEETINGS, PROFESSIONAL DEVELOPMENT, AND RECOGNITION

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## 7.1 Faculty Meetings

The College President or a vice president or provost may call faculty meetings on a campus or college-wide basis. Usually, faculty meetings are at the beginning of the academic year or term, and allow for introductions, announcement of special events or projects, anticipatory actions, general announcements, and special comments about the College and its personnel. Academic Deans may call campus faculty meetings as well. Other special meetings may be conducted periodically. Full-time faculty members are expected to attend department, campus, and other meetings as a part of the contractual obligation.

## 7.2 Faculty Evaluation

Full-time faculty are evaluated each year based on the criteria of teaching, college involvement, professional development, and interpersonal relations. Faculty submit goals in each of these areas to their academic dean at the start of each year. In the spring, they submit a report that summarizes their progress on each of their goals and meet with the academic dean to discuss their progress. Faculty are placed on annual contracts for the first three years at Polk State College. After the third year on annual contract, they are eligible for continuing contract. Faculty are observed in the classroom by their academic dean in each major term (fall and spring) while on annual contract. Once on continuing contract, faculty are observed in the classroom on a three-year cycle.

Additional details about the evaluation process can be found in Procedure 6012. Procedure 6012 is available via the college's website under Business and Community, Rules and Procedures.

## 7.3 Staff and Program Development (SPD)

Polk State College allocates from its resources two percent (2%) of the previous year's allocation from state college funding to provide for staff and program development activities. The allocation is spent according to a plan developed by the College that is updated annually. Funding is used to support staff and program development activities, as well as activities to achieve its goals for implementation of its 1985-88 Educational Equity Act plan.

Staff and program development plans and activities are defined below:

- Staff development is the improvement of staff performance through activities that update or upgrade competence. Staff includes all College employees.
- Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the design of new programs.

Requests for SPD funds for special projects require approval by the appropriate dean and are submitted to the SPD Committee in accordance with specific guidelines outlined by the committee. These requests are submitted and reviewed in the spring for funds allocated for the fall term. Requests for SPD funds for individual participation in a professional workshop are submitted to the appropriate vice president. Forms for this request and for the required follow-up reports are available on the college's internal network (also known as the :P drive).

## 7.4 Professional Growth

The College encourages and supports the continual professional growth of faculty. Each faculty member is individually responsible for ensuring continued professional development. The College supports these activities by providing limited funding. The College also offers various professional development opportunities on campus throughout the year for faculty.

**Association of Florida Colleges:** The Association of Florida Colleges is the professional Association for [Florida's 28 public community and state colleges](#), their Boards, employees, retirees, and associates. The mission of the Association is to actively promote, democratically represent, support, and serve the individual [members](#) and institutions in their endeavors to provide their students and the citizens of Florida with the best possible comprehensive community college educational system. More information can be accessed at the association's website: [www.myafchome.org](http://www.myafchome.org).

## 7.5 Continuing Education

Continuing education and non-credit courses are offered through the Corporate College. A schedule of courses, times, and locations is available on the Corporate College website ([www.corporatepsc.com](http://www.corporatepsc.com)).

## 7.6 Endowed Faculty Chair Program

DBOT Rule 1.12, *Endowed Faculty Chair Program*, states in full:

Polk State College seeks to recognize and to reward faculty who through their individual initiative and efforts have gone beyond that which would typically be expected of an employee and who have demonstrated, in their roles as faculty members, exceptional performance to both the College and the community.

To this end, and in cooperation with the Polk State College Foundation, the District Board of Trustees establishes the Polk State College Faculty Endowed Chair Program.

Selection for a Faculty Endowed Chair will include a monetary award. Endowed Chairs will be awarded by the Polk State College Foundation upon the recommendation of the Endowed Chairs Committee.

- Endowed Chairs will be awarded for one year.
- An Endowed Chairs Committee, appointed according to College procedure, will evaluate and select the recipients of the Endowed Chairs according to established guidelines.
- To be eligible for an Endowed Chair, a faculty member must meet the following conditions:
  - Completion of three years of continuous full-time faculty status at Polk State College, and
  - Documented evidence of excellent performance as a faculty member for three years preceding application for the award.
- Eligible faculty may be nominated by their peers or by academic administrators.
- A performance portfolio must be submitted for each candidate.
- Supplemental details for implementation of this policy are in Polk State College Procedure 1017.

Both Rule 2.25 and Procedure 1017 are available via the college's website under Business and Community, Rules and Procedures.

## MISCELLANEOUS ISSUES

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### **8.1 Pay Checks**

Payment for full-time Polk State College employees occurs monthly via direct deposit. Faculty can view their electronic paystub via PASSPORT. For more information, contact the Human Resources Office.

### **8.2 Cashing Checks**

The College does not provide check-cashing facilities for staff or students. Personal checks will be accepted upon presentation of proper identification for purchases at the bookstore or payment of tuition and fees.

### **8.3 Children on Campus**

Polk State College generally has no facilities or services to accommodate young children while adults are attending class or conducting business on campus. In fairness to others and in recognition of limited facilities and services, young children should not be brought to class or into other service areas.

### **8.4 Keys**

Keys are issued to faculty for office and filing cabinet access. To obtain keys, a professor must complete a key request form (signed by the campus academic dean) and return it to the Facilities Office for key issuance. Keys must be returned to the Facility Office upon leaving the College. Keys must not be transferred to other persons or duplicated. Lost keys should be reported immediately. Some faculty may also be issued electronic discs on their Polk State College IDs that can be used to enter buildings and secure areas without need of a key. These are issued by the Facility Office as well.

Classrooms are normally open. If a classroom is locked, a professor should call Security (at extension 5059) for assistance and be prepared to give the room number that needs to be unlocked.

### **8.5 Lost and Found**

Individuals should return found items and check for lost items at the Security Office on each campus.

### **8.6 Missing, Lost, or Stolen College Property**

The Security Office (extension 5059) must be notified immediately if College property is missing, lost, or stolen.

### **8.7 Petty Cash**

A petty cash fund is maintained by the Business Office for purchases under \$75. A completed petty cash voucher signed by the Budget Head can be taken to the cashier in Winter Haven or the cashier in Lakeland to receive a cash advance or to be reimbursed for an approved purchase. The College does not pay a sales tax for items purchased. Individuals should request a *Statement of Tax Exempt Status* form from the campus Academic Dean's Office to avoid paying sales tax.

### **8.8 Graduation Activities**

College faculty members are expected to attend college graduation activities as part of their professional responsibilities. Graduations are held at the end of the fall and spring terms.

## **8.9 Gifts**

Prior to acceptance of gifts for College use, approval of the President is required. All such gifts become the property of the College.

# Polk State College Rules and Procedures

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	PRES	1/22/07		1.01	Board Membership and Organization
	PRES	12/8/08		1.02	Board Meetings
	PRES	1/22/07		1.03	Duties and Powers of the Board
	PRES	1/22/07		1.05	Goals of the Board
	PRES	6/22/09		1.06	Code of Ethics
	PRES	1/22/07		1.07	Trustee Performance Standards
	PRES	1/22/07		1.08	New Members
	PRES	3/19/07		1.09	Authority to Sign Contracts
	PRES	1/22/07		1.10	Selection and Appointment of a President of the College
	PRES	1/25/10		1.11	Trustees Meritorious Service Award
	DEVELOPMENT	2/22/10		1.12	Endowed Faculty Chair Program
	PRES	1/22/07		2.01	College Goals
	ACADEMIC & STUDENT SVCS.	4/26/10		2.02	Educational Programs
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	PRES	5/18/09		2.06	President's Powers and Duties
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	PRESIDENT	11/27/06		2.09	College Publications
	BUS SERVICES	2/22/10		2.10	Facsimile Signatures
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	PRES	11/27/06		2.12	Disrupters on PSC Locations
	DEVELOPMENT	10/26/09		2.13	Cultural Events
	BUS. SERVICES	10/26/09		2.15	Accessing Public Records
	ACADEMIC & STUDENT SVCS	1/22/07		2.16	Admission to College Activities Events
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					Construction Change Orders, Payments to Contractors During

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	BUS SERVICES	2/22/10		2.21	Construction and Authorization for Final Payment to Contractor
	DEVELOPMENT	10/26/09		2.22	Polk State College Foundation, Inc.
	ACADEMIC & STUDENT SVCS.	6/28/10		2.23	HIV/AIDS Policy
	FAC SEN	2/25/08		2.24	Faculty Senate Constitution
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	INFO. TECH.	1/22/07		2.29	Information Resources Management
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	BUS. SERVICES	6/27/11		3.05	Contracts for Administrative, Instructional, and Professional/Technical
	BUS. SERVICES	2/22/10		3.08	Suspension or Termination of Career Employees
	BUS. SERVICES	2/22/10		3.09	Leaves of Absence
	BUS. SERVICES	7/23/07		3.12	Equal Employment Opportunity
	BUS SERVICES	11/27/06		3.13	Travel and Subsistence for Authorized Persons
	BUS. SERVICES	2/22/10		3.16	Pay Plan for College Faculty and Staff
	BUS. SERVICES	2/22/10		3.24	Terminal Leave Payout
	EQUITY OFFICER	7/23/07		3.27	Harassment/Sexual Harassment
	BUS. SERVICES	8/23/10		3.32	Employee Code of Ethics
	ACADEMIC & STUDENT SVCS.	1/22/07		4.01	Student Code of Conduct
	ACADEMIC & STUDENT SVCS.	9/28/09		4.02	Admissions Policy
	BUS. SERVICES	6/22/09		4.06	Student Fees & Refunds
	ACADEMIC & STUDENT SVCS.	9/28/09		4.09	Student Records
	ACADEMIC & STUDENT SVCS.	7/23/07		4.10	Student Loans
	ACADEMIC & STUDENT SVCS.	4/23/07		4.12	Standards of Progress for Veteran Certification at Polk State College
	ACADEMIC &				



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	ACADEMIC & STUDENT SVCS.	7/23/07		4.15	International Students
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	ACADEMIC & STUDENT SVCS.	1/22/07		4.18	Use of the F Grade
	ACADEMIC & STUDENT SVCS.	10/22/07		4.19	Scholarships
	ACADEMIC & STUDENT SVCS.	10/23/06		4.23	Educational Opportunities for Students With Disabilities
	ACADEMIC & STUDENT SVCS.	1/22/07		4.24	Policy Regarding Religious Observances by Students
	ACADEMIC & STUDENT SVCS.	10/26/09		4.25	Recognition of Student Participation in College Decision Making
	ACADEMIC & STUDENT SVCS.	2/22/10		4.26	Student Appeal/Complaint Policy
	ACADEMIC & STUDENT SVCS.	3/19/07		4.27	Academic Standards of Progress
	ACADEMIC & STUDENT SVCS.	1/22/07		4.29	College Preparatory Instruction
	ACADEMIC & STUDENT SVCS.	1/22/07		4.30	Credit Course Repeat Policy
	ACADEMIC & STUDENT SVCS.	1/22/07		4.31	College Preparatory Alternatives
	BUS. SERVICES	10/26/09		5.01	Business Affairs
	ACADEMIC & STUDENT SVCS.	10/26/09		5.03	Funding of Student Activities and Organizations
	ACADEMIC & STUDENT SVCS.	4/26/10		5.04	Fundraising for Student Clubs and PSC Related and Community Non-Profit Organizations
	BUS. SERVICES	9/24/07		5.05	Budget Amendments
	BUS SERVICES	4/28/08		5.06	Investment of Funds
	BUS. SERVICES	10/26/09		5.07	Auxiliary Enterprises
	BUS. SERVICES	1/25/10		5.10	Receipt and Deposit of Funds
	BUS. SERVICES	1/25/10		5.13	Delinquent Student Accounts
	BUS. SERVICES	07/24/06		5.14	College Expenditures, Bids and Waivers
	BUS. SERVICES	3/19/07		5.16	Compliance with the Consultants' Competitive Negotiation Act
	BUS. SERVICES	2/22/10		5.20	Maintenance, Sanitation, and Housekeeping of College Facilities

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	BUS. SERVICES	7/25/05		5.22	Tangible Personal Property
	BUS. SERVICES	2/22/10		5.23	Building Code Guidelines for Administration
	BUS. SERVICES	1/25/10		5.24	Identity Theft Prevention Program

**LEGEND**

BUS. SERVICES	VP, Business Services
FAC SEN	President, Faculty Senate
DEVELOPMENT	Assoc. VP, Development and Executive Director of Foundation
ACADEMIC & STUDENT SVCS.	VP, Academic & Student Services
INFO TECH	VP, Information Technology
PRES	President
UR	Under Revision

/dbot/newproc/indexes/index.001 (01/26/94)

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	ACADEMIC & STUDENT SVCS.	1/25/11		1001	Communicating Course Information to Students
<b>7/16/10 – Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	11/28/06		1002	Directed Independent Study Request
	ACADEMIC & STUDENT SVCS.	10/23/07		1003	Determining Class Size
	ACADEMIC & STUDENT SVCS.	11/14/06		1004	Final Course Examination
	ACADEMIC & STUDENT SVCS.	5/31/07	<b>Deleted on 3/29/11</b>	1005	Determining Workload Based Contracts & Extra Term Teaching Assignments
	ACADEMIC & STUDENT SVCS.	12/10/09		1006	Faculty Workload Academic Accounting System
	ACADEMIC & STUDENT SVCS.	11/28/06		1007	Substitutes for Teaching Faculty
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	ACADEMIC & STUDENT SVCS.	5/08/07		1009	Criteria for Granting Exceptions to Nursing Disenrollment
<b>7/16/10 – Reviewed-No Changes needed</b>	BUS. SERVICES	2/19/98		1016	Trustees Meritorious Service Award
	DEVELOPMENT	11/15/05		1017	Process for Awarding Endowed Faculty Chairs
	ACADEMIC & STUDENT SVCS.	10/20/09		1018	Academic Student Complaint Procedure
	ACADEMIC & STUDENT SVCS.	1/7/09		1020	Program Advisory Committees
	ACADEMIC & STUDENT SVCS.	7/10/07	<b>Deleted on 8/18/10</b>	1021	Workforce Guarantee
<b>7/22/10- Revised Title Changes only</b>	ACADEMIC & STUDENT SVCS	6/14/11		1022	Faculty Continuing Contract
	ACADEMIC & STUDENT SVCS	3/07/06		1023	Lab Fees-Establishing and Reviewing
	ACADEMIC & STUDENT SVCS.	3/29/11		1024	Faculty Schedule Assignment
	ACADEMIC & STUDENT SVCS.	5/25/10		1025	Admissions Procedure
<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	2/27/07		1026	Adjunct Faculty Evaluation
	ACADEMIC & STUDENT SVCS.	6/15/09	<b>Deleted on 6/14/11</b>	1027	164f Contrac Application Process
	ACADEMIC & STUDENT SVCS.	5/19/08		1028	Faculty Campus Transfers
	ACADEMIC & STUDENT SVCS.	1/22/10		1029	Limited Admission Program
	ACADEMIC & STUDENT SVCS.	7/14/09		1030	College Student E-Mail System
	DEVELOPMENT/ FOUNDATION	4/22/08		1031	Intercollegiate Athletics Drug and Alcohol Testing
	ACADEMIC & STUDENT SVCS.	1/22/10		1032	Intellectual Property
	ACADEMIC & STUDENT SVCS.	1/22/10		1033	Student Records Retention
	ACADEMIC &				Alternative, Accelerated and Articulated

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	STUDENT SVCS.	10/19/10		1034	Credit
	ACADEMIC & STUDENT SVCS.	4/20/10		1035	HIV/AIDS Procedure
	INFORMATION TECHNOLOGY	7/27/10	<b>Deleted on 7/27/10</b>	4001	Reconsideration of Materials
	INFORMATION TECHNOLOGY	2/6/07		4003	Ordering Audio Visual Equipment Not Purchased Through Instructional Technology Services Accounts
<b>7/22/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	1/22/10		4004	Copyright Law
	ACADEMIC & STUDENT SVCS.	2/26/10		5001	Code of Conduct for Student Participants
	ACADEMIC & STUDENT SVCS.	5/25/10		5002	Minimum Graduation Requirements
	ACADEMIC & STUDENT SVCS.	4/20/10		5003	FERPA
	ACADEMIC & STUDENT SVCS.	11/28/06		5006	Administration of Polk State College Loan Fund
	BUS. SERVICES	7/27/10		5007	Delinquent Accounts
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<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	10/31/06		5011	Student Organizations
	ACADEMIC & STUDENT SVCS.	8/28/07		5013	Financial Aid Procedures
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	ACADEMIC & STUDENT SVCS.	10/24/06		5019	Guidelines for Outdoor Campus Events
	ACADEMIC & STUDENT SVCS.	1/02/07		5021	Student Media
<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	10/24/06		5022	Course Audits
<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	7/11/06		5023	Interpretation of Academic Rules
	ACADEMIC & STUDENT SVCS.	5/18/10		5024	Presidential Fee Waivers
	ACADEMIC & STUDENT SVCS	8/28/07		5025	Student Appeals Hearing Protocol
	ACADEMIC & STUDENT SVCS	8/28/07		5026	Student Code of Conduct Violation – Academic Dishonesty
	ACADEMIC & STUDENT SVCS	8/28/07		5027	Student Code of Conduct Sexual Misconduct Procedure

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	ACADEMIC & STUDENT SVCS	8/28/07		5028	Student Code of Conduction Violation Procedure
	ACADEMIC & STUDENT SVCS	8/28/07		5029	Student Code of Conduct Violation Procedure – Student Groups & Organizations
<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS	8/28/07		5030	Policy on Sexual Offenders and Sexual Predators
	PRESIDENT	1/9/07		6001	Authority to Sign Various College Documents
	ACADEMIC & STUDENT SVCS.	8/18/10		6002	Committee System
	BUS. SERVICES	8/24/10		6003	Budget Development (Operating Fund)
	BUS. SERVICES	9/25/07		6004	Budget Amendments
	BUS. SERVICES	8/2/10		6005	Overtime
	DEVELOPMENT	2/05/02		6006	Scheduling and Use of College Facilities and/or Properties
	BUS. SERVICES	1/27/97	<b>Deleted on 8/4/10</b>	6007	Supervisors' Guide for Performance Evaluation
	BUS. SERVICES	8/12/10		6008	Career Employee Performance Evaluation System
	BUS. SERVICES	8/9/10		6009	Administrators' Evaluation System
	BUS. SERVICES	8/2/10		6011	Request for Personnel Action (RPA)
	BUS. SERVICES	6/30/09		6012	Teaching Faculty Evaluation System
<b>8/2/10 – Reviewed-No Changes needed</b>	BUS. SERVICES	8/20/09		6013	Employee Grievance Procedure
	BUS. SERVICES	8/4/10		6014	Recruiting/Employment Process
	BUS. SERVICES	8/9/10		6015	Student Worker Employment
	BUS. SERVICES	8/21/00	<b>Deleted on 8/6/10</b>	6016	Monthly Distribution of Payroll Checks
	BUS. SERVICES	8/2/10		6017	Sick Leave and Vacation Accumulation and Use Reporting Method
	BUS. SERVICES	8/9/10		6019	Position Classifications
	BUS. SERVICES	12/12/05		6021	Accidents and First Aid
	BUS. SERVICES	8/10/10		6022	Emergency Evacuation and Closure Pay
	BUS. SERVICES	7/27/10	<b>Deleted on 7/27/10</b>	6023	Disposal of Tangible Property
	BUS. SERVICES	9/14/10		6024	Tangible Personal Property Capital Outlay Expenditures

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	BUS. SERVICES	9/17/91	Deleted on 8/6/10	6027	Printing and Photocopying
	PRESIDENT	8/18/09		6030	External Public Relations
	PRESIDENT	9/14/09		6031	College Catalog Procedure
	BUS. SERVICES	7/23/85	Deleted on 8/3/10	6032	Special Parking Permit
	BUS. SERVICES	11/7/86	Deleted on 8/4/10	6033	Payroll/Personnel Standards
	ACADEMIC & STUDENT SVCS.	5/13/10		6035	Reimbursement for Courses, Conferences and Training Opportunities Using Staff and Program Development Funds (SPD)
	BUS. SERVICES	7/27/10	Deleted on 7/27/10	6036	FACC Travel by PSC Employees
	BUS. SERVICES	8/9/10		6037	Mail Containing Monies
<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	1/09/07		6038	College Calendar
	DEVELOPMENT	2/25/88	Deleted on 8/24/10	6040	Calendar of Cultural Events
	BUS. SERVICES	7/27/10		6042	Petty Cash
<b>7/16/10- Reviewed-No Changes Needed</b>	BUS. SERVICES	1/9/01		6043	Ticket Sales
	BUS. SERVICES	7/27/10	Deleted on 7/27/10	6044	Employees Selling to College
	BUS. SERVICES	3/21/90	Deleted on 8/4/10	6045	Employee Deductions for Supplemental Benefits
	BUS. SERVICES	3/18/86	Deleted on 8/4/10	6046	Position Control System
	BUS. SERVICES	7/27/10		6047	Traffic Regulations
	BUS. SERVICES	7/27/10	Deleted on 7/27/10	6048	Cash Deposit Control
	BUS. SERVICES	9/19/06		6049	Travel and Subsistence for Authorized Persons
	DEVELOPMENT	3/7/11		6050	Art Selection
	DEVELOPMENT/ FOUNDATION	2/25/10		6051	Accounting Process/PSC Foundation
	EQUITY OFFICER	8/20/09		6052	Equal Opportunity/Equity and Access
	BUS. SERVICES	8/2/10		6053	Employee Benefits, Enrollment and Claims
	BUS. SERVICES	2/17/09		6054	Applicant Equity Complaint Procedure
	BUS. SERVICES	10/17/89	Deleted on 8/6/10	6055	Blood Bank
	FACULTY SENATE	5/1/08		6056	PSC Faculty Senate Bylaws

**Polk State College**  
**Procedures – Numerical Index**

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<b>Date of Change or Revision</b>	<b>President's Staff Proponent</b>	<b>Date of Last Revision</b>	<b>Under Revision/Deleted</b>	<b>Number</b>	<b>Subject</b>
	PRESIDENT	9/1/09		6057	Distribution of Literature on Campus
	BUS. SERVICES	8/16/10		6059	Employee Education Fund (EEF)
	BUS. SERVICES	8/07/90	<b>Deleted on 8/6/10</b>	6060	Authority to Record as Miscellaneous Revenue
	PRESIDENT	1/09/07		6061	Promotional Materials on College Sites
	DEVELOPMENT	8/24/10		6062	Process to Apply for Foundation Funds
	FAC SEN	4/20/10		6063	Procedure to Implement Article VI Senate Constitution (DBOT Rule 2.24)
	BUS. SERVICES	8/9/10		6064	Volunteer Services
	BUS. SERVICES	8/2/10		6065	Access to PSC Employee Records
<b>7/16/10- Revised Title Changes Only</b>	ACADEMIC & STUDENT SVCS.	10/31/06		6066	Substitution and Waivers Committee
	BUS. SERVICES	8/12/10		6067	Family and Medical Leave
<b>8/2/10 – Reviewed-No Changes needed</b>	BUS. SERVICES	6/17/08		6068	Screening Committees
<b>8/2/10 - Reviewed-No Changes Needed</b>	BUS. SERVICES	6/01/04		6069	Summer Flexible Work Schedules
	PRESIDENT	2/25/10		6070	Fund Raising Activities
	PRESIDENT	2/19/10		6072	Grant Development and Administration
	PRESIDENT	10/31/06		6073	Procedure on Rules & Procedures
	ACADEMIC & STUDENT SVCS.	4/20/10		6074	Completing Faculty Related Experience Form (REX)
	BUS. SERVICES	7/10/07		6075	Cellular Phones
<b>8/2/10 – Reviewed-No Changes needed</b>	BUS. SERVICES	5/8/07		6076	Sexual Harassment
	BUS. SERVICES	8/4/10		6077	Accommodation of Religious Beliefs
	BUS. SERVICES	8/4/10		6078	Accommodation of Disabilities
	BUS. SERVICES	8/9/10		6080	Procedure on Sick Leave Pool
	BUS. SERVICES	<b>7/27/10</b>	<b>Deleted on 7/27/10</b>	6081	Use of Automatic External Defibrillator
	BUS. SERVICES	11/02/04	<b>Deleted on 8/4/10</b>	6082	Emergency Closure Pay
	BUS. SERVICES	1/09/07		6084	Purchasing Manual
<b>8/2/10 – Reviewed-No Changes</b>					

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<b>Date of Change or Revision needed</b>	<b>President's Staff Proponent</b>	<b>Date of Last Revision</b>	<b>Under Revision/Deleted</b>	<b>Number</b>	<b>Subject</b>
	EQUITY OFFICER	5/08/07		6085	Investigations
<b>8/2/10 – Reviewed-No Changes needed</b>	EQUITY OFFICER	5/08/07		6086	Harassment
	BUS. SERVICES	5/06/08		6087	Investment of College Funds
	BUS. SERVICES	10/13/86	<b>Deleted on 8/6/10</b>	7001	Security Guard Operating Instructions
	BUS. SERVICES	10/10/86	<b>Deleted on 8/6/10</b>	7002	Maintenance Services
	BUS. SERVICES	4/26/93	<b>Deleted on 8/6/10</b>	7003	Security of Health Center
	BUS. SERVICES	2/24/88	<b>Deleted on 8/6/10</b>	7004	Security of Fine Arts Theatre
	BUS. SERVICES	8/24/10		7006	Ban on Smoking in College Buildings/ Florida Clean Indoor Air Act
	BUS. SERVICES	7/27/10		7007	Safety Reports
	BUS. SERVICES	7/27/10		7008	Safety Manual for PSC
	BUS. SERVICES	7/27/10		7009	Florida Building Code Compliance Program
	BUS. SERVICES	8/28/07		7010	Florida State Employee Tuition and Fee Waiver
	BUS. SERVICES	8/4/10		7011	Renovation & Remodeling Procedure
	DEVELOPMENT	5/25/10		7012	Staff and Program Development

**LEGEND**

BUS. SERVICES	VP, Business Services
FAC SEN	President, Faculty Senate
DEVELOPMENT	Assoc. VP, Development and Executive Director of Foundation
ACADEMIC & STUDENT SVCS.	VP, Academic & Student Services
INFO. TECH.	VP, Information Technology
PRES	President
UR	Under Revision