



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

**2008-2009
PART-TIME/ADJUNCT
FACULTY HANDBOOK**

August 2008

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Numbers to Know

Main Campus—Senatobia

4975 Highway 51 North
 Senatobia, MS 38668
 (662) 562-3200

Academic Dean	562-3235
Blackboard Help Desk	1-866-361-8969
Bookstore	562-3240
Business Office	562-3216
Cafeteria	562-3311
Cafeteria Menu Line	ext. 8188
Campus Police	562-3314
Career Center	562-3954
Career-Tech Office	562-3361
Computer Help Desk	562-3934
Distance Learning/Online Classes	562-3317
Evening School	560-1104
Financial Aid	562-3271/3273
Housing	562-3305
Library	562-3278
Post Office	562-3239
President's Office	562-3227
Registrar's Office	562-3219/3220
Student Affairs	562-3305
Student Development Center	562-3320
Student Publications	562-3276
Student Support Services	562-3323

DeSoto Center—Southaven

5197 W.E. Ross Parkway
 Southaven, MS 38671
 (662) 342-1570

Business Office	280-6123
Bookstore	280-6159
Dean's Office	280-6120
Evening School Director	280-6120
Financial Aid	280-6143
Library	280-6164
Olive Branch Campus	895-7600
Student Development Center	280-6124
Success Club	280-6148/6193
University of Mississippi - DeSoto	342-4765

Lafayette-Yalobusha Technical Center

1310 Belk Drive • Oxford, MS 38655
 (662) 236-2023

Bookstore	238-3100
Dean's Office	236-2023
Evening School Coordinator	238-7944
Financial Aid	238-7944
Library	238-7953
Career-Tech Counselor	238-7942
Special Populations Coordinator	238-7952

Emergency and Security Measures

Campus Police and security officers are on duty while classes are in session. All employee and student accidents should be reported promptly to the office. Security should also be contacted when first aid is needed or an emergency rises.

Each instructor is provided related information and instructions in case of fire, inclement weather, or other emergency situations. Evacuation routes and instructions are posted in each classroom. Faculty should review emergency procedures with students during the first class meeting.

STUDENT'S RIGHTS AND RESPONSIBILITIES

FERPA

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records.

They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint concerning alleged failures by Northwest Mississippi Community College to comply with the requirements of FERPA with the U.S. Department of Education at the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

More information on the Family Educational
Rights and Privacy Act can be found at: [http://
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Northwest Mississippi Community College extends the privilege of admission to those persons who meet the academic qualifications and the standards of health, character, and prior conduct. This admission presents privileges beyond those available to all citizens. Commensurate with these additional privileges are additional responsibilities. The rights and responsibilities of Northwest Mississippi Community College students are described in the section which follows.

Student Rights

Among the student's general and specific rights are the following:

1. The right to those educational programs offered by the college *Bulletin* for which the student is qualified.
2. The right to join college-approved organizations for educational, political, social, religious, and cultural purposes.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through representation in the Student Government Association or through duly approved student representatives on college committees and through college offices.
4. The right of respect for personal feelings; the right of freedom from indignity of any type; the right of freedom from control by any person, except as may be in accord with the published rules and regulations of the institution and the commonly accepted moral code.
5. The right of freedom of expression as defined by the Bill of Rights of the Constitution of the United States, within the framework of existing statutes limiting the exercise of this freedom.
6. The right of due process in disciplinary procedures when individual or group behavior comes under review by the College.
7. The right of appeal to and review by the President of the College or his designees for the purpose of determining whether the student has been provided administrative due process.

Student Responsibilities

Rights in all communities have concomitant responsibilities to respect the laws and regulations of the communities. A student's enrollment in Northwest Mississippi Community College is his or her agreement to abide by its rules of community governance.

1. The responsibility of being fully acquainted with the college *Bulletin*, the *Student Guide*, and other published policies for the guidance of students, and the further responsibilities of complying with these policies and regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the College.
3. The responsibility at all times to recognize constituted authority, to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.

4. The responsibility for supporting the essential order of the College.
5. The responsibility of meeting college financial obligations and deadlines.
6. The responsibility of attending classes regularly.
7. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college communities, i.e., residence hall rules, traffic regulations, social rules.
8. The responsibility to see that his or her dress and personal grooming reflects good taste and personal pride in one's appearance. No manner of dress will be allowed which would disrupt the normal educational and social process.

Grievance and Arbitration Procedures

Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as Northwest policy prohibit institutional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admissions, financial assistance, employment, residence hall assignment, disciplinary actions, or other campus matters may seek to resolve them in the following manner:

1. Address a written statement to the Vice President for Student Affairs setting forth the grievance and the remedy sought.
2. The Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.
 - a. If a complaint raises an academic question, it will be forwarded to the dean of the appropriate academic division.
 - b. If the complaint raises a nonacademic matter, it will be forwarded to the administrative head of the appropriate unit.
3. Within five working days after receipt of the statement, the Dean or Administrator shall make initial contact with the complainant. The Dean or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen working days after the initial contact or meeting, the Dean or Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Vice President for Student Affairs. In the event that the student is not satisfied with the resolution of the grievance, appeal may be made to the Vice President responsible for the Unit or Division involved, and then to the President.

Part-time/Adjunct Faculty Responsibilities

Each part-time/adjunct faculty member at Northwest Mississippi Community College must:

1. Complete his/her personnel file immediately with the following essential documents:
 - a. Official transcript of all colleges attended,
 - b. Birth certificate,
 - c. Application for employment,
 - d. Employment verification,
 - e. Resume;
2. Teach the subject matter of assigned courses as outlined in the official syllabus.
3. Cultivate in the students a proper attitude toward college both in and out of the classroom through the teaching of good citizenship, respect for the rights of others, and respect for school property;
4. Strive constantly to improve the methods, content and value of each course he/she teaches, at all times striving to understand better the students he/she teaches and their needs for the present and the future;
5. Meet each class as scheduled;
6. Attend faculty meetings if possible;
7. Give examinations on the days assigned by the official examination schedule;
8. Establish office hours immediately before or after a class when he will be available for student conferences;
9. Counsel students when there is an opportunity, realizing that the individual instructor often has the best opportunity for effective guidance;
10. Make use of counseling and testing services when needed;
11. Hold class for the full class period;
12. Adhere to all timetables established by the appropriate administrator, particularly with regard to reporting of grades and completion of assignments;
13. Assume responsibility for safe and proper use of equipment and supplies;
14. Enforce the College's rules for no smoking, eating or drinking in classroom;
15. Maintain accurate attendance records and comply with policy for the reporting of absences; a gradebook is required;
16. Maintain a classroom environment that is conducive to learning, deal with discipline problems in a professional manner, and follow the student guide policies;

17. Notify the appropriate administrator when unable to be in class so that acceptable arrangements can be made for the class to receive instruction;
18. Provide the appropriate dean or division director a copy of the current syllabus and course outline for each course taught;
19. Possess and demonstrate both verbal and written communication skills;
20. Dress appropriately for duties and assignments at the college; and
21. Comply with school policies as outlined in the following publications:
 - a. Policy and Procedures Manual (found in library or Dean's office)
 - b. Student Guide and/or College Bulletin (given to the instructor)
 - c. Faculty Handbook.
22. Refer to appropriate supplemental material developed for part-time/adjunct faculty explaining specific procedures that vary from one Northwest campus to another (see Dean or Director).

Fringe Benefit Policy

In order for part-time/adjunct faculty to qualify for fringe benefits including health insurance, life insurance, and state retirement, an instructor must meet the following minimum weekly requirements: 12 teaching hours, an additional thirty minutes per class to assist students on an as needed basis, and 3 ½ hours for preparation time and other duties as assigned. Therefore, the faculty member meeting the above criteria will be working at least 17½ hours per week, which is one half of the full time faculty load.

These benefits will only be offered to part-time/adjunct faculty at the beginning of the second consecutive semester when all eligibility requirements have been met.

Teaching Load

1. The maximum daytime teaching load for an adjunct instructor who is not employed outside the College is 15-17 credit semester hours plus 6-8 contact overload hours. The maximum daytime teaching load for an adjunct instructor who is employed full-time outside the College is 6 credit semester hours. Any exception to this maximum daytime load shall require written approval of the President upon written recommendation from the Dean or Division Director.
2. The maximum daytime teaching load for a full-time administrator with the College is 3 credit semester hours. The administrator or staff member must have permission from an immediate supervisor to teach an overload. In addition, the overload must be taught during a lunch hour or at such a time that does not interfere with normal hours of work.

Faculty Qualifications

The College recognizes the importance of employing and retaining faculty who demonstrate scholarly achievement and professional experience. The minimum requirements for full-time and part-time/adjunct faculty are set in accordance with the Criteria of the Commission on Colleges of the Southern Association of Colleges and Schools.

Absences and Leave

Absences from class:

1. Prior to an anticipated absence the instructor will propose a plan to the Division Director or appropriate Dean. The immediate supervisor will forward the form to the Dean for approval or disapproval.
2. For an unanticipated absence, the Dean or Division Director should make emergency arrangements. For a prolonged absence, necessitating the employment of a substitute, the faculty member must make arrangements. **The absence of any faculty member must be reported to the Dean within 24 hours using the Absence Report Form.**

Copyright Compliance

Northwest Mississippi Community College adheres to provisions of the United States Copyright Law and to the Fair Use guidelines. All College employees are bound by copyright laws. Users do not have the right to receive, use, or copy unauthorized copies of printed material or software. Users do not have the right to download materials subject to copyright laws using the Northwest campus wide network.

Intellectual Property Rights Policy

All work products created or produced using the College's resources, facilities, or time are considered to be property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed property of the individual. All revenue derived from College owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually owned work products is discretionary for the developer. This policy is applicable to all faculty, staff, and students.

Academic Freedom

1. Each faculty member of Northwest Mississippi Community College is entitled to full freedom in the classroom in discussing the subject being taught. Each faculty member is also a citizen of his nation, state and community and when the faculty member speaks, writes or acts as such, both in and out of the classroom, each faculty member must be free from institutional

ensorship or discipline. All discussions should be conducted in a professional and appropriate manner.

2. The concept of academic freedom is accompanied by an equally demanding concept of responsibility. Each faculty member must refrain from insisting upon the adoption by students of any particular point of view as authoritative in controversial issues.
3. Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the College for the statements. Therefore, one should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and avoid creating the impression that one speaks or acts for the College when one speaks or acts as a private person.
4. At no time will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the institution from proper efforts to evaluate the work of each faculty member.

Classroom Etiquette

Northwest Mississippi Community College is committed to excellence in teaching. Teachers and students have an obligation to cultivate an environment that enhances learning for all students. Respect for one another and for their ideas and values is essential to establishing this strong learning environment in the classroom. Students are expected to conform to the following classroom rules:

1. **Cell phones**—Cell phone use in the classroom while class is in session is strictly prohibited. This includes texting, Internet browsing, and taking photos.
2. **Personal conversation**—It is rude and disruptive to engage in personal conversation during class. Students who persist in disruptive behavior may be asked to leave the class. Reading newspapers, doing crossword puzzles, or engaging in other personal diversions unrelated to class activity is equivalent to a personal conversation.

Students are reminded that obstruction of teaching or disruption of the learning environment is prohibited. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive.

Class Rolls

The instructor receives two notifications of student enrollments from the Registrar's Office. The initial roll is sent to the instructor immediately following close of regular registration. The permanent roll comes at the end of late registration and serves as the final notification of student enrollment.

The instructor must check each of the two enrollment notifications for enrollment errors. If a student is attending class but is not on the roll, the instructor must call the Registrar's Office. If a student is on the roll but is not attending class, the instructor must verify the enrollment in the computer, and if the student is still officially enrolled in the class, the instructor must send an Early Alert.

Class Attendance Policy

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F." Online courses have additional information regarding class attendance included in the instructor's Course Outline.

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Center Dean or the Academic Dean.

Official Absences

Official absences are absences caused by a student representing the College for an approved function. These absences shall not count toward the student's total absences.

Course Outline

Instructors are expected to communicate in writing the following information to his/her students concerning his/her course: course goals, grading scale, methods of evaluation, college attendance and withdrawal policies, make-up work policy, office hours and office location, required textbooks and materials, and any other policies which individual instructors expect to execute within the regulations, philosophy and aims of the College.

Outside Speakers

When a speaker from outside the college faculty is considered for classroom lecture, the speaker must be approved in writing by the appropriate Dean well in advance of the date he/she is scheduled to speak. If there is a doubt about the acceptability of the speaker, the Dean will confer with the President. This policy attempts to assure the best use of class time.

Field Trips

Instructional field trips involving students and/or instructional staff require the approval of the appropriate Dean. The instructor must present a written recommendation for such a trip to the appropriate supervisor. The recommendation should designate the class or group involved, the faculty member or members in charge, the mode of transportation, the estimated cost, and the purpose of the trip as related to the instructional program. If the trip is approved, the appropriate form must be filed in the Dean's office.

Examinations

1. All final examinations must be administered during the final examination period as defined by the College's published schedule. Any deviation from this schedule must be approved in writing by the Dean's office. No student may be exempt from an examination.
2. Proctoring of examinations is a required procedure.
3. Final examination papers and test papers are to be retained in the instructor's files for one year following the time the examination was given.
4. If an instructor leaves at the end of the semester, final examinations must be retained by the appropriate Dean or Division Director. Therefore, the final examination should be administered in some written form so that the instructor and/or Dean can defend the grade if the grade is challenged by the student or referred to a court of law.
5. Exam schedules can be found on pages 29-30 of this handbook.

Grading

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A=Excellent
B=Good
C=Satisfactory
D=Lowest Passing Grade

Grades with No Credit

F=Failure
I=Incomplete
W=Withdrawal
N=Audit

Courses with a "W," "N," or repeated courses do not count in the grade point average. All other courses are counted.

When a student repeats a passed course (D or C) for grade improvement, the better grade becomes the official grade of record.

Grade Book

Instructor's grade book must be kept on file in the Dean's or Division Director's office at the end of each academic year.

Grade Change

When an instructor's grades are submitted to the Registrar's Office, they are considered permanent and are not subject to change except in the case of error. The request for a grade change is to be initiated by the student. Any change must be submitted by the instructor on the REQUEST FOR GRADE CHANGE FORM.

Cheating and Plagiarism

Students involved in cheating or plagiarism will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career- Technical Dean as determined by the student's major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student's faculty adviser, and two Student Government representatives. This committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College. The decision of the committee will be final.

Student Grade Change Appeal Procedure

The grade appeal procedure is designed to provide a student with a procedure for appealing the assignment of a course grade which is believed to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. If the student fails to pursue any step of the procedure outlined below, the disposition of the student's complaint made in the last previous step shall be final. All correspondence and records shall be retained in the appropriate Dean's office. The grade appeal procedure involves the following steps:

1. The student shall submit the complaint in writing to the Division Director or appropriate dean within fifteen (15) days from the date the grade was received.
2. The Division Director or appropriate dean will attempt to resolve the complaint in conference between the student and the instructor, to be held within fifteen (15) days from the date the complaint was received. If the Division Director was the instructor of the course involved in the complaint, the written complaint of the student shall be submitted to the appropriate dean.
3. If the complaint is not resolved in step 2, the student may submit the complaint to the appropriate dean's office within fifteen (15) days from the date of the dissolution of step 2.

4. If the appropriate dean does not resolve the complaint the student may appeal in writing to the Vice President for Educational Affairs for a hearing within fifteen (15) days from the date of the dissolution of step 3. If the complaint is not resolved at this level, the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Educational Affairs within Fifteen (15) days following the Vice President's decision in the matter.
5. The Northwest Mississippi Community College Student Grade Appeals Committee will be appointed by the Vice President for Educational Affairs. The committee will be composed of the following: Chairperson, three faculty members, and three students who serve as officers of the Student Government Association. Alternate students may be chosen by the Vice President for Educational Affairs. The decision of the committee is final.

Smoking Policy

The College respects the rights of its employees to work in a smoke free environment. Smoking will not be allowed in any facility on campus. This includes all public areas where groups of people frequently gather, such as the coliseum, elevators, and restrooms.

Solicitation

For the purpose of maintaining an orderly working atmosphere and avoiding unnecessary interruptions of employees at his/her work, the following shall be the solicitation policy of the College:

1. Distribution of written materials or solicitation by non-employees on college property is prohibited.
2. Solicitation by employees is prohibited in working areas or during working time.
3. College bulletin boards are for the College's use only. The use of college premises and facilities for any purpose other than school related business is subject to advance arrangements and specific approval by the building supervisor and the Activities Committee.
4. This policy applies to all employees in every location of the College. Employees are asked to report violations of this policy to his/her supervisor.
5. Signs and advertisements may not be posted on doors of entrances to buildings.

Textbook Selection

The selection of appropriate textbooks for classroom instruction is the responsibility of the academic and career tech faculty. Both full-time and part-time/adjunct faculty members in each division will participate in identifying and evaluating existing and proposed textbooks for their respective disciplines.

Full time instructors in each course will make the final determination as to which text best meets the requirements of that particular course.

The academic Division Directors and the campus career-tech Deans are responsible for supervising the textbook selection for each course taught in their area. At least once a year these Directors/Deans should schedule a meeting that involves all the teachers in each of the various disciplines under their supervision to discuss textbook adoption. They should coordinate this effort with satellite campuses, full and part-time/adjunct faculty, and virtual college to ensure the participation of all faculty.

As one means of ensuring consistency across the different venues in which NWCC operates, all similar courses offered by the College should use the same textbook. Exceptions to this policy must be submitted to the instructor's immediate supervisor, approved by the appropriate Dean, and forwarded to the Vice President for Educational Affairs. These exceptions are only granted for a one-year period. The various disciplines and programs may supplement the standard text with other reading materials at their discretion.

Textbooks will be adopted for a minimum of three years. However, instructors may request a change in textbooks sooner in unusual circumstances where rapidly changing technologies or major innovations in a discipline render a textbook obsolete. Likewise, a new edition of a book may warrant an exception. Exceptions to the three-year minimum must be approved by the instructor's immediate supervisor.

Textbook orders should be based on realistic figures based on past enrollment and valid projections. This will determine the actual number of textbooks ordered by the bookstore. Orders should be submitted on a textbook requisition form.

Textbook requisitions must be submitted in accordance with the established time schedule below:

For summer session.....April 1
For fall sessionApril 15
For spring session.....October 15

Learning Resources Center

Southern Association of Colleges and Schools criteria require that an institution must provide library service that supports its educational purposes. The following excerpt from the criteria states:

“Because the library is essential to learning, each institution must have a library which provides the primary and secondary materials needed to support its purposes and programs.”

In support of Northwest Mississippi Community College policy, books and related materials are selected which support the curricula-academic, technical and vocational, the aims and objectives of the College, teaching methods of faculty members, and special needs of students, including recreational and leisure reading.

Material selection is considered a cooperative responsibility with participation and recommendation by librarians, division directors, faculty, students, and library committee. The LIBRARY BILL OF RIGHTS adopted by the American Library Association serves as a guide in selection of multimedia

materials. Professional librarians, charged with the responsibility of book selection, subscribe to the idea that the academic community served by the College should have freedom to read from a wide spectrum of significant reading matter being published, so long as these materials are not offensive to generally accepted good taste, if all sides of controversial or partisan issues are represented in as much as is possible, and if the educational objects of the College are adopted.

Each instructor is expected to become familiar with the resources of the library and to guide students in the development of habits, attitudes, and skills that will enable them to use the library, effectively.

1. Gift Policy

The Learning Resources Center adheres to a carefully planned policy in accepting gifts. It reserves the right to decide whether or not the gift is to be added to the collection. Gifts may be duplicates of an item of which no more copies are needed, outdated, not of reference or circulation value, or in poor condition. Gift materials are judged by basic selective standards and are accepted or rejected by these standards. Gift materials are accepted with the distinct understanding that the library may use them in accordance with the decision of the librarian in consultation with the faculty. Those materials which are not acceptable to a community college library will be refused. The Learning Resources Center reserves the right to discard gift materials which are not added to the collection. Money is always acceptable to the Learning Resources Center. Faculty, students, administrators, or other individuals who wish to give funds will receive full cooperation and acknowledgment from the Northwest Community College Foundation for tax purposes. All gifts will be acknowledged with a letter, a copy of which is kept on file in the center. A book plate will be placed in each cataloged book stating the donor's name, if requested.

2. Weeding Policy

Materials which are no longer useful are removed from the Learning Resources Center. Weeding, a continuous process which is actually selection in reverse, allows the collection to be kept alive and up-to-date. The same considerations apply as in the process that introduced the material into the Learning Resources Center. Materials which are regularly weeded from the center are those which:

- Are in poor physical condition
- Are damaged or have yellowed, brittle pages
- Are outdated or contain incorrect information
- Have never circulated
- Are old editions which have been superseded by revised editions
- Are duplicates of books which were once popular

3. Policies on Controversial Materials

The Board of Trustees of Northwest Mississippi Community College subscribes to the statement of policy on library philosophy as expressed in the American Library Association *Library Bill of Rights* concerning controversial materials. No learning resources materials whose appropriateness is challenged shall be removed from the Learning Resources Center except upon the recommendation of a review committee with the concurrence of the President

or, upon formal action of the Board of Trustees when a recommendation of a review committee is appealed to it. Procedures to be observed are on file in the office of the Academic Dean.

4. Faculty/Staff Privileges

Faculty and staff are granted extended loan privileges on books. Materials in demand at the circulation desk are subject to recall. At the end of the school year, or when a staff or faculty member terminates employment, all materials must be returned and records cleared with the Business Office. Periodicals and reference books do not circulate.

Audiovisual equipment and materials may be checked out by faculty and staff if arrangements are made with the Media Librarian or the Center Librarian. Equipment is limited and should be reserved in advance if at all possible.

5. Interlibrary Loan

Requests for materials that are not available in the Learning Resources Center must be requested from the Reference Librarian or Center Librarian. If charges to borrow or photocopy material are incurred, the faculty will be responsible for payment. Materials requested through Interlibrary loan will have to be returned on their due date; extended loan privileges do not apply to these materials.

6. Orientation

Faculty members who teach freshman English will schedule orientation sessions in the library through their department. Other faculty members who wish to schedule an orientation session are invited to call the Librarian and request a time. If there is a particular assignment that needs specialized orientation, please contact our Reference Desk and allow us to work with you in creating a special orientation session for that assignment.

7. Class Assignments and Viewing Room Usage

Instructors who wish to bring a class to the library to conduct research during a class period are asked to call the library circulation desk in advance and schedule the class on the library calendar. Scheduling will allow efficient use of the library's limited space and resource materials. Instructors need to accompany their classes when a research session is held in the Library.

In Senatobia, the viewing room in the Learning Resources Center will accommodate an average sized class. Requests for equipment or viewing should be submitted at least 24 hours in advance. This will allow the media center staff to have things ready for the scheduled class. Instructors must accompany classes that use the viewing room. The Learning Resources Center abides by the copyright laws in regard to taping copyrighted television programs for educational use.

8. Reserve Materials

Materials may be placed on reserve by instructors any time during the semester. Before making an assignment involving reserve books, the instructor should notify the librarian to place the books on reserve, and when the assignment is completed, the library staff should be advised to remove the books from reserve. Instructors should inform students of materials placed on reserve for their use and of regulations regarding the use of these books. At the end of the school year, all materials will be removed from reserve. An instructor's personal copies of books should be picked up at the circulation desk.

9. Multi-media resources

Personal computers are provided in the library for student use on a first come first served basis. Students must show their current student ID card and sign a computer usage sheet before they can use an Internet computer. Students may check out specialized software to use in the media lab, or software which has been placed on reserve by an instructor. Staff is available to assist users as needed.

Library Hours:

- The Senatobia campus library is open from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 3:30 p.m. on Friday, and 2 p.m. until 7 p.m. on Sunday.
- The DeSoto Center Library is open from 8 a.m. to 9 p.m. Monday through Friday and 8:30 a.m. until noon on Saturday.
- The Lafayette-Yalobusha library is open from 8 a.m. until 8 p.m. on Monday through Thursday and from 8 a.m. until 3 p.m. on Friday.

The Americans with Disabilities Act

Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, creed, national origin, race, religion, sex, disability, veteran, or other status.

Faculty need to be familiar with rules and regulations governing compliance with Americans with Disabilities Act (ADA) especially as related to students. Therefore, all faculty are encouraged to work with the College's ADA coordinator when situations warrant.

Health Services for Students

The following program describes the campus system of assisting students with routine and urgent health care concerns.

Senatobia Campus

Emergency situations

Call Campus Police at 562-3314 for assistance or to request an ambulance.

Medical Attention (non-emergency)

Students should contact: Aime Anderson, Director of Housing. She will provide the student:

- A referral to a local physician
- A card listing the name of the physician, location, and appointment time
- Provide assistance in making appointment
- Provide information on services offered, approximate cost and what type(s) insurance is accepted.

Students without medical insurance will be referred to: Tate County Health Department – Contact Paula Sowell, 562-4428

First Aid

Students who require first-aid treatment may receive assistance from:

- Resident Hall Supervisor
- Building Supervisor
- Campus Police

Transportation

1. In emergency, contact Campus Police to request an ambulance.
2. In any medical situation if the activity supervisor or Campus Police determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
3. If ambulance is not called:
 - a. Student should arrange own transportation;
 - b. If student is unable to find transportation, the Supervisor may assist in finding transportation from other students or family;
 - c. Staff may, if they wish, voluntarily transport the student at his/her own risk;
 - d. As a last resort, Campus Police may transport a student to a local hospital or doctor if a supervisor is reasonably certain the medically supervised transport is not necessary.

Parental Notification

1. If a student must be transported to a hospital or physician's office to receive medical treatment, the student's family will be contacted unless the student forbids it.
2. In the event of a danger to life or safety, the College may contact the family without consulting the student.
3. College personnel establishing if parental notification is necessary and contacting the parents will be:
 - a. During normal business hours, the Director of Housing will notify the family of the student's medical situation.
 - b. During the evening hours, the Campus Police supervisor will notify the family of the student's medical situation.

DeSoto Campus

Emergency situations

1. Notify Dean during normal business hours
2. During the evening hours, the evening school director should be notified

Medical Attention (non-emergency)

1. Contact Richie Lawson, Dean
3. Students who need professional care or treatment are referred to a local physician or to a local hospital.
4. The student will be provided with information on services offered, approximate cost and what type(s) of insurance is accepted.
5. Students needing assistance who do not have medical insurance should contact Mr. Lawson. They will be referred to: DeSoto County Health Department, Southaven – 429-9814

First Aid

Students who require first-aid treatment should contact an administrator in suite #233.

Transportation

1. In any medical situation if the activity supervisor determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
2. If ambulance is not necessary:
 - a. Student should arrange own transportation;

- b. The Supervisor may assist in finding transportation from other students or family;
- c. Staff may transport the student at his/her own risk.

Parental Notification

1. If a student must be transported to a hospital or physician's office to receive medical treatment, the student's family will be contacted unless the student forbids it.
2. In the event of a danger to life or safety, the College may contact the family without consulting the student.
3. College personnel establishing if parental notification is necessary and contacting the parents will be:
 - a. During normal business hours, the Dean will notify the family of the student's medical situation.
 - b. During the evening hours, the evening school director will notify the family of the student's medical situation.

Lafayette-Yalobusha Technical Center

Emergency situations

1. Notify center Dean during normal business hours.
2. During the evening hours, the evening school director should be notified.

Medical Attention (Non-emergency)

1. Contact Dr. Jack Butts, Dean, Lafayette-Yalobusha Technical Center.
2. Students who need professional care or treatment are referred to a local physician or to a local hospital.
3. The student will be provided with information on services offered, approximate cost and what type(s) of insurance is accepted.
4. Students needing assistance who do not have medical insurance should contact Dr. Butts. The will be referred to: Lafayette County Health Department, Oxford.

First Aid

Students who require first-aid treatment should contact:

- a. An administrator in office #116
- b. Nursing Instructors at the Center

Transportation

1. In any medical situation if the activity supervisor determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
2. If ambulance is not called:
 - a. Student arranges own transportation;
 - b. If student is unable to find transportation, the Supervisor may assist in finding transportation from other students or family;
 - c. Staff may, if they wish, voluntarily transport the student at his/her own risk.

Parental Notification

1. If a student must be transported to a hospital or physician's office to receive medical treatment, the student's family will be contacted unless the student forbids it.
2. In the event of a danger to life or safety, the College may contact the family without consulting the student.
3. College personnel deciding if parental notification is necessary and contacting the parents will be:
 - a. During normal business hours, the center Dean will notify the family of the student's medical situation.
 - b. During the evening hours, the evening school director will notify the family of the student's medical situation.

Benton County Career- Technical Center

Emergency situations

Contact Benton County E-911 during normal business hours to request an Ambulance.

First Aid

Students who require first-aid treatment should contact: Nursing Instructors at the center.

Transportation

1. In any medical situation if the activity supervisor determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
2. If an ambulance is not called:
 - a. Student arranges own transportation;
 - b. If student is unable to find transportation, the Supervisor may assist in finding transportation from other students or family;
 - c. Staff may, if they wish, voluntarily transport the student at his/her own risk.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
STANDARD COURSE SYLLABUS
COURSE NAME AND NUMBER**

COURSE TITLE: *Course name and number*

COURSE DESCRIPTION: *Catalog description (which must include number of credit hours, placement details, pre-requisites and co-requisites).*

COURSE GOALS:

Course goals should be stated in general terms. Course goals must be agreed upon by appropriate faculty. Example: "This course will provide instruction and practice in identifying and correcting the major grammatical errors."

OUTCOME COMPETENCIES:

Outcome competencies must be specific and measurable. They must be able to be documented as achieved. Outcome competencies must be agreed upon by appropriate faculty. Example: "Students will write paragraphs that contain no more than three major errors."

COURSE REQUIREMENTS:

1. Students must meet the requirements of the NWCC attendance policy.
2. Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.

If the division has additional requirements that apply to all classes, they should be listed here. Any additional requirements must be specific and must be able to be documented as achieved and must be agreed upon by appropriate faculty.

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

- 1.
- 2.

The following is a list of possible teaching methods: Lecture, Discussion, Audio/visual presentation (overhead, PowerPoint, video, etc.), Outside Assignments, Class Demonstration, Assigned Projects. Select the most appropriate method(s) from the above list or provide your own.

EVALUATION TOOLS:

Evaluation tools used for this course may include any or all of the following:

- 1.
- 2.

The following is a list of possible evaluation tools: Tests (multiple choice, matching, fill-in-the-blank, true/false, essay); Quizzes; Exercises; Computer Work; Papers; Performance Skills. Select the most appropriate tools from above list or devise your own. If a division-wide standardized final is used, please note it. If it is a division-wide policy that the final exam must be passed in order to pass the class, then note that as well.

REQUIRED TEXTBOOKS:

See the individual instructor's Course Outline for the specific textbook(s) to purchase.

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

See the individual instructor's Course Outline for the specific equipment/materials/supplies to purchase.

GRADING POLICY:

NWCC does not have a standard grading scale for all classes. See the individual instructor's Course Outline for the specific grading scale used for this class.

NWCC'S OFFICIAL ATTENDANCE POLICY:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F." Online courses have additional information regarding class attendance included in the instructor's Course Outline.

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal.

For more information about the appeal process, contact the Center Dean or the Academic Dean.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY:

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the procedures outlined in the NWCC *Student Guide*. These procedures are as follows: Students involved in cheating or plagiarizing will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career-Technical Dean as determined by the student's major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student's faculty advisor, and two SGA members. The committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College.

STATEMENT OF AUTHORITY:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

ADDITIONAL POLICIES (COURSE OUTLINE):

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus. Note: The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
COURSE OUTLINE
COURSE NAME AND NUMBER**

INSTRUCTOR INFORMATION:

Include your name, your office location, your office phone, your office hours, and if applicable, your email address (if applicable).

REQUIRED TEXTBOOKS:

List only those for your particular section of the course

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

Include anything that you require the student to purchase beyond the textbook: lab equipment, art supplies, computer disks, computer hardware/software, specific schools supplies required, tools, etc. If you have no equipment/materials/supplies required other than the text, then you may delete this section.

GRADING POLICY:

List your grading scale for the course. Describe how the final grade is figured (how specific types of assignments are weighted). If the final exam must be passed in order to pass the class, tell about that. This section may not be deleted.

SPECIFIC ATTENDANCE POLICIES:

Spell out any policies you have that go beyond the official NWCC policy, such as attendance penalties or incentives, specific outside events that must be attended, how you handle leaving class early, etc. For example, if you have a Class Cancellation policy that is specific to your class or your division, include it here. If you do not have any attendance policies beyond that which is printed in the syllabus, then you may delete this section.

EMERGENCY PROCEDURES FOR ON-SITE COURSES:

This section is required for all on-site courses. You may revise it as needed for your building.

1. In case of fire, the teacher will instruct the students to exit the building and head directly away from the building. Students should not linger around the exits because they may block the fire vehicles.
2. In case of tornado, the teacher will instruct the students to go the basement of the building (or another safe location).
3. In case of earthquake, the teacher will instruct the students to remain in the classroom and to get under a desk or other sturdy object.

LAB CLASS SAFETY AND HEALTH PROCEDURES:

If you have specific lab/class safety rules other than those above, you must include them in this section. If you have no safety rules other than those above, then you may delete this section.

SPECIFIC POLICIES REGARDING DISTANCE LEARNING CLASSES:

Required for all distance learning classes. Spell out policies for online or virtual classes, for compressed video classes, etc. For online classes, be sure to include the cut-out/withdrawal policy, the information on the standard exam week, and some kind of notice regarding response time. If your section of a course is not a distance learning class, you may delete this section.

OPTIONAL (BUT RECOMMENDED) SECTIONS FOR THE COURSE OUTLINE

COURSE CALENDAR:

List holidays, last day to withdraw, last day to apply for graduation, deadlines for course work, calendar of topics to be covered when, etc.

EXTRA CREDIT WORK:

Describe any extra credit opportunities you offer.

CLASS PARTICIPATION:

Describe your expectations and if necessary how that works into the grade.

LAB REQUIREMENTS:

Detail the requirements for lab as needed.

POLICIES FOR MAKEUP AND/OR LATE WORK:

If you have specific policies for these, include them here.

AVAILABLE SUPPORT SERVICES AND CLUB ORGANIZATIONS RELEVANT TO THE COURSE:

Include this if you wish.

ADDITIONAL POLICIES REGARDING STUDENT BEHAVIOR:

You may want to include policies regarding students bringing cell phones, forgetting textbook, sleeping in class, wearing head phones, etc.

CHEATING POLICY:

If you have policies beyond the Plagiarism policy in syllabus, describe them here.

PERSONAL PREFERENCES IN HOW WORK IS FORMATTED, HANDED IN:

If you have specific directions for the students on this, include it here.

FALL CALENDAR 2009

<i>July 13-16, Monday-Thursday</i>	Registration/orientation for new students
<i>August 10, Monday</i>	Faculty Meeting
<i>August 11, Tuesday</i>	Pre-registered students complete registration process
<i>August 12, Wednesday</i>	Registration—Evening Classes Last day for pre-registered students to complete registration process Residence halls open for registered students at 9 a.m.
<i>August 13-14, Thursday-Friday</i>	Registration—Evening Classes Registration/orientation for all new students Open Registration as announced in Fall semester schedule
<i>August 17, Monday</i>	Classes begin Late registration begins
<i>August 21, Friday</i>	Last day to register Last day to make schedule changes
<i>September 7, Monday</i>	Labor Day Holiday
<i>October 9, Friday</i>	Student Progress Reports due in Registrar's Office by 3:30 p.m.
<i>October 12-13, Monday-Tuesday</i>	Fall Break
<i>October 23, Friday</i>	Last day to withdraw from a course, if failing, and receive a "W" grade*
<i>October 30, Friday</i>	Last day to make application for Fall Graduation
<i>November 2-5, Monday-Thursday</i>	Pre-registration for Spring 2010 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
<i>November 6, Friday</i>	Pre-registration for Spring 2010 semester—8:30 a.m.-3:30 p.m.
<i>November 9-30</i>	Pre-registration by appointment
<i>November 24, Tuesday</i>	Residence halls close for Thanksgiving Holidays at 3 p.m.
<i>November 25-28, Wednesday-Saturday</i>	Thanksgiving Holidays
<i>November 29, Sunday</i>	Residence halls reopen at 2 p.m.
<i>November 30, Monday</i>	Classes resume
<i>December 2-4, Wednesday-Friday</i>	Clearance
<i>December 4, Friday</i>	Last day to withdraw from a course passing and receive a "W" grade
<i>December 8-14, Tuesday-Monday</i>	Final Examinations
<i>December 14, Monday</i>	Residence halls close at 4 p.m.
<i>December 15, Tuesday</i>	Semester grades due in Registrar's Office by 10 a.m.
<i>December 16, Wednesday</i>	All offices close at 3:30 p.m.

*Does not apply to courses with "F" based on attendance policy.

SPRING CALENDAR 2010

January 4, Monday.....	All offices open
January 5, Tuesday.....	Faculty report at 8:30 a.m. Pre-registered students complete registration process
January 6, Wednesday.....	Registration—Evening Classes Last day for pre-registered students to complete registration process Registration—Evening Classes Residence halls open for registered students at 9 a.m.
January 7, Thursday.....	Open registration as announced in Spring semester schedule
January 8, Friday.....	Classes begin/Late registration begins
January 15, Friday.....	Last day to make schedule changes/ Last day to register
January 18, Monday.....	Martin Luther King Jr./Robert E. Lee Holiday
February 19, Friday.....	Last day to make application for Spring Graduation
March 5, Friday.....	Student Progress Reports due in Registrar's Office by 3:30 p.m.
March 12, Friday.....	Residence halls close for Spring Break at 3 p.m.
March 15-20, Monday-Saturday.....	Spring Break
March 21, Sunday.....	Residence halls reopen at 2 p.m.
March 22, Monday.....	Classes resume
March 26, Friday.....	Last day to withdraw from a course, if failing, and receive a "W" grade*
April 1-3, Thursday-Saturday.....	Easter Holiday
April 5-8, Monday-Thursday.....	Pre-registration for Summer 2010 and Fall 2010 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
April 9, Friday.....	Pre-registration for Summer 2010 and Fall 2010 semester—8:30 a.m.-3:30 p.m.
April 12-30.....	Pre-registration by appointment
April 30, Friday.....	Last day to withdraw from a course passing and receive a "W" grade
May 4-6, Tuesday-Thursday.....	Clearance
May 7-13, Friday-Thursday.....	Final Examinations
May 14, Friday.....	Semester grades due in Registrar's Office by 10 a.m. Graduation at 10 a.m. and 3 p.m. Residence halls close at 4 p.m.

*Does not apply to courses with "F" based on attendance policy.

SUMMER CALENDAR 2010

Day Classes, First Term

<i>June 1, Tuesday</i>	Pre-registered students complete registration process
<i>June 2, Wednesday</i>	Registration
<i>June 3, Thursday</i>	Classes begin
<i>June 4, Friday</i>	Last day to register or make schedule changes
<i>June 18, Friday</i>	Last day to withdraw from a course and receive a “W” grade
<i>July 1, Thursday</i>	Final Examinations Semester grades due in Registrar’s Office by 3:30 p.m.

Day Classes, Second Term

<i>July 2, Friday</i>	Pre-registered students complete registration process
<i>July 5, Monday</i>	Independence Day holiday
<i>July 6, Tuesday</i>	Registration
<i>July 7, Wednesday</i>	Classes begin Last day to register or make schedule changes
<i>July 23, Friday</i>	Last day to withdraw from a course and receive a “W” grade
<i>August 4, Wednesday</i>	Final Examinations Semester grades due in Registrar’s Office by 3:30 p.m.

Evening School Classes

<i>June 1, Tuesday</i>	Pre-registered students complete registration process
<i>June 2, Wednesday</i>	Registration
<i>June 3, Thursday</i>	Classes begin
<i>June 7, Monday</i>	Last day to register or make schedule changes
<i>June 25, Friday</i>	Last day to withdraw from a course and receive a “W” grade
<i>July 5, Monday</i>	Independence Day holiday
<i>July 29, Thursday</i>	Final Exams (TTH Classes)
<i>August 2, Monday</i>	Final Exams (MW Classes)
<i>August 3, Tuesday</i>	Semester grades due

VIRTUAL CALENDAR 2009-10

FALL 2009

March 30, Monday.....	Early Registration begins
August 21, Friday.....	All Registration ends
August 24, Monday.....	Classes begin (course sites open)
August 24-25, Monday-Tuesday.....	Drop/add period
November 6, Friday.....	Last day to withdraw from MSVCC classes
December 4, Friday	Fall 2009 grades due

SPRING 2010

October 26, Monday	Early Registration begins
January 15, Friday	All Registration ends
January 18, Monday.....	Classes begin (course sites open)
January 18-19, Monday-Tuesday	Drop/add period
April 2, Friday.....	Last day to withdraw from MSVCC classes
April 30, Friday.....	Spring 2010 grades due

SUMMER 2010

May 28, Friday	All Registration ends
June 1, Tuesday.....	Classes begin (course sites open)
June 1-2, Tuesday-Wednesday	Drop/add period
July 9, Friday	Last day to withdraw from MSVCC classes
July 23, Friday	Summer 2010 grades due