

INFORMATION GUIDE FOR PART-TIME FACULTY

TABLE OF CONTENTS

| | |
|---|-------|
| <u>Welcome Letter from the President</u> | 1 |
| <u>COD Commitment to Equal Opportunity</u> | 2 |
| <u>Letter from the Vice President, Academic Affairs</u> | 3 |
| <u>Mission</u> | 4 |
| <u>Commitment to the Future</u> | 4 |
| <u>Philosophy</u> | 5 |
| <u>Legal Statement</u> | 6 |
| <u>College of DuPage Profile</u> | 7-8 |
| <u>Academic Affairs Organizational Chart</u> | 9-10 |
| <u>Benefits and Employment</u> | 11-13 |
| Benefits | 11 |
| Bookstore Discount | 11 |
| Direct Deposit | 11 |
| Discount Program | 11 |
| DuPage Credit Union | 11 |
| Harold D. McAninch Arts Center (MAC) | 11 |
| Health Insurance | 11 |
| Jury Duty | 11 |
| Part-Time Faculty Awards | 12 |
| Plant Shop | 12 |
| Sick/Personal Leave | 12 |
| State Universities Retirement Plan (SURS) | 12 |
| Tax Sheltered/Deferred Income Plan | 12-13 |
| Tuition Waiver | 13 |
| Worker's Compensation | 13 |
| <u>Employment</u> | 13-15 |
| Appeals | 13 |
| Discipline and Dismissal Circumstances | 13 |
| Discontinued Employment | 14 |
| Employee ID Card | 14 |
| Full-Time Faculty Opportunities | 14 |
| Personal Information Changes | 14 |
| Personnel Files | 14 |
| Remuneration | 14-15 |
| Sales/Promotion | 15 |
| <u>Class Responsibilities</u> | 15-18 |
| Absence/Substitute | 15-16 |
| Class Breaks | 16 |
| Classroom Etiquette | 16 |

| | |
|---|-------|
| Course Caps..... | 16 |
| Course Outline/Syllabus | 17 |
| Desk Copy of Textbook | 17 |
| E-mail, Voicemail, Mail & Blackboard..... | 17 |
| Evaluation of Part-Time Faculty | 17 |
| Field Trips | 17-18 |
| Final Examinations..... | 18 |
| Incompletes..... | 18 |
| Registration & Records | 18-23 |
| Registration | 18 |
| Change of Registration | 18 |
| Late Registration | 18-19 |
| Tuition Payments..... | 19 |
| Payment Options | 19 |
| Refund Policy | 19 |
| Student Withdrawal from Credit Classes | 19 |
| Class Lists and Faculty Grading | 19-21 |
| Class Lists | 19-20 |
| Mid-Term Enrollment Verification and Withdrawal Form..... | 20 |
| Final Grading | 20-21 |
| Grade Changes..... | 21 |
| Grading/Evaluation of Student Performance..... | 21-23 |
| Emergency Procedures | 23-24 |
| Accidents/Emergencies | 23 |
| Closures and Cancellation of Class | 24 |
| Policies | 24-26 |
| Academic Freedom | 24 |
| Assignments | 24 |
| Confidentiality | 24 |
| Civic Duty Leave..... | 24 |
| Drug Free College..... | 24 |
| Employee Code of Ethics | 25 |
| Family Rights and Privacy Act | 25 |
| Harassment and Sexual Harassment | 25 |
| Holidays | 25 |
| Military Duty Leave..... | 25 |
| Student Conduct..... | 25-26 |
| Use of Tobacco Products..... | 26 |
| Resources for Faculty | 26-35 |
| Academic Computer Labs | 26 |
| Audio-Visual Equipment | 26 |
| Blackboard Learning System..... | 26 |
| Bookstore | 26-28 |
| E-Commerce..... | 27 |
| Refunds | 27 |
| Book Buy Back Program..... | 27 |
| Test Adoptions..... | 27 |
| Employee Discounts | 27-28 |

| | |
|---|-------|
| Bookstore Staff | 28 |
| Classroom Building Hours..... | 28 |
| College of DuPage Website..... | 28 |
| E-Mail and Other Electronic Communication..... | 28-29 |
| Employee Portal | 29 |
| Faculty Development | 29 |
| Keys..... | 29-30 |
| Library..... | 30-31 |
| Liaison Librarians | 30 |
| Collection | 30 |
| Library Instruction..... | 30 |
| Computer Workstations | 30 |
| College and Career Information Center | 30 |
| Technical Services..... | 30 |
| Circulation Desk..... | 31 |
| Reference Desk..... | 31 |
| Interlibrary Loan | 31 |
| Library Photocopy Policy | 31 |
| Photocopies for Personal Use | 31 |
| MyACCESS | 31 |
| Part-Time Faculty Centers | 32 |
| Eastside | 32 |
| Westside | 32 |
| Petty Cash and Reimbursements..... | 32 |
| Reserving Classroom Labs | 32-33 |
| On-Campus Labs..... | 32-33 |
| Off-Campus Labs | 33 |
| Staff Services | 33 |
| Swipe Cards/Prox Cards | 33 |
| Testing Center | 34 |
| Voice Mail/Voice Mail Access..... | 34-35 |
| <u>Resources for Students</u> | 36 |
| Academic Support Center | 36 |
| Math Assistance | 36 |
| Tutoring Services | 36 |
| Speech Assistance..... | 36 |
| Writing & Reading Center | 36 |
| Counseling and Advising | 36-37 |
| English as a Second Language (ESL) | 37-38 |
| Academic ESL | 37 |
| Adult ESL and Citizenship..... | 37 |
| English Language Institute (ELI) | 37 |
| ESL Advising..... | 38 |
| Health and Special Student Services..... | 38 |
| Students with Disabilities..... | 38 |

| | |
|---|----|
| Campus Maps | 39 |
| Quick Reference Telephone Numbers | 40 |
| Board of Trustee Policies and Administrative Procedures | 41 |
| Copyright Act Information | 41 |

WELCOME

Dear new and returning part-time faculty,

I welcome you to College of DuPage. C.O.D. offers quality educational opportunities within a lively, challenging and caring community. As faculty members, you have the opportunity and, indeed, the responsibility to enhance the lives of our students and the college community.

Our primary purpose is to provide an excellent educational experience for our students. You will be the only faculty contact that many of these students have. To them, you will be College of DuPage. We appreciate your efforts to help this college fulfill its mission.

I also hope that you will make good use of the many and varied opportunities College of DuPage affords you as a person and a professional colleague.

Let me wish you every success in your work with us. We look forward to all your contributions.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Breuder". The signature is written in a cursive style with a large, looping initial "R".

Robert L. Breuder
President

Commitment to Equal Opportunity

College of DuPage maintains a strong commitment to diversity. The student population is broad in ethnicity, gender, native language, age and background. College of DuPage is an Equal Opportunity Employer and strongly encourages applications from candidates who would enhance campus diversity.

It is College of DuPage Policy to provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, or physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations.

The Vice President of Human Resources is the Affirmative Action and Americans with Disabilities Employment Officer and is responsible for assuring compliance with our Equal Opportunity Policy and with the Disabilities Act.

Everyone at College of DuPage is responsible for the continuing success of the college and to ensuring all feel welcome.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Breuder". The signature is written in a cursive style with a large, looping initial "R".

Robert L. Breuder
President



COLLEGE OF DUPAGE

Joseph Collins, Ph.D.
Vice President
Academic Affairs

425 Fawell Blvd.
Glen Ellyn, Illinois 60137-6599
www.cod.edu

630 942-3203
FAX 630 942-3925
E-mail: collinsj@cod.edu

Dear Faculty Members,

Welcome to College of DuPage. You are a vital part of our service to the community, and we value your education, experience and sincere desire to create positive learning environments for our students.

As a college, we offer a wide variety of learning opportunities and experiences. You help increase the diversity and depth of what we have to offer our students. We are delighted that you have decided to join us in our effort to deliver quality programs and services to the residents of Community College District #502.

The college administrative staff and faculty coordinators are dedicated to your success. There are many opportunities provided for faculty at College of DuPage to enhance and enliven their teaching and to remain current in their field. Please feel free to call on us if we can be of any assistance. Our mutual goal of excellence in learning and services will be realized with your help.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph Collins'.

Joseph Collins, Ph.D.
Vice President
Academic Affairs

Mission

The mission of College of DuPage is to be at the forefront of higher education, serving the needs of the community. The College will be the first place residents turn to for the highest quality educational and cultural opportunities. The College will serve as a model of distinction for community college education.

To achieve this mission, the College will:

- Recognize, develop and support excellence in both learning and teaching.
- Foster an instructional and organizational climate that welcomes innovation, is open to change and targets continual improvement and accountability.
- Maintain a comprehensive, dynamic curriculum, a varied educational delivery system and a strong outreach effort ensuring that diverse learning needs are recognized and met.
- Offer programs and services that are flexible and accessible.
- Motivate and prepare students to qualify for and succeed in further educational endeavors.
- Promote critical and creative thinking and academic honesty. Provide relevant and thorough career education that prepares students to prosper in the world of work.
- Respond to the lifelong learning needs of residents and business.
- Support the personal and academic success of students through comprehensive student support services.
- Offer programs that educate students for responsible citizenship, civility and mutual respect in a multicultural and global society.
- Prepare students to live and work successfully in an international environment.
- Broaden learning opportunities for our community by creating alliances within and beyond the College district.
- Serve as a center for the cultural and intellectual enrichment of our community.
- Model and promote environmental stewardship.
- Exercise integrity and responsibility in fiscal matters.
- Advance a college organization that learns continuously through team effort and draws upon everyone's talents, work, and creativity.

Commitment to the Future

College of DuPage will meet the challenges of a dynamic community and maintain standards of excellence by continually examining and, where appropriate, adopting new technologies, learning theory and teaching methods. The College will respond to the needs of its community by providing quality education, training, information and cultural opportunities. College of DuPage will continue to be an innovative institution that provides a powerful learning environment for all.

Adopted by the Board of Trustees January 17, 1995

Philosophy

College of DuPage believes in the power of teaching and learning. We endorse the right of each person to access opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.

- College of DuPage is committed to excellence. We seek quality in all that we do and believe that the people we serve also must perceive value in our programs and services. To ensure quality, we are committed to continual assessment and self evaluation.
- College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the college by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.
- College of DuPage seeks to remove barriers to educational opportunity. We place a high priority on providing accessible, affordable courses and services.
- College of DuPage promotes full participation in planning and decision making. We support participatory governance and the involvement of the College community in the development of a shared vision. We believe that all students, staff and residents can make meaningful contributions within a respectful, equitable and responsive environment. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.
- College of DuPage values service to students and community. The needs of our students and community are central to all we do.

Adopted by the Board of Trustees January 17, 1995

LEGAL STATEMENT REGARDING THE INFORMATION GUIDE FOR PART-TIME FACULTY

The Information Guide for Part-Time Faculty has been designed to acquaint all part-time faculty with college policies and procedures. This Guidebook is a guideline only and does not create enforceable contractual rights for College of DuPage part-time faculty members. The Guidebook will be kept under constant scrutiny, and necessary revisions may be made at any time to aid in accomplishing the mission of College of DuPage. In all cases where the Guidebook conflicts with existing laws of the United States, the State of Illinois, or College of DuPage policies and contracts, said laws, policies and contracts will control.

For part-time faculty who are members of CODAA: Should a conflict arise between this Guidebook and the Contractual Agreement Between the Board of Trustees of College of DuPage and College of DuPage Adjuncts Association IEA/NEA, the Agreement will take precedence.

INQUIRIES

Any legal inquiries should be directed to your unit administrator or to the Vice President of Human Resources. Board policies are available on the College website: ([Board Policies](#)); and by calling the President's Office (X2269).

College of DuPage Board of Trustee policies are available online at www.cod.edu/adminstr/board.htm.

College of DuPage Administrative Procedures are available online at <http://procedures/>. This is an internal website and available on-campus only.

College of DuPage Profile

Historical Background and Description of the District

On Sept. 25, 1967, College of DuPage first opened its doors under President Rodney K. Berg and Board Chairman George L. Seaton. Classes were held in office trailers and at 40 leased suburban sites. Driving from class to class, the 2,621 students and 87 full-time faculty and staff at this “campus-less” college became known as road-runners, hence the College’s nickname “Chaparrals.”

In 1968, a 273-acre Glen Ellyn campus site was acquired, and a year later, three interim buildings were constructed west of Lambert Road. When the first permanent building, today’s Rodney K. Berg Instructional Center, was opened in 1973, enrollment had eclipsed the 10,000 mark. Four years later, when the third floor in the BIC was completed, enrollment had risen to 19,642.

The Business and Professional Institute was created in 1979, a year that also marked the appointment of Harold D. McAninch, Ph.D., as C.O.D.’s second president. In 1983, when the Student Resource Center and Physical Education Center were both unveiled, enrollment was 27,000.

Michael T. Murphy, Ph.D., became the College’s third president in 1994. That year, College of DuPage took its place as America’s largest single-campus community college, a distinction it held for nearly a decade. Serving nearly 31,000 students per term, College of DuPage remains the largest single-campus community college in the Midwest and the third-largest in the nation. The College is also the second-largest provider of higher education in Illinois.

The Student Resource Center addition opened in September 1995. The three-story, 160,000 square-foot facility houses an expanded Library, Bookstore, the Jack H. Turner Conference Center and the Academic Computing Center.

Sunil Chand, Ph.D., became the College’s fourth president in July 2003. Under his leadership, the College converted from quarters to semesters, implemented a comprehensive Facilities Master Plan and achieved maximum seven-year reaccreditation through the [Academic Quality Improvement Program \(AQIP\)](#), a quality-based, continuous improvement model of accreditation through The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). In 2007, the 22,500-square-foot Early Childhood Center opened on the west side of campus.

In summer 2009, the Health and Science Center opened its doors, followed by the Technical Education Center in fall 2009.

Dr. Robert L. Breuder began his service as the fifth president in the College’s 42-year history on January 1, 2009. He brings to the College nearly 40 years of experience in education and administration, including two community college presidencies. Prior to his position at College of DuPage, Dr. Breuder was president of William Rainey Harper College in Palatine, where he served for 11 years.

The College of DuPage Glen Ellyn campus is comprised of nine buildings on nearly 273 acres of land, which includes a 15-acre Ecological Study Area, a 9-acre B.J. Hoddinott Wildlife Sanctuary and the 18-acre Russel R. Kirt Prairie preserve.

In addition, the College operates six Regional Centers: Addison Center at Technology Center of DuPage, Bloomingdale Center, Carol Stream Community Education Center, Naperville Center,

Westmont Center and West Chicago Community Education Center. Centers for Independent Learning are located on the Glen Ellyn campus and in the Learning Commons facilities (formerly Centers for Independent Learning) at the Bloomingdale, Naperville and Westmont Regional Centers. In addition, the College's Cass Avenue Center in Westmont features a variety of non-credit courses.

College of DuPage currently serves more than one million residents in Community College District 502, which includes DuPage County and portions of Will and Cook Counties. The College offers more than 90 certificate programs and degrees for today's occupational and technical careers, as well as eight associate's degrees in 59 occupational and 45 transfer pre-baccalaureate programs.

ACADEMIC AFFAIRS

Joseph E. Collins, Ph.D., Vice President, Academic Affairs, X 3203

Glenda Gallisath, Ph.D., Associate Vice President, Academic Affairs, X 2652

Mary Klinefelter, Director, High School Partnerships, X 2853

Administrative Assistant: Cindy O'Neil, X 2690

Administrative Assistant: Tracey Frye, X 3249

| | | | |
|--------------------------|---------------------------|-------------------------------|----------------------------|
| Honors Program | Adult Fast Track | Field & Experiential Learning | Workforce Investment Board |
| College Curriculum | Part-Time Faculty Centers | Study Abroad Program | Perkins Grants |
| Regional Centers | Central Scheduling Office | Academic Program Review | International Education |
| High School Partnerships | Articulation | | |

BUSINESS & TECHNOLOGY

Dean: Karen Randall, X 3978

Interim Assoc. Dean- Business: Kris Fay, X2987

Assoc. Dean-Technology: John Kronenburger, X3614

Admin. Assistant: Linda Hickman, X 4286

HEALTH & SCIENCES

HSC Building, X 8331 / IC Building X 2010

Dean: Tom Cameron, X 2291

Assoc. Dean-Health & Biological Sciences: Karen Solt, X 2292

Assoc. Dean-Math & Physical Sciences: Tom Schrader, X 3890

Assoc. Dean-Social & Behavioral Sciences: Jamie Lewandowski, X 3408

Assoc. Dean-Physical Education: Paul Zakowski, X 2895

Director of Nursing: Vickie Gukenberger, X 8425

Admin. Assistant: Peggy Lindstrom, X 2617

BUSINESS

Accounting
Architecture/Construction Mgmt.
Business
Business Law
Cosmetology
Facility Management
Fashion Merchandising & Design
Foodservice
Hotel/Motel
Interior Design
Management
Marketing
Paralegal
Real Estate
Travel & Tourism

CENTER FOR ENTREPRENEURSHIP

Small Business Development Ctr.
Procurement Technical Asst. Ctr.
International Trade Ctr.

TECHNOLOGY

Automotive Technology
HVAC
Horticulture
Electro-Mechanical Technology
Electronics Technology
INET (Mecomtronics)
Manufacturing Technology
Welding
Computer Information Systems
Computer & Internet Technologies
Library Information Technology
Office Technology

HEALTH & BIOLOGICAL SCIENCES

Health Sciences
Medical Assistant
Clinical Lab Science
Pharmacy Technician
Phlebotomy/EKG
Dental Hygiene
Diagnostic Medical Imaging (DMI)
DMI Mammography
DMI Nuclear Medicine
DMI Radiography
DMI Sonography
DMI Vascular
Fire Science
EMT-B & Paramedic
Health Information Technology
Medical Transcription
Medical Coding & Billing
Long-Term Care Administration
Physical Therapist Assistant (PTA)
Radiation Therapy
Respiratory Care
Speech-Language Pathology Asst.
Surgical Technology
Therapeutic Massage
Anatomy & Physiology
Chemistry
Biology
Botany
Microbiology
Zoology

SOCIAL & BEHAVIORAL SCIENCES

Anthropology
Criminal Justice
Economics
Geography
Political Science
Social Science
Sociology
Psychology
Human Services
Education
Early Childhood

MATH & PHYSICAL SCIENCES

Astronomy
Earth Science
Meteorology
Physics
Mathematics
Engineering

Nursing

Nurse Assistant (CNA)
Practical Nurse (PN)
Associate Degree Nursing (ADN)

Physical Education

ACADEMIC AFFAIRS

Joseph E. Collins, Ph.D., Vice President, Academic Affairs, X 3203

Glenda Gallisath, Ph.D., Associate Vice President, Academic Affairs, X 2652

Mary Klinefelter, Director, High School Partnerships, X 2853

Administrative Assistant: Cindy O'Neil, X 2690

Administrative Assistant: Tracey Frye, X 3249

Honors Program

Adult Fast Track

Field & Experiential Learning

Workforce Investment Board

College Curriculum

Part-Time Faculty Centers

Study Abroad Program

Perkins Grants

Regional Centers

Central Scheduling Office

Academic Program Review

International Education

High School Partnerships

Articulation

| <u>LIBERAL ARTS</u> | <u>LEARNING RESOURCES</u> | <u>CONTINUING EDUCATION/ EXTENDED LEARNING</u> | <u>STUDENT SERVICES</u> |
|--|--|---|--|
| <p>Dean: Daniel Lloyd, X 2865</p> <p>Assoc. Dean-Communications: Bev Reed, X 4218</p> <p>Assoc. Dean-Humanities: Laura Ortiz, X 2791</p> <p>Assoc. Dean-Fine & Applied Arts: Cathryn Wilkinson, X 2425</p> <p>Director: Stephen Cummins, X 3007</p> <p>Admin. Assistant: Cathie Walker X 2156</p> | <p>Dean: Lisa Stock, X 2351</p> <p>Assoc. Dean: Ellen Sutton, X 2659</p> <p>Admin Assistant: Nancy Haines, X 2354</p> | <p>Dean: Joseph Cassidy, X 2316</p> <p>Dean: Mike Perez, X 3795 (thru 11/30/10)</p> <p>Assoc. Dean: Maria Martinez-Valiukenas, X 3269</p> <p>Assist. Dean: Roberta Sell, X 2643 (thru 12/30/10)</p> <p>Manager: Carol Smith, X 2193</p> | <p>Dean: Susan Martin, X 3224</p> <p>Athletic Director: Paul Zakowski, X 2895</p> <p>Admin. Assistant: Bonnie Shalin, X 2485</p> |
| <p><u>COMMUNICATIONS</u></p> <p>English</p> <p>Journalism</p> <p>Speech</p> <p>Developmental Reading and Writing</p> <p>Academic ESL</p> <p><u>FINE & APPLIED ARTS</u></p> <p>Art</p> <p>Graphic Arts Technology</p> <p>Graphic Design</p> <p>MPTV</p> <p>Music</p> <p>Photography</p> <p>Theater Arts</p> <p><u>HUMANITIES</u></p> <p>History</p> <p>Humanities</p> <p>Languages</p> <p>Philosophy</p> <p>Religious Studies</p> <p>The McAninch Arts Center</p> | <p>Library</p> <p>Academic Support Center</p> <p>CIL Support</p> <p>Information Literacy Inst. Program</p> <p>Office of Instructional Development</p> <p>C.O.D. Online</p> <p>Teaching & Learning Center</p> <p>Testing Center</p> | <p>Adult Continuing Education</p> <p>Youth Education</p> <p>Older Adult Institute</p> <p>Adult Education & ESL</p> <p>Suburban Law Enforcement Academy (SLEA)</p> <p>COD Business Solutions</p> <p>Childcare Center</p> | <p>Athletics</p> <p>Student Life</p> <p>Career Services</p> <p>Special Student Services</p> <p>Counseling & Advising</p> |

BENEFITS AND EMPLOYMENT

Benefits

The College will provide part-time faculty with varied benefits as per the eligibility requirements outlined in the Information Guide for Part-time Faculty, except where superseded by collective bargaining agreements.

The College retains the right to modify, change providers, and/or delete these benefits ([Board Policy 15-375](#)).

Bookstore Discount

Part-time instructors are eligible for a 10 percent discount on personal purchases over \$1. The discount applies only to items purchased for and by the instructor. Some exceptions to the discount include sale items, computer hardware and software, and specially priced merchandise. A College of DuPage faculty ID is required and the Associate Dean or Director may be called for verification. Present your ID to the bookstore cashier at the beginning of the transaction.

Direct Deposit

Pay checks may be directly deposited into a checking or savings account. Contact payroll at 630-942-2459 for an application. Note: A voided check or deposit ticket must be attached; payroll cannot process the request without one.

Discount Program

Contact Human Resources for a list of vendors that provide various discounts to our employees. Call 630-942-4272 or 630-942-3957 or go to the [COD Employee Portal](#).

DuPage Credit Union

The DuPage Credit Union is available to all employees for membership. Employees may elect to have regular payroll deductions for their paychecks. Membership application cards and salary deduction authorization are available from the Credit Union or from the Human Resources Office. DuPage Credit Union can be reached at 630-942-2050 or www.dupagecu.com for a full range of services.

Harold D. McAninch Arts Center (MAC)

Part-time faculty are eligible to receive the student rate on all performances. Call the box office at 630-942-4000 or go to the Arts Center (AC), Room 101, to reserve tickets. Special class rates are also available when you tie in a performance to your class syllabus.

Health Insurance

The College offers an employee paid health benefit program for part-time faculty who earn at or above a minimum established amount. Contact Human Resources at 630-942-2427 or 630-942-4272 for details.

Jury Duty

Adjunct faculty will receive up to two absences at full pay per academic term for jury duty leave if jury duty causes them to miss assigned work. The Instructor must notify the Administration at least one week prior to expected leave for jury duty. The Instructor will notify the supervisor of jury dismissal at the earliest possible time. If the Instructor receives compensation for work missed as per this paragraph, they must submit any compensation received from the court for jury duty to the cashier upon receipt. The Instructor may keep the travel expense portion of the payment as indicated on the check stub.

Part-Time Faculty Awards

Part-time faculty are eligible to be nominated for their Outstanding Division Part-time Faculty/Advisor Award if they are a current part-time faculty member, have taught successfully three terms in the last three years, and have performed outstanding service to the college and the students they serve. Some of the selection criteria include student evaluations, observations from administrators or discipline assistants, comments from peers, or unsolicited praise from students. Sixteen monetary awards from the College of DuPage Foundation are presented to the nominees during the Part-time Faculty Recognition Program at the beginning of fall term.

Part-time faculty are also eligible to win the annual College-wide Outstanding Part-Time Faculty Award of \$500.00. Nominations are initiated by students and other criteria apply.

Plant Shop

The College's Horticulture Department's retail plant shop (TEC Building, Room 0024) offers 10 percent discount on everything in the shop, including giftware. Call 630-942-2140 for hours of operation, which vary. Bring your employee ID card when making a purchase.

Sick/Personal Leave

Adjunct faculty will receive three (3) contact hours at full pay per academic term for sick/personal leave for each course taught.

In addition, adjunct faculty will receive two (2) contact hours at full pay for sick/personal leave for each course taught in the summer.

Note: Contact your division for its specific absence policy regarding assignments that are less than a full term. With prior approval of the appropriate Dean or designee, qualified persons may substitute for faculty members in the event of absence; compensation will be at the appropriate part-time faculty rate ([Board Policy No. 15-370](#)).

State Universities Retirement Plan (SURS)

All faculty, except those employed on an occasional basis or less than a full term, contribute eight percent of their gross compensation pre-tax to the State Universities Retirement Plan administered by the State Universities Retirement System (SURS). College of DuPage neither represents the benefits nor assumes the liabilities for benefits and/or employee benefit choices available through the SURS program. For more information, contact SURS at 1-800-ASK-SURS, 1-800-275-7877 or www.SURS.org.

If you terminate employment from College of DuPage, you will need to submit a written resignation letter to Human Resources and your supervisor. You will then contact SURS to start the refund process or talk with them about your options. SURS can be reached at 800-275-7877 or at www.SURS.org. There is a 10 percent early withdrawal penalty and 20 percent federal tax withholding subtracted from your refund unless you request a direct rollover to an IRA.

Participation in SURS and in other tax-deferred retirement options such as IRAs may mean you might not realize the full tax deferment on all your accounts. Check with your tax adviser.

Tax Sheltered/Deferred Income Plan

Part-time faculty members are allowed to participate in the 403b and 457 programs. These are supplemental retirement plans that allow payroll deductions on a pre-tax basis and deposit your money into a 403b or 457 plan of your choice from our list of providers. As of 2007, there is also an opportunity

to invest money in a post tax savings plan through a Roth 403b. If you would like more information on this benefit or a list of the current companies that are on the plan, come to Human Resources or contact the Benefits department at 630-942-2427 or 630-942-4272.

Tuition Waiver

Part-time faculty must have a minimum assignment of \$500.00 for the term in which the faculty member wants to enroll in the class or the term immediately following. Enrollment is limited to one credit class per term and the faculty member pays 1/3 of the tuition, at in-district rates and all fees. The faculty member should contact Registration to find out when to enroll. A Tuition Waiver Form (available in Human Resources) must be filled out and approved in Human Resources. The approved form should then be taken to Registration to complete the process. MyAccess cannot be used to enroll in the class.

Workers' Compensation

Workers' Compensation provides medical, disability and death benefits for employees injured on the job.

All injuries incurred on the job must be reported to the Health Center office or College of DuPage (Campus) Police Department within 24 hours of the injury or on the next business day. Medical bills from a work related injury or illness should be submitted to Human Resources for processing.

EMPLOYMENT

Appeals

An employee can appeal any issue up one administrative level in the organization or the next level supervisor if the issue is against the immediate supervisor.

Discipline and Dismissal Circumstances

Disciplinary action, up to and including termination of employment, may result from any of the following circumstances that prove detrimental to the operation of the College, including but not limited to:

1. Insubordination
2. Unsatisfactory performance
3. Abusive behavior to other employees or students
4. Harassment or sexual harassment of a student, another employee, or visitor
5. Immoral, indecent, or disorderly conduct
6. Unauthorized release of confidential information
7. Theft or dishonesty
8. Intoxication on the job or possession or drinking of intoxicating beverages on College premises
9. Possession, use, or under the influence of illegal drugs on College premises
10. Conviction of a serious crime
11. Lying
12. Physical abuse
13. Other employee misconduct

Discontinued Employment

All part-time assignments are temporary and may be cancelled or discontinued at any time by the administration with no further obligation or liability ([Board Policy No. 15-370](#)).

Part-time faculty who no longer wish to work for the College should submit a written notice to their immediate supervisor with a copy to the Human Resources office. This notice must be submitted in order to apply for a refund from SURS.

Part-time faculty who resign prior to completion of an assignment may not be eligible for rehire.

Part-time faculty who do not work for three consecutive semesters will be automatically deleted from active status in the system. This does not necessarily affect ability to work in the future. Should these instructors return to active work at the College, they will be required to complete new employment paperwork.

See the section on State Universities Retirement Plan (SURS), for more information concerning termination of employment.

Employee ID Card

Part-time faculty members will be issued identification cards by College of DuPage Police Department in the Student Resource Center (SRC). To make an appointment, call 630-942-4280 or 630-942-2000. This photo identification card also serves as a Library patron card to check out any materials including films and videotapes as well as access to faculty/staff parking lots and some technology classrooms.

Full-Time Faculty Opportunities

Full-time faculty jobs are posted for internal candidates, including part-time faculty for seven business days prior to availability to external candidates. To be considered prior to external candidates, you must apply during this seven-day posting period. For this reason, you should frequently monitor our posting locations.

For future openings, monitor the job posting bulletin board outside Human Resources, the job line at 630-942-2796, the [Green Sheet](#), or the "[Job Opportunities](#)" section on the COD website.

Personal Information Changes

Personal records are based on information you provide. Promptly notify the Human Resources Department (in writing) and your Associate Dean or Director if any change occurs in your name, address, telephone number, or other place of employment. Personal contact information change request can also be done at [myACCESS](#).

Personnel Files

To see the contents of your personnel file, make arrangements by calling the Human Resources Office at 630-942-4233.

Remuneration

Remuneration for part-time teaching assignments shall be at a rate established by the Board of Trustees. Part-time assignments for individuals are limited to eighty percent (80%) of a normal working load monitored on a two semester academic year basis. ([Board Policy No. 15-370](#)). [Refer to "Assignments" on page 24 of this information guide.](#)

The controller sets dates for the [payroll calendar](#) each year. Breaks between terms are not included in paychecks. Faculty whose assignments are for less than a full term will not receive a paycheck until after the course begins. Pay advices are available at [myACCESS](#) for employees.

Part-time faculty are paid through the end of each term only. Initial questions concerning paychecks should be addressed to the Associate Dean or Director. If your paycheck is incorrect, call Payroll at 630-942-2459 for questions concerning deductions or call Human Resources at 630-942-2648 or 630-942-2689 for questions concerning assignment pay. The College will collect overpayment amounts made to you.

Sales/Promotion

All faculty should refrain from selling or promoting anything of value, including products or services, for personal gain for themselves or others.

CLASS RESPONSIBILITIES

The part-time instructor has four major responsibilities: teaching, advising, evaluating and performance of certain necessary administrative functions.

Part-time instructors are expected to:

- Provide instruction according to the stated philosophy and objectives of College of DuPage.
- Follow established active course files and college catalog course descriptions.
- Inform students of course requirements, evaluation procedures and attendance policies.
- Evaluate student performance according to course objectives.
- Assist students with subject-area study problems.
- Follow safety standards and guidelines provided by the Associate Dean, Director, or Coordinator as appropriate to the discipline.
- Help students with long-range program planning and provide career information within the discipline.
- Maintain accurate attendance and scholastic records of students, and submit required reports according to published deadlines.
- Become familiar with the materials provided by the Associate Dean, Director, or Coordinator.
- Provide input concerning course content to the Associate Dean, Director, or Coordinator.
- Follow the established schedule for the class by meeting for the entire class time on each scheduled day.
- Maintain an effective and orderly learning environment.
- Observe and inform students of regulations regarding smoking, eating and parking at both on-campus and off-campus instructional sites. Remember, the College is a guest at many of the off-campus locations.
- Other related duties as assigned by the supervisor.

It is your responsibility to submit all Grade Reports, Grades Sheets and Mid-Term Verification sheets on time, preferably before the stated deadlines.

Absence/Substitute

An appropriate classroom activity should be scheduled for every class period. If an instructor must miss class, the instructor should call the appropriate division office and indicate the current assignment and the assignment for the next class meeting. The division policy should be followed when a substitute is needed. An absence report must be filed for payroll purposes regardless of whether or not a substitute instructs the class in your absence. Adjunct faculty will receive three (3) contact hours at full pay per academic term for sick/personal leave for each course taught. Leave may not be taken during the first

or last week of the semester or immediately preceding a vacation period or holiday without express permission of the Associate Dean.

In addition, adjunct faculty will receive two (2) contact hours at full pay for sick/personal leave for each course taught in the summer.

Adjunct faculty will receive up to two absences at full pay per academic term for jury duty leave if jury duty causes them to miss assigned work. The Instructor must notify the Administration at least one week prior to expected leave for jury duty. The Instructor will notify the supervisor of jury dismissal at the earliest possible time. If the Instructor receives compensation for work missed as per this paragraph, they must submit any compensation received from the court for jury duty to the cashier upon receipt. The Instructor may keep the travel expense portion of the payment as indicated on the check stub.

Note: Contact your division for its specific absence policy regarding assignments that are less than a full term. With prior approval of the appropriate Dean or designee, qualified persons may substitute for faculty members in the event of absence; compensation will be at the appropriate part-time faculty rate ([Board Policy #15-370](#)).

In the event of absence, faculty are expected to make a good faith effort to identify substitute instructors from the approved list of discipline substitutes. ***Individuals who are not employees of the college are not eligible to substitute.*** Faculty can obtain the substitute form by going to MyCOD portal, COD Forms, HR, Absence/Substitute Form.

Class Breaks

Classes meeting for more than one and one-half hours at a time have a built-in break. The breaks are recommended according to the following guide:

| | | |
|------------------------------|------------------------|------------------------|
| Up to one and one-half hours | One and one-half hours | Two or more hours |
| No Break | 10 Minute Break | 20 Minute Break |

The instructor should decide what time in the class period is best and most convenient for scheduling a break.

Classroom Etiquette

Classrooms should be left in the condition in which faculty would expect to find them: furniture should be arranged appropriately, blackboards should be erased, and technology and other equipment should be moved to the perimeter of the room. Faculty should take into account the acoustic limitations of classrooms and adjust volumes accordingly. Students should be discouraged from eating and drinking in classrooms.

Course Caps

Course caps are intended to maximize the learning experience of students, help manage faculty workload, and ensure a safe and comfortable learning environment. *Faculty are discouraged from adding students to a class beyond the course cap.* In some disciplines, if past experience indicates that there will be some attrition in a class, faculty may admit one or two students beyond the cap. Check with the Associate Dean for more information about course caps in individual disciplines.

Course Outline/Syllabus

Instructors of credit courses should receive an active course file which sets forth the objectives and topical outline developed by College of DuPage and approved by the Illinois Community College Board. This outline is the basis from which the syllabus should be developed. If you do not receive an outline, call the office of the Associate Dean, Coordinator or Director.

Non-credit instructors should contact their program coordinator to obtain current course outlines.

A copy of your syllabus (paper or electronic) must be submitted to your Associate Dean. Check with your Associate Dean, Coordinator or Director for required submission.

Each instructor should develop and distribute a syllabus to students and submit a copy to the Glen Ellyn campus Associate Dean, Coordinator or Director's office. The syllabus should include:

1. General course description and key objectives from the active course file.
2. Course requirements (text, attendance policy, exams, exam dates, make-up exam policy, field trips, etc.).*
3. Grading procedures and assignments.*
4. Tentative time schedule of topics and assignments.
5. The instructor's voice mail and e-mail address.
6. Institutional withdrawal policy.

*Not applicable to non-credit classes.

Check with your Associate Dean, Coordinator or Director for additional information which may be required or recommended.

Desk Copy of Textbook

A desk copy of the text for each course is furnished for the instructor's use. Contact the appropriate Associate Dean, Coordinator or Director for a desk copy or contact the book publisher directly.

E-mail, Voicemail, Mail, and Blackboard

Faculty are required to check e-mail and voicemail regularly for important communications from the College and for regular communication with students. Blackboard may also be used to communicate with students registered in your class. Faculty are expected to adhere to the college's policies regarding electronic communications. Faculty should also check campus mailboxes on a regular basis. See section on Resources for Faculty for additional information.

Evaluation of Part-Time Faculty

All new College of DuPage instructors will be evaluated using a student questionnaire each term during the first year they teach. Instructors who have taught at College of DuPage for a minimum of one year will be evaluated at least once during the academic year or as determined by the Associate Dean. It is the instructor's responsibility to have students complete the evaluation questionnaire per the directions of the Academic Division.

Field Trips

Field trips are a valuable extension of the classroom learning experience. In general, field trips can be requested but not required of students. An alternate assignment should be provided for any student who cannot attend a field trip.

For a short-term, single day or class period field trip, permission is received from the appropriate unit administrator at least one week prior to the trip by use of the "Pre-Travel Approval Form." The form is available in each academic administrative office. The completed form will be retained in the administrative unit office for reference.

A chartered bus or College of DuPage van may be used for field trips. The cost for the bus or van is via each administrative unit and checking there first regarding available funds is necessary. Arrangements for the bus or van are then made through the Purchasing Office. The instructor should take a completed and signed "Requisition Form" to Purchasing when making arrangements for the bus or van and attach a Field Trip permission form.

Faculty and students are not covered under the College liability plan when they use their personal vehicle to transport students on a field trip. The instructor should either use a college vehicle or direct the students to meet them at the field trip location. Any arrangements for carpooling should be made only by the students.

Final Examinations

Final Examination dates for each class are published in the class schedule and on the college website. Final Examination periods must be used for an exam or other culminating activity. Faculty are encouraged to remind students of final exam dates and to schedule holiday plans accordingly.

Incompletes

Faculty are required to submit a "Contract for Incomplete Grade" and should consult with the Associate Dean prior to granting an incomplete. Incompletes may be granted to students who have performed for most of the semester at a passing level ("C" or better) and who, for reasons beyond their control, are unable to complete a course within an academic semester. *Incompletes should be rare occurrences and should not be granted to students who cannot document extenuating circumstances.*

REGISTRATION & RECORDS

Registration

Students often ask instructors questions about registration. The following information will help in answering the most frequently asked questions. Students must register for all classes they attend. Returning and new students may register on or after their eligibility date, online at myACCESS.cod.edu, in person, or by phone. Students need their COD ID number or Social Security number and course sections to register. Students must have written permission from the instructor to register for a credit class after the first class has begun.

Change of Registration

Students attending class who do not appear on the class list may not have registered or may have registered for the wrong section. If students wish to remain in the class, a permit from the instructor is required. All registrations must be completed before mid-term. Registration is not allowed after this time.

Late Registration

Students may add courses up to the start of the first scheduled class meeting. Only the instructor of the class for which late entry is sought may grant exceptions. Permission for late registration can be submitted on the "Instructor's Permission to Register" form and submitted electronically to permits@cod.edu or brought to the Registration office, SRC 2048. Payment must be made the day they register. Students must register within one week of the date the permission form was issued. Students

may not register for classes after mid-term. The Registration office is located in the Student Resource Center (SRC), Room 2048. "Instructor's Permission to Register" forms are available in your Dean's office, the Registration office, the Part-time Faculty Center (Berg Instructional Center (BIC), Room 2070), the Faculty Center (M Building, Room 161) and the [COD employee portal](#). Make sure all information is filled out accurately and signed by you.

Tuition Payments

Payment may be made at the time of registration with cash, check, money order or credit/debit card (Discover, MasterCard, American Express or Visa) at the College of DuPage Cashier's Office, during regular business hours, or online with a credit card. Payment may also be mailed to College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137. ATTN: Cashier's Office. Payment is due 7 days after registration, except 14 days prior to the start of classes, payment is due at the time of registration.

If payment in full or arrangements for the FACTS Payment Plan is not made by the payment due date, the student will be dropped for non-payment. The student may re-register for these classes (if they are still available), and payment is due by the next payment due date. There will be a \$20 fee for returned checks. In the event a scholarship/grant is not fully funded, the student is responsible for payment of the balance.

Payment Options

College of DuPage students have the option of either paying for their course tuition in full or using the FACTS Payment Plan option. This option is available to those whose credit tuition and fees amount to \$100 or more for the current term.

Refund Policy

Refunds for 16-week semester credit classes are as follows:

- 100 percent up to 7% of the class
- 50 percent from 8% to 12% of the class
- Refunds for classes that begin and/or end outside of the 16-week term are prorated accordingly.

Student Withdrawal from Credit Classes

Students may withdraw from credit classes online up to the mid-term date of the class. Thereafter the student must have the instructor's written permission on the "Instructor's Permission to Withdraw" form to withdraw from the course. This form must be presented to the Registration office by the student or submitted electronically by the instructor (permits@cod.edu) prior to the end of the term.

Class Lists and Faculty Grading

Class Lists

Instructors can access their class rosters on [myACCESS](#) for faculty. With myACCESS, you can see an accurate roster any time, day or night. Use your class roster to verify that all students in your class are registered. Rosters are also available on the Campus Cruiser ([COD Employee Portal](#)) and [Blackboard](#); however, they are not live rosters.

The registration status should show:

- N (New) – registered before the start of the class.
- A (Add) – registered after the start of the class.
- PI (Prerequisite Indicated) – used when the student has a permit to register as an alternative to meeting the course prerequisites. This status is also being used for students who have transfer credit that has not been converted, or are being grandfathered for the new Math prerequisites.

- RT (Retake) – this applies only to classes that can be taken more than once for credit. This status is used when the student has exceeded the number of times they can take the course for credit.

Any student not on your roster must register immediately. The student will need your written permission to register for your class once the semester has begun. The “Instructor’s Permit to Register” must be brought, faxed or e-mailed (permits@cod.edu) to the Registration office. Permits will be held until the student initiates action by contacting the Registration office in person or by phone. Midterm date of the course is the final deadline for all registrations.

Mid-term Enrollment Verification and Withdrawal Form

You will receive an e-mail communication the week before the class section’s mid-term date. The mid-term date is listed on the Verification/Final Grading screen in your [myACCESS](#) account. The mid-term status will change from **NOT READY** to **READY** on the actual mid-term date of class. The deadline to submit the mid-term verification is 14 days from the mid-term date, or for classes 4 weeks or less in length the due date is the end of the class.

Verify enrollment with the following codes:

- A = Actively pursuing course objectives.
- N = Not pursuing course objectives.
- W = Withdraw due to non-pursuit of course objectives.

Students marked with a ‘W’ require a Last Date of Attendance (mm/dd/ccyy) be entered. If the student never attended the class, check the box “Never Attended”.

Dropped students do not require a verification status, as they have already withdrawn from the class.

You can check the ‘Set all students to Active?’ box if all students currently registered are actively pursuing course objectives. You will be asked to confirm this selection. Changes can be made before clicking Submit again.

Once your mid-term verification has been successfully submitted, the status will change from **READY** to **SUBMITTED**.

Final Grading

Once your mid-term verification has been submitted, the status for Final Grading will change from **NOT READY** to **READY**. The End Date of your class can be found in [myACCESS](#) on the Class Roster or on the Verification/Final Grading screen. The deadline for submitting final grades is three (3) business days from the end date of your class.

- Business days for summer semester are Monday through Thursday.
- Business days for fall & spring semester are Monday through Friday.

Enter a valid Final Grade for each student. Valid grades are A, B, C, D, F, I, S or LW.

- Enter a grade of LW for a college level course if you issued the student a permit to withdraw and it was your intention that they do so. This grade will be posted as an F if the student did not submit a Permit to Withdraw to the Registration Office before the end date of the class.
- The LW grade for below 1000 level courses will post as ‘W’ on the student’s transcript.

The ‘Pas/AUD’ column is used to identify students who enrolled in the class wanting the Satisfactory/Fail (P) or Audit (A) grading option.

- Satisfactory/Fail students may be graded with S, F, I, or LW.
- Audit students will receive the audit grade of ‘X’ and do not need to be graded.

Enter a Last Date of Attendance for all students graded F or LW using the mm/dd/ccyy format or click the box Never Attended.

Withdrawn Students:

- Grades are not needed for withdrawn students.
- Enter a Last Date of Attendance in mm/dd/ccyy format or click the box Never Attended.

The Registration Status column shows the student's current registration status in your class.

- N = (New) registered before class began.
- A = (Add) registered after class began.
- PI = (Prerequisite Indicated) instructor provided permit for student to register. This code is temporarily being used to facilitate registration with transfer credit that has not been converted.
- RT = (Retake) Student is repeating the course beyond times credit may be granted.
- NP = (Non-Pursuit) Student was marked 'N' on the Midterm Verification indicating that he/she was not pursuing course objectives, but remains enrolled in the course.
- D = (Dropped) Student withdrew from the course after it began.
- D5 = (Dropped with refund) Student withdrew from the course after it began, 5 indicates a refund amount was subsequently processed.
- WA = (Administrative Withdrawal) Student was withdrawn from the course by the instructor due to non-pursuit of course objectives.

The status on the Verification/Final Grading screen will change from **READY** to **COMPLETED** when the grades have been successfully submitted.

Students will be able to view their final grades approximately four (4) business days after the end date of the class through their [myACCESS](#) account.

Grade Changes

Instructors can send grade change requests from their College of DuPage e-mail account to gradechanges@cod.edu

Required Information:

- Student Name
- Student ID #
- Course Name (i.e. ENGLI-1101-053)
- Term
- Current Grade
- New Grade

Grades will be posted on the student's transcript same day if received by 12:00 noon.

Please contact the Grades Department in the Records Office (942-2440/2445) if you have questions about grading issues.

Grading/Evaluation of Student Performance

College of DuPage has no prescribed procedure for assigning grades to students. Instructors are expected to use good judgment and fair methods in grading. **Students should be told how grades will be determined and what the requirements are for attendance and assignments.** Include this information on the syllabus.

Students in non-credit classes do not receive grades. Certificates of participation or satisfactory completion may be given if desired. Instructors should contact the Continuing Education office at least two weeks in advance to arrange for certificates.

Letter grades currently granted by College of DuPage carry the following connotation:

- A - High degree of Excellence in achievement**
- B - Better than average achievement**
- C - Average acceptable achievement**
- D - Minimum standard of achievement**
- F - Failure to complete minimum requirements**
- I - Incomplete**
- R - Repeated course (prior to summer 2009)**
- W - Withdrawal**
- X - Audit**

I – Incomplete: Incompletes may be granted to students who have performed for most of the semester at a passing level (“C” or better) and who, for reasons beyond their control, are unable to complete a course within an academic semester. *Incompletes should be rare occurrences and should not be granted to students who cannot document extenuating circumstances.* Faculty are required to submit an incomplete contract and should consult with the Associate Dean prior to granting an incomplete. The student is responsible for contacting the instructor of record or, when the instructor of record is no longer employed at the College, the appropriate Dean regarding course completion. Course work must be completed within the time limits prescribed by the instructor of record but not to exceed twelve (12) months from the end of the term in which the “I” grade was assigned. The “I” grade may be changed within the time limit prescribed by the instructor of record. If the “I” has not been changed by the instructor of record at the end of the twelve (12) month period, the “I” will automatically change to an “F.” During the time the “I” is on the student’s record, it will not be calculated into the grade point average. A standardized “Contract for Incomplete Grade” will be utilized. Contracts are available in the Part-Time Faculty Centers and the Records Office (SRC 2015).

Repeated Courses: Starting with the summer 2009 semester, no grades will convert to ‘R’ on the student’s transcript. All final grades appear on the student’s transcript. The semester GPA will include all grades for courses taken during the term, but only the higher grade received for the same course will be included in the cumulative grade point average.

W – Withdrawal: The ‘W’ grade is given to a student under one of the following conditions:

1. The student withdraws from the course through the Registration office in person or via the internet after the refund period. The refund date for each class can be found on the student’s schedule. The student can withdraw themselves up to the mid-term date of the class.
2. The student withdraws from the course after mid-term with a Permit to Withdraw signed by the instructor. The permit must be received by the Registration office by the end date of the class.
3. The instructor initiates the withdrawal of the student who is not actively pursuing completion of course objectives. This withdrawal can be accomplished in two ways:
 - Before midterm, the instructor may withdraw a student through the Registration office with a Non-Pursuit of Course Objectives form. Forms are available in the Part-Time Faculty Centers, Academic Division Offices, and the Registration office (SRC 2048).
 - At midterm, the instructor may submit a ‘W’ grade (thereby withdrawing the student) for non-pursuit of course objectives. This is the last opportunity for an instructor-initiated withdrawal.

X – Audit: This grade is not assigned by the instructor, but it is automatically generated by the computer program. A student must indicate a desire to audit at the time of registration. The audit grade of “X” earns no credit and does not affect the grade point average.

S/F – Satisfactory/Fail Grading Option: Certain classes offer only “satisfactory/fail” grades. In all other classes the instructor and student may choose the S/F grading option if the instructor determines that the “S/F” option is applicable to the course. It is the instructor’s responsibility to set deadlines for students’ grade option decisions and communicate these deadlines to the students during the first week of instruction. Some courses do not allow a satisfactory (S) grade to be counted towards degree or certificate completion. See the current catalog for details.

The Satisfactory/Fail Grading Option Contract is mandatory for all students desiring this grading option. The contract must be signed by the student and the instructor, and submitted to the Registration office no later than one (1) week prior to the end of the course. The S/F grading option cannot be changed once the form is submitted to the Registration office.

The ‘S’ (Satisfactory) grade is not computed in the GPA, the ‘F’ (Fail) grade is computed in the GPA.

The contracts are available in the Part-Time Faculty Centers, Academic Division offices, Registration (SRC 2048) and Records (SRC 2015).

EMERGENCY PROCEDURES

Accidents/Emergencies

Faculty are expected to familiarize themselves with emergency procedures and evacuation routes, as posted in every classroom. There is a Faculty and Staff Emergency Response Handbook in each classroom located by the phone. This document contains emergency procedures. Be aware of the fire exit and telephones nearest the classroom. Faculty are strongly encouraged to take a few minutes at the beginning of the term to review with students emergency evacuation routes. In the event of an emergency, faculty should be prepared to instruct students on the appropriate course of action to be taken.

In the event of a tornado warning, follow directions posted in the room for tornado evacuation, move away from windows, and remain there until an all-clear is sounded.

To report an emergency situation on Main Campus, contact the College of DuPage Police Department at 942-2000; to report an emergency situation at one of the Regional Centers, dial 911.

Following an emergency situation, an Accident and Incident Report Form must be completed and submitted to the Associate Dean or Director. Glen Ellyn campus instructors should notify the College of DuPage Police Department, 630-942-2000, and Health Services 630-942-2154. A copy of the Emergency Evacuation Procedures Manual is available from the office of the Associate Dean or Director.

Instructors at off-campus locations should contact the satellite supervisor who will call paramedics if medical help is needed. The Associate Dean or Director must be notified within 24 hours.

Closures and Cancellation of Class

As a general rule, College of DuPage operates during bad weather. A notice to cancel classes will come only from the President's office. Classroom based part-time faculty need not report if classes are canceled. The decision to cancel daytime classes will typically be made by 5:30 a.m. and night classes is made by 4 p.m. The college may be open even if surrounding high schools close. Radio station WDCB-FM (90.9) will announce closure of college and off-campus facilities. Other stations are notified by the college and may announce cancellations: WMAQ 670AM, WGN 720AM, WBBM 780AM, and WLS 890AM. Cancellation of classes is announced broadly through various Chicagoland media. Call 630-942-3600 for closing information.

POLICIES

Academic Freedom

Institutions of higher education are conducted for the common good, which depends on the free search for truth and its free exposition. Academic freedom is essential to these purposes and carries with it responsibilities and duties as well as rights. Academic freedom is guaranteed within the discipline subject matter for which adjunct faculty members are employed. They shall be free to present instructional materials which are pertinent to the subject and level taught in their courses, and they shall present controversial material in an unbiased fashion within the scope of College-approved course objectives. It is the obligation of adjunct faculty members to be accurate, to exercise appropriate restraint, to show respect for opinions of others, and to indicate in the expression of their opinions that they are not speaking for the institution ([Board Policy #15-380](#)).

Assignments

Credit classroom assignments are limited to 80% of a normal working load monitored on a two (2) semester academic year basis. Part-time instructors who teach a 12 base load class are limited to 21 credit hours. Contact your division or Human Resources for further clarification ([Administrative Procedure #15-370](#)).

Confidentiality

The teacher-student relationship is a confidential one. The student holds the expectation that statements made in the classroom, discussion with teachers in conference, or written views will be respected and not reported outside the academic community.

In general, no information is to be released about a student to another student, external person or agency without the student's written consent. Consent forms are available in the Records Office. For any exceptions, consult the Director of Admissions, Registration and Records who is responsible for records control according to the administrative guidelines in [Board Policy #20-15](#) and [Administrative Procedure #20-15](#).

Civic Duty Leave

Employees are released from work for jury duty or subpoenaed witness duty. Employees are eligible to use their paid absences for civic duty leave if they have not already used it ([Board Policy #15-106](#)).

Drug-Free College

No employee will unlawfully or inappropriately possess, use, be under the influence of, dispense, distribute or manufacture any controlled substances, illegal drugs or alcohol in the workplace or in any college-sponsored activity or function ([Board Policy #15-30](#)).

Employee Code of Ethics

All employees of the College should exercise sound judgment and perform their duties in the best interests of the College to present a proper and ethical image to the community and to avoid even the appearance of impropriety. ([Board Policy #15-25](#)).

Family Rights and Privacy Act

Students are afforded certain rights to privacy under the Family Education Rights and Privacy Act (FERPA). Information that would directly identify the student or make the student's identity easily traceable is considered personally identifiable and cannot be disclosed without the student's written consent:

- Name of student in combination with another item listed below,
- Student's address,
- Student's phone number,
- Student's Social Security number, PIN, or other identifying number,
- Student's schedule,
- List of personal characteristics (such as gender, race, ethnicity or religion),
- Grading or attendance information,
- Other information that could make the student's identity easily traceable.

Faculty should not publicly post grades, nor disclose them to students by phone or through the students' e-mail addresses without written consent of the students. Students can access their final grades through their myACCESS account.

Questions regarding students' progress and grades from parents or other third parties should be referred to the Records office, Student Resource Center (SRC), Room 2015, 630-942-2440/2445.

Harassment and Sexual Harassment

No student, employee or visitor may be subjected to harassment on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. All students, employees and visitors have the responsibility to avoid any act or actions, implied or explicit, that suggest harassment to a reasonable person. ([Board Policy #15-10 and #15-11](#)).

Holidays

When a holiday falls on a Saturday, the holiday is observed the Friday preceding; when a holiday falls on a Sunday the holiday is observed on the following Monday. Check the current [college calendar](#) for holidays.

Military Duty Leave

Since employment is temporary and may be cancelled or discontinued at any time, the applicable provisions of USERRA do not apply. Employees can reapply for employment upon completion of military duty.

Student Conduct

Refer to the current college catalog for regulations regarding student rights and responsibilities. A member of the college community can expect that the college will exercise judicious restraint in using its power to regulate student behavior. Enforcement of rules and regulations shall be fair and shall be pursued as an extension of the guidance and educational process. Faculty members, in the exercise of their authority and responsibility and after consultation with the appropriate supervisor, may recommend

to the Vice President of Student Affairs or the College of DuPage Police Department that action be taken as may be necessary to effectively maintain the objectives of the course and demeanor of the classroom environment. The lowering of grades is not appropriate as a penalty for misconduct; however, academic credit need not be given for work which is the product of cheating or plagiarism.

Use of Tobacco Products

The use of tobacco products is prohibited in all indoor college facilities, owned or leased, within designated non-smoking entrances and in all college-owned vehicles ([Board Policy No. 10-160](#)).

RESOURCES FOR FACULTY

Academic Computer Labs

The Seaton Computing Center (SCC), Academic Computing Center (ACC), and K Computer Complex (KLAB) have classroom computer labs for use by your classes. In addition, the ACC and KLAB have open lab areas where students can complete assignments outside of class.

Additional computer labs dedicated to specific disciplines are located throughout the college.

Audio-Visual Equipment

Library Circulation Services distributes videocassettes, DVDs and a variety of AV equipment to the classroom. All media items are listed in the Library Catalog. Available equipment may be found at <http://www.cod.edu/library/services/sc/collections.htm>. Requests may be made by e-mail to AVbooking@cod.edu or by calling 630-942-2106.

Instructors on campus in Glen Ellyn may call 630-942-2106 to arrange delivery. Bookings may be placed for delivery to and pickup from the classroom, or for pickup and return at the Library Circulation Desk. The minimum advance notice needed for material requests for TEC, EC, and West Campus orders is 2 working days. Art Center and HSC requests require 4 hours advance notice, while BIC and SRC require two hours notice.

Instructors at off-campus locations should call Circulation Services, 630-942-2106, at least three days in advance for delivery of DVDs and videocassettes. For equipment requests at off-campus locations, please contact the Center Supervisor. Instructors are responsible for returning films and other AV equipment to the supervisor or designated location within the satellite. College of DuPage materials and AV equipment should not be left in classrooms at off-campus locations.

Blackboard Learning System

As the most widely-adopted course management system among post-secondary institutions in the United States, Blackboard provides a best of breed solution for the many assessment, discussion, and course management tools that are now available to all faculty and staff at the College of DuPage. All faculty are welcome to attend training classes on Blackboard offered by the TLC, or they may contact the IT Help Desk for general technical questions, at (630)942-4357. More information is also available via the Blackboard Central website (http://www.cod.edu/it/blackboard/blackboard_central).

Bookstore

The College of DuPage Bookstore (operated by a private contractor) is located on the first floor of the Student Resource Center (SRC) near the north entrance (SRC 1600). The bookstore sells all required and recommended course materials, new and used, as well as general interest ancillary materials. Most textbooks are available for sale two weeks before the beginning of each term. Students can order their books for home delivery through the internet at www.codbooks.com. In addition, the bookstore carries a

wide selection of school and art/drafting supplies, software, C.O.D. clothing, cards, snacks, beverages, magazines, children's books, gifts, as well as fiction and general interest books. The store also offers special order service on any book requested.

Regular Hours:

| | |
|--------------------|-----------------------|
| Monday – Thursday: | 7:45 a.m. – 7:00 p.m. |
| Friday: | 7:45 a.m. – 3:30 p.m. |
| Saturday: | 8:30 a.m. – 1:00 p.m. |
| Sunday: | CLOSED |

Special extended hours are in effect the first week of each term. Extended hours are posted at the store, listed in the Class Schedule, and available by calling 630-942-2360. Further information about Bookstore operations including extended hours, web orders, and satellite textbook sales is available from the College website at the [College of DuPage Bookstore](#).

- **E-Commerce**

Required, as well as recommended, course materials are available for sale through the internet at www.codbooks.com. Textbooks are listed by department, course, and section number, and are available for shipping or in-store pick up.

- **Refunds**

Textbooks - A full refund will be provided under the following circumstances:

1. Textbook was purchased for current term.
2. Customer has current receipt for purchase.
3. New books must be unmarked. If they are marked or damaged, a used price will be refunded if possible.
4. A full refund for first two weeks of sixteen and twelve week terms.
5. A full refund for first 10 days for sessions of 8-weeks or less.

Non-text merchandise is fully refundable as long as it is still in original packaging and accompanied with the original cash register receipt, and returned within 30 days of original purchase date (some exceptions do apply).

- **Book Buy Back Program**

Books are purchased back from students all year. Up to fifty percent of the original purchase price can be paid if a faculty member has requested the same book for the next term prior to buyback, if the Bookstore needs the stock, and if the book is in good condition. Other books will be purchased at current market value.

- **Text Adoptions**

Text adoptions are submitted to the Bookstore each term according to a schedule established by each Division office. These dates are established to provide sufficient time for the Bookstore to search for used books, potentially offer a higher buyback price to students, and provide timely delivery of all books for the start of each term. Text adoptions are due to the bookstore according to the following schedule: April 15th for Fall Semester; October 15th for Spring Semester; March 15th for Summer Semester. Textbook adoptions may be submitted through the internet by following the faculty services link from the Bookstore website at www.codbooks.com.

- **Employee Discounts**

C.O.D. employees are eligible for a ten percent discount on personal purchases over \$1. The discount applies only to items purchased for and by the employee. Some exceptions to the discount

include some sale items, computer hardware and software and specially priced merchandise. A College of DuPage employee ID is required and Human Resources may be called for verification. Please present your ID to the bookstore cashier at the beginning of the transaction.

- **Bookstore Staff**

The following is a list of Bookstore staff and extensions. Please, do not hesitate to call if you need help.

- Manager Ext. 4353
- Assistant Manager Ext. 4342
- Textbooks Ext. 4330
- Customer Service Ext. 4347
- Trade Books Ext. 4335
- General Merchandise Ext. 4345
- Special Orders Ext. 2360
- Central Stores Ext. 2559

The College liaison is the Director of Business Affairs at 630-942-2232.

Classroom Building Hours

Classroom buildings are open from 5 a.m. to 11 p.m. daily. Buildings used for evening classes are locked at 11 p.m. Contact the regional offices for specific hours.

College of DuPage Website

From the College's website, www.cod.edu, one can find a wealth of information about the College, its people, programs and the services it provides. Available 24 hours a day via any standard freely available web browser such as Firefox or Microsoft Internet Explorer, the website is an intuitive, readily available source of information about the College accessible from anywhere in the world. Search functionality helps you pinpoint information fast; e-mail links on most pages provide the person-to-person communication capability for situations where you need to request further information.

E-Mail and Other Electronic Communication

Your e-mail assignment is made by our Information Technology department. In order to improve College-wide communications, all part-time faculty will be assigned two accounts:

1. A sign-on ID and password for COD Business applications. This sign on ID/password will be used to get your COD business e-mail - "signonID@cod.edu" is your COD business e-mail address. This sign on ID/password will also be used for you to log onto MyAccess (at <http://myaccess.cod.edu>) to access benefits and faculty information. This same sign on ID/password will also be used for you to log onto Blackboard (at <http://bb.cod.edu/>) for classroom facilitation. And lastly use this sign on ID/password will be used for you to log onto the employee portal (at <https://inside.cod.edu/>) for College-wide information, forms, and announcements.
2. A second sign on ID and password for facilitating interaction with your students. This sign on ID/password will allow you to log onto the student portal (at <https://inside.cod.edu/>) for further support for classroom facilitation, and interactions with students clubs and activities. You also get e-mail with on this student portal – "signonID@dupage.edu" is your student portal e-mail address. This student portal application is being phased out over the next couple years.

The College is moving in a direction to eliminate “hard copy” forms that contain important information about your classes (e.g., class rosters, student add/drop notices, grade sheets), and other College events. Moving forward, more and more COD business will be conducted in electronic form, thereby reducing the need to print paper, improving communications, and reducing the overall costs to the College. Appropriate usage of your electronic accounts is expected to be for COD business. For more information about appropriate use of your electronic sign on reference the College’s “Electronic E-mail and Electronic Communications Guidelines” on the IT Security website at <http://www.cod.edu/it/security>.

For help on how to use your new sign on IDs/passwords access the Information Technology website at <http://www.cod.edu/it> and refer to the “How do I?” link menu item “Use MS Outlook and its’ features?”/([Using Microsoft Office Outlook Web Access](#)) or call the Information Technology Helpdesk at 630-942-4357.

Employee Portal

myCOD Employee Portal allows faculty and staff to create a personalized website that integrates College links, application access and information on a single web page based on their interests. To log in, simply go to <http://my.cod.edu> and sign on with your e-mail ID and password. If you have any questions, please call the IT Help Desk, (630) 942-4357.

Faculty Development

College of DuPage has a strong commitment to part-time faculty development. A variety of personal and professional development courses, workshops, and flexible learning opportunities designed to meet the needs of new and experienced teachers are offered throughout the academic year. Detailed course and workshop information, schedules and registration are available on the [Teaching and Learning Center](#) website prior to and during each semester.

The Teaching and Learning Center serves as a resource center for all COD faculty, administrators and staff. A specialized library collection that includes books, journals, magazines, newsletters and videos dealing with College teaching and learning topics and using technology in education is housed in the Center. The library and the multimedia computer lab are available 24 hours a day, 7 days a week and are accessible via a faculty ID swipe card.

The Teaching and Learning Center also sponsors special events and meetings throughout the academic year such as satellite downlinks of broadcasts of interest to faculty.

Questions regarding Faculty Development offerings through the Teaching and Learning Center should be directed to the Manager of the Teaching and Learning Center, Student Resource Center (SRC), Room 1500, 630-942-2649, or the administrative assistant, 630-942-3805.

The TLC staff is available to assist you:

| | |
|--------------------|-----------------------|
| Monday – Thursday: | 7:00 a.m. – 4:30 p.m. |
| Friday: | 7:00 a.m. – 3:30 p.m. |
| Saturday: | CLOSED |
| Sunday: | CLOSED |

Keys

Contact your division office to complete a key request form and have it submitted to the College of DuPage Police Department. Once the key is available, you will be contacted to pick it up at the College of DuPage Police Department 24/7. Keys are the property of the College of DuPage and must be returned to the College of DuPage Police Department upon request, end of teaching term, termination,

resignation or retirement. There will be a replacement charge for the loss of a key. For assistance, contact the College of DuPage Police Administration office, Monday thru Friday, 8:00 am to 3:00 pm, SRC2038 or x4280.

Off-campus locations have individual regulations when keys are required. Contact the off-campus regional center coordinator for more information.

Library

General Hours*:

| | |
|--------------------|------------------------|
| Monday – Thursday: | 7:30 a.m. – 10:00 p.m. |
| Friday: | 7:30 a.m. – 4:30 p.m. |
| Saturday: | 9:00 a.m. – 4:30 p.m. |
| Sunday: | 12 noon – 6:00 p.m. |

*Check the [Library's website](#) for changes in hours for holidays, breaks and extended hours near finals.

Liaison Librarians

A faculty librarian is assigned to each discipline area/program in the College. Contact your discipline librarian for instructional support.

Collection

www.cod.edu/library/services/sc/collections.htm

The Library contains an excellent collection of materials that support the goals and purposes of the College of DuPage. Formats include all types of print and electronic resources, including books, periodicals, films, video recordings, slides, electronic databases, and other forms of media.

Library Instruction

The Library provides classes for teaching information literacy skills. Most of these classes are conducted in conjunction with courses taught at COD. These are supplemented by other types of group and individualized instruction. Over 20,000 students each year participate in a library instruction session.

Computer Workstations

Library workstations provide College of DuPage students, faculty, staff and community patrons with access to electronic information resources through a variety of computer software. Over one hundred public computers plus laptops are available for faculty and students to check out for short term use. The Library provides access, primarily through subscriptions, to electronic periodical databases in all subject areas taught by the College, as well as general factual databases. Remote access to these electronic resources and to the Library's online catalog is also available.

College and Career Information Center

CCIC provides a collection of College and career materials located on the Library's upper level, including specialized electronic career information sources. The Library works closely with the Counseling Office to provide students with information on their future educational or career path. Library staff, knowledgeable in these resources, are available for assistance.

Technical Services

This division of the Library is responsible for acquiring, cataloging, and processing all materials added to the Library's collections. Faculty may make requests for rental films from this area.

Circulation Desk

This desk is the site for people to check out materials and place materials on reserve. It is also the main contact point in the Library for questions related to reserving audiovisual equipment. Any circulation transaction, including getting a library borrower's card or the payment of fines, occurs at the circulation desk. Additionally, many transactions can occur online. A COD Library Borrower's card is required to check out materials. Materials and equipment policies, as well as reserve policies, can be found on the [Library's website](#), under "Library Services."

Reference Desk

This central service point on the main floor of the Library provides assistance in the identification, location, and use of all library resources and equipment as well as any other type of information resources available through the Internet. Reference staff also assist patrons with individual research and helps patrons obtain materials from other libraries. www.cod.edu/library/services/reference.htm

Interlibrary Loan

The Library assists patrons with borrowing materials from other libraries worldwide. Requests for interlibrary loan can be made at the Reference Center, or directly to the ILL office at 630-942-2166 or via the Library website www.cod.edu/library/libweb/fitzwater/ILLrequest.htm or e-mail.

Library Photocopy Policy

The College complies with the Copyright Act of 1976. The following additional library regulations apply.

Copies for instructional or other College related activities:

1. Faculty/staff may make one copy of library materials in accordance with the Copyright Revision Act of 1976.
2. Upon request, the library staff will make one copy of library materials.
3. Multiple copies of library materials must be reproduced by Staff Services from the single copy made in the library.

The Library has an informational webpage on copyright at:

www.cod.edu/library/services/copyright/copyrighthome.htm.

Photocopies for Personal Use

Copies of library materials and other documents for personal use must be copied by the individual at his or her own expense. This is facilitated at the Library's Computing Support and Print Services desk.

myACCESS

All employees are provided a login to the self service website, [myACCESS](#). Once logged in, click on the tab *myACCESS for Employees or Faculty*. (For your convenience, the login and password match your Outlook e-mail account.)

- myACCESS for Employees Menu: Will allow you to access stipends, total compensation, pay advices, and personal contact information change request.
- myACCESS for Faculty Menu: Will allow you to access stipends, class roster, midterm verification/final grading, search for credit classes, student profile, and personal contact information change request.

Part-Time Faculty Centers

Eastside Part-Time Faculty Center - BIC-2070: The office is located on the main campus in the Berg Instructional Center, room BIC 2070. The main office number is 630-942-2303. The Center holds the majority of the part-time faculty mailboxes. It has a computer lab with mainframe and internet access, duplicating machine, fax machine, Scantron test-scoring machines, two offices for student conferences, and work area. Please meet with students only in the conference offices; the greater lounge area is for faculty only, not for student conferences or for testing. Supplies are available in small quantities. Contact your division office if larger quantities are needed. During the term the office is staffed:

| | |
|-------------------|------------------------|
| Monday - Thursday | 9:30 a.m. to 7:00 p.m. |
| Friday | 9:30 a.m. to 1:30 p.m. |
| Saturday | 8:00 a.m. to 12 noon |

NOTE: Hours vary during the breaks. Call 630-942-2303 to verify hours of operation.

Westside Part-Time Faculty Center – M161: The office is located in Building M room M161. The main phone number is 630-942-3371. It has a computer lab with mainframe and internet access, duplicating machine, fax machine, Scantron test-scoring machine, and work area. Because of the limited space, this area is for faculty only, room M131B can be used for student conferences. Supplies are available in small quantities. Contact your division office if larger quantities are needed. During the term the office is staffed:

| | |
|-------------------|--|
| Monday - Thursday | 9:30 a.m. to 1:30 p.m. 3:00 p.m. to 7:00 p.m. |
| Friday | 9:30 a.m. to 1:30 p.m. |
| Saturday | 8:00 a.m. to 12 noon |

NOTE: Hours vary during the breaks. Call 630-942-3371 to verify hours of operation.

Petty Cash and Reimbursement

A petty cash fund is maintained by the Cashier-Finance Office for emergency cash expenditures of less than \$100 per occurrence. Forms available from the cashier must be properly completed and approved by an authorized signatory. Original receipts must be attached to support the expenditure. Charges will be allocated to the College or department, as appropriate. No advances or reimbursements for travel are allowed through petty cash. Petty cash expenditures must be submitted within 30 days of their occurrence. No sales tax will be reimbursed. Tax exempt certificates are available in the cashier or finance office.

Reserving Classroom Labs

Reserving On-Campus Labs:

Up to 1 hour and 20 minutes of computer lab time can be booked per class, per day by any faculty member who needs access to one of the computer classroom labs.

- **Priority Scheduling:** Specific rooms are designated for specific disciplines. These disciplines control the scheduling for time in these rooms.

- **Open Scheduling:** Any faculty member can reserve any classroom on a first come, first served basis. See your division office for exact dates for open scheduling for each term.

All academic computer lab classroom scheduling is handled through your division office.

Reserving Off-Campus Labs:

Six off-campus centers (Addison, Bloomingdale, Carol Stream, Naperville, West Chicago, and Westmont) have computer classrooms that are used for instruction. Addison, Carol Stream, Naperville and Westmont also have an open lab that students can use to complete homework assignments. Faculty should contact the appropriate center for available open lab times.

Be aware that students will not be allowed into the computer lab classroom when you are not present. Make sure all students have left and that the door is locked at the end of your scheduled lab time.

For complete lab information, visit the Academic Computer Lab's home page at www.cod.edu/it/labs.

Staff Services

Faculty members who wish to have instructional materials prepared and duplicated for their classes should contact Staff Services. This office provides copy, offset printing, postal, switchboard, fax, sign printing, engraving, word processing, recycling and warehouse services. Staff Services includes the Main Copy Center located in Building K, Room 105, (temporarily during IC renovation), and a secondary Copy Center located in Building M, Room 126. Limited copying services are also available in the Faculty/Staff Support Center located in the CU trailer on the north side of the IC. Requests for services should be submitted on a Staff Services Work Order form that can be delivered in person, via interdepartmental mail or electronically through the [Staff Services website](#). Turn-around time schedules are posted in each area; extra time may be required at the beginning or end of the term. Material may be picked up and delivered to the off-campus centers, and satellite locations; however, extra time is required to accommodate delivery. Limited copying is also available in selected divisional offices and regional centers. The College will not reimburse the cost for outside vendor duplicating services. For a comprehensive listing of services available, visit the Staff Services website or call 630-942-3500.

Swipe Cards/Prox Cards

Swipe/Prox cards are now used as your library card and PE facility access card. They open many classrooms and labs. If you are scheduled to teach in one of those areas, your division office will provide the College of DuPage Police Department with the authorization needed for you to receive a swipe card with access to your specified area.

Swipe Card Access

- Your Swipe/Prox card will be active during the hours of operation and during the term you are assigned to teach in the restricted access area.
- If you require access beyond the hours of operation, contact the College of DuPage Police Department (ext. 2000) and they will open the door(s).
- If you are exiting the building by the outside doors or the hallway to the IC building after the Seaton Center (SCC) is closed, you must notify the College of DuPage Police Department. An alarm is activated when the building is closed.
- If your card does not function correctly, contact the College of DuPage Police Department.
- Be sure that the door to your room is CLOSED when your class ends.
- Swipe/Prox cards are the property of College of DuPage and must be returned to the College of DuPage Police Department, upon request, end of teaching term, termination, resignation, or retirement. If you lose your card, notify the College of DuPage Police Department, so they can de-activate your existing card. Replacement cards are \$10.

Testing Center

The Testing Center includes the Testing Office (IC 150), Testing Lab (IC 100), and the GED Testing Office (IC 100A).

The Testing Center administers a variety of tests and services.

- Placement tests
- Course tests*
- Career Interest tests
- Health Science Admissions tests
- Credit by Demonstrated Competence tests
- Certification tests
- GED® tests
- ACT test
- Proctoring services

*Classroom Make-Up Exam Policies and Procedures
Testing Lab - Berg Instructional Center, Room 100

Make-up testing is provided for individual students, registered at College of DuPage, who are unable to take their tests in the classroom because of special circumstances (illness, emergency, etc).

Students must follow all policies and provide a photo ID.

Procedures: Exams must be delivered and picked up in person by the faculty member assigned to the class.

1. Fill in the Make-up Exam Information Form completely.
2. Attach the form to the exam(s). Eight exams maximum at one time.
3. Each exam & Scantron (if needed) should be clearly marked. Include:
 - a. Course name and number (*example: Psychology 1101*)
 - b. Exam number (*example: Exam #3*)
 - c. Instructor's name
 - d. Student's name
4. The Testing Center will provide a folder to securely store examinations.
5. Sign out finished exams in the Completed Exam Sign Out Log.

Policies:

1. The Testing Lab cannot accommodate open book/note tests.
2. The Testing Lab cannot collect/distribute homework.
3. The Testing Lab cannot accommodate entire classes.

For questions or concerns, contact the Testing Supervisor or Testing Coordinator.

For more information, visit www.cod.edu/testing or contact the Testing Office, IC 150, 630-942-2401.

Voice Mail/Voice Mail Access

College voice mail is provided to all employees. Instructors are required to check voice mail at least once a week. Questions and information about voice mail and access codes should be directed to the Part-Time Faculty Center, Berg Instructional Center (BIC), Room 2070, 630-942-2303.

Call Pilot Voice Mail for Part-Time Faculty

TO LOG-IN

- Dial 4444 or (630) 942-4444
- Enter your 5-digit voice mailbox no., followed by the # sign (*OR just press the # sign if dialing in from your own phone.*) Hear prompt: "Password?"
- Enter your password
- Press the # key

RECORD YOUR NAME

- Dial 82
- Press 9 (Personal verification)
- Press 5 to record
- Say your first & last name and your mailbox number. Example: "John Doe, Ext. 1234"
- Press # sign to stop recording
- If you are not satisfied with your recording, Press 76 to delete and 5 to record again

RECORD A GREETING (while logged in to your mailbox)

- Dial 82
- Enter the greeting number to record:
 - Press 1 (Not available currently for 5-digit extensions)
 - Press 2 (Not available currently for 5-digit extensions)
 - Press 3 (Temporary Greeting)
- Press 5 to start recording
- Press # sign to stop recording
- Press 2 to listen to your greeting
 - Press 76 to Delete your greeting
 - Press 5 to re-record your greeting
- Press 4 to exit greeting set up

NOTES ON GREETINGS

- Part-time faculty (all 5 digit mailboxes) should use Greeting 3 only

CHANGING YOUR PASSWORD (while logged in to your mailbox)

- Dial 84 – Hear prompt: "Enter your **OLD** password"
- Enter your **OLD** password, followed by the # sign (your **OLD** password is the one you just used to login to your voice mailbox)
- Enter your **NEW** password followed by the # sign (must be a minimum of 6 to a maximum of 10 digits)
- Enter your **NEW** password again
- Press the # sign

TO RETRIEVE MESSAGES

When you log into your mailbox:

- Press 2 - Play message
- Press 6 - Go to next message (saves msg.)
- Press 4 - Go to previous message
- Press # - Pause message playback
- Press 1 - Skip backward (5 sec.)
- Press 3 - Skip forward (5 sec.)
- Press 9 - Call sender (internal)
- Press 76 - Delete (or undelete)
- Press 71 - Reply to sender
- Press 73 - Forward copy of message
- Press 74 - Reply to all

RESOURCES FOR STUDENTS

Academic Support Center

The Academic Support Center offers a variety of academic support services in one convenient location. The support services include math, reading, speech, and writing, along with peer tutoring in a variety of course disciplines. Services are free of charge. For more information, call the Academic Support Center at 630-942-3941, or stop by Room 3040, Berg Instructional Center (BIC).

Math Assistance

The Math Assistance Area in the Berg Instructional Center (BIC), Room 3040A, provides College of DuPage math students with assistance or advising in math. Any student enrolled in a COD math course can ask questions related to homework problems or concepts presented in class. Help is available for all courses through Math 2232 (except Math 2215) at any time. Students in Math 2115 and Math 2233-2270 should call ahead for times when an instructor will be available who can help them. The Math Assistance Area is staffed by COD mathematics faculty and is primarily a drop-in center for short help sessions. However students may call 630-942-3339 to make a 15-minute appointment.

Tutoring Services

Tutoring is provided for a variety of COD credit courses to students enrolled in those courses who request this service. Assistance is conducted by both peer and professional tutors with the majority provided by peers. For more information, call (630) 942-3686 or stop by the Tutoring Area in the Berg Instructional Center (BIC), Room 3040.

Speech Assistance

Faculty in the Speech Assistance Area provide individual assistance to COD students with every aspect of speech preparation and delivery, from narrowing a topic and developing an outline, to researching the speech and reviewing practice sessions. Additionally, students can work on group projects and receive help with the delivery of group presentations. Students may be referred to the Speech Assistance Area or they can schedule an appointment on their own. Walk-in assistance is available, but appointments are preferred. For more information, call 630-942-3723.

Writing & Reading Center

In the [Writing and Reading Center](#), Lead coaches (part-time English faculty and senior tutors) and peer coaches work with student writers on an individual basis on a variety of activities and projects, including narrowing a topic, focusing a thesis, deciding on strategies and revising. Projects might range from writing a research paper to writing a lab report. These coaches also provide students with academic resources to assist them to become stronger and more successful readers by enhancing both their reading and study skills. For more information, stop by the Writing & Reading Center in BIC 3040C or call 630-942-3355.

Counseling and Advising

[Counseling and Advising Services](#), SRC 2044, 630-942-2259

Serving as a central advising information resource site, Counseling and Advising Services houses a vast collection of advising tools. Additionally, program specific advising materials, from *Accounting* through *Welding*, can be found here. Computers are available for student use to explore electronic resources.

Academic Advisers help students with course selection, placement test interpretation, general transfer planning, and degree and certificate requirements. They are available for the "quick" advising question. They also familiarize students with policies and procedures, and make referrals to other College resources.

Academic Advisers are available to students on a walk-in and phone-in basis, from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and from 8 a.m. to 5 p.m. on Friday.

Counseling Services

Counselors provide academic, career, and personal counseling. They help students choose a major, design an academic plan, and support student success in a variety of ways. Counselors also work with students who are not in compliance with the College's standards of academic progress.

Counselors teach career development and interpersonal skills courses. Periodically, personal development workshops are offered on topics such as time management, goal setting, test taking anxiety, note-taking strategies, and selecting a major. Group sessions related to career decision-making and group interest testing are offered also.

Counselors are available by appointment. For an appointment on the Glen Ellyn campus, students may call 630-942-2259, or students may call one of the following off-campus locations:

| | |
|------------------|--------------|
| Addison: | 630-942-4600 |
| Bloomingtondale: | 630-942-4900 |
| Carol Stream: | 630-942-4888 |
| Naperville: | 630-942-4700 |
| Westmont: | 630-942-4800 |

Students also have an opportunity to e-mail their questions to a Counselor at counseling@cod.edu.

English as a Second Language

The Adult Education and ESL department offers three ESL programs.

Academic ESL

Students, whose first language is not English, develop or strengthen their English Skills for academic purposes. Academic ESL students are those with at least a high school diploma and who want to go on to College level coursework. Individual courses in listening and speaking; language and culture; reading; writing, and grammar are offered at three different skill-levels. Classes are scheduled in the morning, afternoon, and evening.

Adult ESL and Citizenship

Non-native speakers of English, who are residents of the U.S., and who have not completed high school are eligible for grant-funded ESL classes which focus on life skills and integration into American life. Seven levels of English study are offered at over 30 locations in the district.

For more information, contact the Adult Education and ESL department, 630-942-2551.

English Language Institute (ELI)

Students wishing intense English language study may enroll in this 18 credit hour program. Listening and speaking; language and culture; reading; writing, and grammar are included in the program. Students in this cohort program study together four days per week throughout the term. The ELI program is offered at three different skill-levels and meets the educational requirements for F-1 International Students.

ESL Advising

Non-native English speakers are encouraged to see an ESL adviser before enrolling in any ESL courses.

For more information speakers are encouraged to see an ESL adviser before enrolling in any ESL courses.

Health and Special Student Services

The Health Center is located in the H-Building and is staffed by registered nurses, provides first aid and education to students and staff. Barrier-free parking permits are available for students and staff as well as short-term loans of wheelchairs (manual and electric), crutches and canes. Staff includes registered nurses during all open hours and a part-time physician.

Confidential health information, health counseling and testing referrals are available.

Limited appointments for Physicals and lab requirements are available for athletes and Allied Health students for a nominal fee.

A student health insurance program is available for College of DuPage students. The plan is serviced and underwritten by University Health Plans Inc. For more information, have students visit the [University Health Plans website](#), or contact Phil Gieschen, Coordinator, Risk Management, at College of DuPage. Ext. 2993.

Students with Disabilities

College of DuPage is committed to equality of educational opportunities for eligible students with disabilities. Staff members from the Office of Special Student Services (H-12) are available to meet with students with disabilities. All students requesting services need to schedule an appointment and bring documentation; the information given by students is voluntary and confidential. Students should contact the office before classes begin for a smoother transition.

Once the student contacts the office (ext. 2567) an individual appointment is made to assess needs, explain services and give guidance.

Services Available:

- Special Student Services ID Card
- Sign Language Interpreters
- Note Taking
- Accommodations
- Large Print/Braille
- Testing Accommodations
- Mobility Assistance
- Preferential Seating
- Assistive Technology
- Books on Audio Tape
- Barrier-Free Parking
- TTY

College of DuPage is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College of DuPage compliance officer is the Vice President for Student Affairs.

CAMPUS MAPS

QUICK REFERENCE TELEPHONE AND FAX NUMBERS

(All area codes are 630. Prefix is 942 unless otherwise indicated.)

| Department | Phone | Fax |
|--|-------------------------|----------------------|
| Academic Support Center | 3941 | 942-3972 |
| Class and Faculty Information <i>(including emergency College closure information)</i> | 3000 | |
| College of DuPage Police Department | 2000 | 942-3922 |
| Nurse (Health Services) | 2154 | 942-2071 |
| AV Delivery Instructional Center (IC) | 2126 | |
| AV Delivery West Campus | 2645 | |
| Business & Technology | 2592 | 942-3923 |
| Center for Independent Learning (CIL), Glen Ellyn (Liberal Arts Courses) (Business, Math, Science Courses) | 2131 2186 3322 | 942-3749 942-3077 |
| COD Addison Center | 4600 | 942-4649 |
| COD Center for Entrepreneurship Lisle | 2600 | 505-4931 |
| COD Carol Stream | 4888 | 942-4880 |
| COD Cass Avenue Center | 963-0742 | 963-0868 |
| COD Naperville Center | 4700 | 942-4749 |
| COD Naperville Frontier Campus | 369-3348 (after 3:45pm) | |
| COD West Chicago | 231-3348 | 231-3350 |
| COD Westmont Center | 4800 | 942-4849 |
| COD CIL at Bloomingdale | 4900 | 942-4949 |
| COD CIL at Naperville | 4750 | 942-4749 |
| COD CIL at Westmont | 4850 | 942-4849 |
| Continuing Education | 2208 | 942-3785 |
| Copy Services, K Building, Room 105 | 2299 | 942-3460 |
| Copy Services, M Building, Room 126 | 2798 | 942-4354 |
| ESL-ABE-GED | 3697 | 942-3804 |
| Health & Sciences (Health Sciences) | 8331 | 858-5409 |
| Health & Sciences (Natural Sciences, Math, Social Sciences & Education) | 2010 | 942-2759 |
| Human Resources | 2460 | 942-4027 |
| Information Technology HELP Desk for Employees | 4357 | |
| Information Technology HELP Desk for Students | 2999 | |
| Liberal Arts | 2047 | 942-3711 |
| Library | 2350 | 858-8757 |
| McAninch Arts Center (MAC) Box Office | 4000 | |
| Payroll | 2459 | 858-9078 |
| Part-Time Faculty Center – BIC 2070 | 2303 | 858-5424 |
| Part-Time Faculty Center – M 163 | 3371 | 942-4472 |
| President's Office | 2202 | |
| Testing Lab | 2575 | |
| Vice President for Academic Affairs | 3203 | 942-3925 |

Do not dial 942 when calling from an in-house telephone.

BOARD OF TRUSTEE POLICIES AND ADMINISTRATIVE PROCEDURES

The following is a partial listing of Board of Trustee policies relating to part-time faculty. These and other Board Policies that may affect your working relationship with the College are available online at www.cod.edu/adminstr/board.htm. Administrative Procedures are available online at <http://procedures/>. This is an internal website and available on-campus only.

- 15-5: Equal Employment Opportunity and Affirmative Action
- 15-10: Prohibition of Discrimination and Harassment
- 15-11: Prohibition of Sexual Harassment
- 15-15: Communicable Diseases — Employees
- 15-25: Employee Code of Ethics
- 15-26: Related Party Transactions
- 15-30: Drug and Alcohol Free College
- 15-35: Employment of Related Parties
- 15-106: Civic Duty Leave
- 15-135: Tax Sheltered/Deferred Income Plans
- 15-195: Intellectual Property Rights
- 15-200: Marketing of Instructional Materials
- 15-350: Substitute Assignment, Full-time and Part-time Faculty Members
- 15-355: Part-Time Faculty
- 15-360: Collective Bargaining, Part-Time Faculty
- 15-365: Information Guide
- 15-370: Part-Time Faculty Assignments and Pay Rates
- 15-375: Benefits -- Part-Time Faculty Employees
- 15-375: Benefits, Part-Time Faculty Members
- 15-380: Academic Freedom/Instructional Material, Part-Time Faculty
- 15-381: Appeal Process, Part-Time Faculty
- 15-455: Externally Funded Grant Employees
- 15-465: Independent Contractors

COPYRIGHT ACT INFORMATION

Copyright protection exists in “original works of authorship” which are “fixed in a tangible medium of expression.” Among the types of works which are subject to copyright protection are literary, dramatic, musical, choreographic and pictorial, graphic, pantomimes, sound recordings, sculptures, motion pictures and audio-visual. These categories include reference works (including dictionaries), video cassettes, and computer programs and databases.

Civil and criminal penalties may be imposed for copyright infringement.

Information regarding copyright is available from the [COD Library website](#) and the [National Association of College Stores website](#).

Ref: *Questions and Answers on Copyright for the Campus Community*
Association of American Publishers Inc.
National Association of College Stores Inc. and
Software Publishers Association Inc.