

# **INFORMATION GUIDE FOR PART-TIME FACULTY**

Revised 11/08

## WELCOME

Dear New and Returning Part-Time Faculty:

I warmly welcome you to the College of DuPage. The College of DuPage offers quality educational opportunities within a lively, challenging, and caring community. As Faculty, you have the opportunity and, indeed, the responsibility to affect positively the lives of our students and the college community.

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

We look forward to all your contributions.

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.

Best regards,



Dr. Harold McAninch  
Interim President

## COD Commitment to Equal Opportunity

One of the principles we hold highly at the College of DuPage is our commitment to diversity.

It is the policy of the College of DuPage to provide equal opportunities to all persons regardless of their race, color, religion, creed, national origin/ancestry, sex, age, 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 accommodation.

The student population at the college is diverse 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 the diversity of our campus.

The Director of Human Resources has been designated as the Affirmative Action and Americans with Disabilities Employment Officer and has the responsibility of assuring compliance with our Equal Opportunity Policy and with the Disabilities Act.

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



Dr. Harold McAninch  
Interim President

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 that reads "Joseph E. Collins". The signature is written in a cursive style with a large, stylized "J" and "C".

Joseph Collins, Ph.D.  
Interim 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 Director of Human Resources. Board policies are available on the College website: ([Board Policies](#)); and by calling the Secretary of the Board of Trustees in the President's office (x2203).

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# 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 (if left in – sounds like they were deceased when the school opened!). 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 Jan. 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, 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 nine-acre B.J. Hoddinott Wildlife Sanctuary and the 18-acre Russel R. Kirt Prairie preserve.

In addition, the College operates five Regional Centers: Addison Center at Technology Center of DuPage, Carol Stream Community Education Center, Naperville Center, Westmont Center and West Chicago Community Education Center. Learning Commons facilities (formerly Centers for Independent Learning) are located on campus in Glen Ellyn, at the Naperville and Westmont Regional Centers, and in Bloomingdale. 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

INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

COLLEGE OF DUPAGE, GLEN ELLYN, IL 60137

Academic Quality Improvement Program (AQIP)

Articulation and Educational Partnerships

College Curriculum

Program Review

**Business & Technology**

Dean: Karen Randall  
 Assoc. Dean: Bill Carmody (I)\*  
 Assoc. Dean: Paul Svoboda (I)\*  
 Assoc. Dean: Ann Marie Rosen  
 Director: Meryl Sussman

\*(I) Interim

**Health & Social Sciences**

Dean: Tom Cameron  
 Assoc. Dean: Karen Solt  
 Assoc. Dean: John Staeck (I)\*

\*(I) Interim

**Liberal Arts**

Dean: Wendolyn Tetlow  
 Assoc. Dean: Sheryl Mylan  
 Assoc. Dean: Bev Reed  
 Assoc. Dean: Daniel Lloyd  
 Assoc. Dean: Alain Hentschel  
 Director: Stephen Cummins

**BUSINESS**

ACCOUNTING  
 BUSINESS  
 BUSINESS LAW  
 FACILITY MANAGEMENT  
 FASHION  
 MERCHANDISING &  
 DESIGN  
 FOODSERVICE  
 ADMINISTRATION  
 HOTEL/MOTEL  
 MANAGEMENT  
 MANAGEMENT  
 MARKETING  
 PARALEGAL STUDIES  
 REAL ESTATE  
 TRAVEL & TOURISM

**TECHNOLOGY**

COMPUTER  
 INFORMATION  
 SYSTEMS  
 COMPUTER &  
 INTERNETWORKING  
 TECHNOLOGIES  
 COMPUTER SCIENCE  
 LIBRARY INFORMATION  
 TECHNOLOGY  
 OFFICE TECHNOLOGY  
 INFORMATION

**CAREER & TECHNICAL  
EDUCATION**

ARCHITECTURE  
 AUTOMOTIVE  
 TECHNOLOGY  
 COSMETOLOGY  
 ELECTRO-MECHANICAL  
 TECHNOLOGY  
 ELECTRONICS  
 TECHNOLOGY  
 INTEGRATED  
 ENGINEERING  
 TECHNOLOGY (INET)  
 (MECOMTRONICS)  
 HEATING, AIR  
 CONDITIONING &  
 REFRIGERATION  
 HORTICULTURE  
 INTERIOR DESIGN  
 MANUFACTURING  
 TECHNOLOGY  
 WELDING

**BUSINESS &  
PROFESSIONAL INSTITUTE  
(BPI)**

Center for Customized  
 Solutions  
 Center for  
 Entrepreneurship

**HEALTH SCIENCES**

HEALTH SCIENCES  
 MEDICAL ASSISTANT  
 CLINICAL LABORATORY  
 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 (HIT)  
 MEDICAL TRANSCRIPTION  
 MEDICAL CODING & BILLING  
 LONG-TERM CARE  
 ADMINISTRATION  
 NURSING (ADN)  
 NURSE ASSISTANT (CNA)  
 PRACTICAL NURSE (PN)  
 PHYSICAL THERAPIST  
 ASSISTANT (PTA)  
 RADIATION THERAPY  
 RESPIRATORY CARE  
 SPEECH-LANGUAGE  
 PATHOLOGY ASSISTANT  
 SURGICAL TECHNOLOGY  
 THERAPEUTIC MASSAGE

**SOCIAL  
SCIENCES**

ANTHROPOLOGY  
 CRIMINAL JUSTICE  
 ECONOMICS  
 GEOGRAPHY  
 HUMAN SERVICES  
 POLITICAL SCIENCE  
 PSYCHOLOGY  
 SOCIAL SCIENCE  
 SOCIOLOGY

**COMMUNICATIONS**

ENGLISH  
 JOURNALISM  
 SPEECH  
 READING

**FINE & APPLIED ARTS**

ADVERTISING, DESIGN &  
 ILLUSTRATION  
 ART  
 GRAPHIC ARTS TECHNOLOGY  
 MOTION PICTURE / TELEVISION  
 MUSIC  
 PHOTOGRAPHY  
 THEATER ARTS

**HUMANITIES**

HISTORY  
 HONORS  
 HUMANITIES  
 LANGUAGES  
 PHILOSOPHY  
 RELIGIOUS STUDIES

**PERFORMING ARTS**

Revised 1/2009

**ACADEMIC AFFAIRS**

JOSEPH E. COLLINS

INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

COLLEGE OF DUPAGE, GLEN ELLYN, IL 60137

Academic Quality Improvement Program (AQIP)  
Articulation and Educational Partnerships  
College Curriculum  
Program Review

<b><u>Math &amp; Natural Sciences</u></b> Dean: Adenuga Atewologun Interim Dean: Jerry Krusinski Assoc. Dean: Tony Lenard (I)* Assoc. Dean: Richard Kalus Assoc. Dean and Athletic Director: Paul Zakowski  *(I) Interim	<b><u>Academic Alternatives &amp; Instructional Support</u></b> Dean: Annette Haggray Assoc. Dean: Joanne Parke Assoc. Dean: Roberta Sell Assoc. Dean: Pat Coleman	<b><u>Library</u></b> Dean: Lisa Stock Assoc. Dean: Ellen Sutton	<b><u>Continuing Education</u></b> Dean: Michael Perez
<b><u>NATURAL SCIENCES</u></b> ANATOMY & PHYSIOLOGY ASTRONOMY BIOLOGY BOTANY CHEMISTRY EARTH SCIENCE EARLY CHILDHOOD EDUCATION & CARE EDUCATION METEOROLOGY MICROBIOLOGY PHYSICS ZOOLOGY  <b><u>MATH</u></b> MATHEMATICS ENGINEERING  <b><u>PHYSICAL EDUCATION</u></b> PHYSICAL EDUCATION ATHLETICS	Community Development International Education Multicultural Students  COD Online College Office of Instructional Development Study Abroad Programs  Assessment & Testing Centers for Independent Learning (CIL) Independent Study & Special Projects Regional Centers Off-Campus Centers Community Education Centers  Adult Fast Track (AFT) Field & Experiential Learning & Interdisciplinary Studies Part-time Faculty Centers  <b><u>ADULT EDUCATION &amp; ESL</u></b> Academic & Adult ESL English Language Institute (ELI) GED Preparation Family Literacy Adult Basic Ed (Literacy) Citizenship & Civics	Academic Support Center Peer Tutoring Faculty Development  Library Departments: Course Reserves Circulation Reference Interlibrary Loan Acquisitions Cataloging Materials Processing Computing Support & Printing Services Information Literacy Instruction Serials / Periodicals Microforms College & Career Information Center (CCIC) College Archives AV Distribution Natural Sciences Center Philanthropy Center	Academy for Non-Profit Excellence Adult Continuing Education Healthcare Education Institute (HEI) Institute of World Languages Older Adult Institute (OAI) Suburban Law Enforcement Academy (SLEA) Youth Education Cass Avenue Center

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## **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 4642](#)).

### **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 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 630-942-2427 or 630-942-3957 or go to the COD Employee Portal ([my.cod.edu/Resources](#)).

### **DuPage Credit Union**

The DuPage Credit Union is available to all eligible employees for savings and/or loans. These 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 is located in Annex Credit Union or at 630-942-2050.

### **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.

### **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 times 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 Program and Recognition Dinner 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 plant shop (Building K, Room 101) offers a 15 percent discount on everything in the shop, including giftware. Hours change each term. Bring your employee ID card when making a purchase.

## **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](http://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](http://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**

The College extends a tuition waiver benefit (for a single credit class per term) to active part-time faculty who earn at or above a minimum established amount. Contact Human Resources for details at 630-942-2460.

## **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 Services office or Public Safety 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**

### **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.

### **Discontinued Employment**

All part-time assignments are temporary and may be canceled or discontinued at any time by the administration with no further obligation or liability ([Board Policy No. 4456](#)).

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 removed from 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 the Public Safety Police Department office 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.

### **Full-Time Faculty Opportunities**

Full-time faculty jobs are posted for internal candidates, including part-time faculty for seven 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 web site.

### **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 will be limited to two-thirds of an annualized teaching load ([Board Policy No. 4456](#)).

Paychecks are usually issued eight times each semester. The controller sets exact dates each year. Breaks between terms are not included in paychecks.

Part-time faculty are paid through the end of each term only. Non-credit instructors receive the final check by mail. Initial questions concerning paychecks should be addressed to the Associate Dean or Director. If your paycheck is incorrect, call Human Resources at 630-942-2648 or 630-942-2689. The College will collect overpayment amounts made to you.

## **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.

## **Sales/Promotion**

All faculty should refrain from selling or promoting anything of value, including products or services, for personal gain for themselves or others ([Board Policy and Procedure No. 4069](#)).

## **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.
- 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 or Director.
- 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**

If an instructor must miss class, the instructor should call the appropriate administrative 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.

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](#)).

## 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
<b>No Break</b>	<b>10 Minute Break</b>	<b>20 Minute Break</b>

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

## 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 or Director.

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

A copy of your syllabus should be submitted to your Associate Dean. Check with your Associate Dean 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's 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 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 Division office or book publisher directly.

## **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 delegate a student to administer the questionnaire and return it as directed to the office indicated on the instruction form.

## **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.

**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.**

## **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 appointment time, online at [Admissions and Registration](#). Students need their PIN number, Social Security number and course codes to register. They may obtain their PIN by calling 630-942-3555 and pressing "3." 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. A \$3 service fee is charged if students make a change to their schedule. For additional information, see the Class Schedule.

## 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](mailto: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 (Instructional center (IC), Room 2070), the Office of Instruction (M), Room 163 and the employee portal at [my.cod.edu](http://my.cod.edu). 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 card (Discover, MasterCard, American Express or Visa) at the College of DuPage Cashier's office, Monday through Thursday from 8 a.m. to 7 p.m.; Friday from 8 a.m. to 5 p.m., and Saturday from 9 a.m. to 1 p.m. Payment may also be mailed to College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137. ATTN: Cashier's office.

If payment in full or arrangements for the FACTS Payment Plan are not made by the published payment due dates, 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 is a \$5 re-registration fee. The students' cancelled check is their receipt. There will be a \$20 fee for returned checks or charge card rejection. 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 \$200 or more for the current term.

## Refund Policy

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

- 100 percent for the first eight calendar days of the term
- 50 percent for calendar days 9 to 14 of the term
- No refund after calendar day 14 of the term
- 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 eight calendar days following the mid-term date in the 16 week session. This date is prorated for classes that begin and/or end outside the 16 week session. 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](mailto:permits@cod.edu)) prior to the end of the term.

## **Class Lists and Faculty Grading Sheets**

### Class Lists

Instructors receive one class roster from the office of the Dean of Admission Services and Registrar. Class Rosters may also be obtained through your faculty account on [my.cod.edu](http://my.cod.edu) or through Blackboard. Use your online class roster to verify that all students in your class are registered. Any student not on your roster must register immediately. They 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 emailed ([permits@cod.edu](mailto: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. Mid-Term is the final deadline for all registrations.

### Mid-Term Enrollment Verification and Withdrawal Form

Instructors receive this form within a few days after the mid-term of each session. Accurate information on the form is crucial, as it affects state reporting and funding.

Complete the form in the following manner:

1. Print "N" and darken in the appropriate circle for students who are not actively pursuing completion of course objectives.
  - Students marked with only the "N" will receive a letter informing them of their options, but they will not be withdrawn.
2. Print a "W" and an "N" and darken in the appropriate circles for any students you would like to have withdrawn.
  - Students marked with an "N" or "W" (or just "W") will receive a letter informing them that they have been withdrawn from your course.

### Grade and Attendance Record

After the 100% refund period has passed, instructors receive a green and white Grade and Attendance Record for each class. This form should be filled in completely and clearly with grades and attendance, as it may be used in the future for verification, auditing, research, etc. This is the College's official record and is permanently stored in the archives.

### Final Grade Record Scan Sheet

Approximately two weeks before the end of the term, instructors receive a Final Grade Record Scan Sheet. A grade must be entered for each student. Print the grade and bubble in the appropriate circle for all students. If you gave a student permission to withdraw, code a "W."

**It is critical that both the Grade and Attendance Record and Final Grade Record Scan Sheet are signed in ink at the bottom of both forms and are returned to the Records office (SRC 2015) no later than the due date in order for grades to be made available to students in a timely manner.**

Students may access their grades online at [Records](#).

## Grade Verification Sheet

Approximately three weeks into the next term, instructors receive a Grade Verification Sheet. Verify the assigned grades and report any discrepancies to the Records office at 630-942-2440.

### **Forms Are Critical**

**Are you missing a grading form?** Call the office of the Dean of Admission Services and Registrar 630-942-4284 if you do not receive a Grade and Attendance Record, Final Grade Record Scan Sheet or Mid-Term Enrollment Verification and Withdrawal form so one may be reordered for you.

**When do you receive and return forms for odd start/stop classes?** Due dates are prorated according to the length of the class. See the instruction memo included with each grading form.

## **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**
- W - Withdrawal**
- X - Audit**

**I – Incomplete:** The instructor of record may give an incomplete or “I” grade when a student has been unable to complete the course within the prescribed time due to unforeseen circumstances. 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.

**R – Repeated Course:** This grade is not assigned by the instructor. It appears on the transcript when a course has been repeated. Only the higher grade is recorded as a credit-bearing grade and is included in the grade point average.

**W – Withdrawal:** The “W” grade is given to a student under one of the following conditions:

1. The student withdraws from a course through the Registration office via the internet after the eighth calendar day of the 16 week term.
2. The student withdraws from a course through the Registration office after the eighth calendar day following the mid-term date of the 16 week term with written permission to withdraw signed by the instructor. This option requires that the instructor and student are in agreement on the withdrawal.
3. The instructor initiates the withdrawal of a student who is not actively pursuing completion of course objectives. This withdrawal can be accomplished in two ways:
  - Before mid-term, an instructor may withdraw a student through the Registration office (SRC 2048) with a Non-Pursuit of Course Objectives form. Forms are available in the part-time faculty centers, academic division offices and Registration office (SRC 2048).
  - At mid-term, an instructor may record a “W” grade (thereby withdrawing the student) along with an “N” grade for non-pursuit of course objectives. This is the last opportunity for an instructor-initiated withdrawal.
4. The “W” grade may be assigned on the final grade sheet by an instructor of a course numbered below 1100 without an official withdrawal by the student through the Registration office.

**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. All students desiring the “S/F” option must sign an agreement with the instructor confirming the use of the “S/F” grading option. Some courses do not allow a satisfactory (S) grade to be counted towards degree or certificate completion. See the current catalog for details.

Grading Option Forms are available in the part-time faculty centers, the academic division offices, and the Records office (SRC 2015). The “S/F” grade option cannot be changed after the grades have been sent to the Records office.

The satisfactory or “S” grade will not be computed in the GPA; the fail or “F” grade will be computed.

**S/W – Satisfactory/Withdrawal Grading Option for Courses Below 1100:**

For courses below 1100 only, an “S” or “W” may be issued as a final grade for individual students or an entire class. Letter grades may be assigned as requested by the student. Courses below 1100 are not included in students’ grade point averages.

## **Emergency Procedures**

### **Accidents/Emergencies**

There is a Faculty and Staff Emergency Response Handbook in each classroom located by the phone. This document contains emergency procedures. To maximize its benefit, take a few minutes to become familiar with the document.

Be aware of the fire exit and telephones nearest the classroom. Fire evacuation maps should be posted in each classroom. 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.

In emergencies, dial ext. 2000 at the Glen Ellyn campus, other off-campus locations should 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 office of Public Safety Police Department, 630-942-2000, and Health and Public 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 630-942-3000 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.

### **Assignments**

Credit classroom assignments are limited to two-thirds of a normal teaching load in your particular discipline. Combination credit class and non-credit/non-classroom contact hour loads are limited to a total of 21 contact hours per week. Contact your division or Human Resources for further clarification ([Board Policy No. 4456](#))

### **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 and Procedures 5717, Privacy of Student Education Records](#).

## **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.

## **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 No. 4065](#)).

## **Employee Ethics**

College of DuPage part-time faculty are expected to adhere to the policies and procedures of the institution. The employee shall adhere to the Mission, Philosophy, and Ethical Core Values of the College of DuPage and shall follow institutional procedures designed to implement Board policies ([Board Policy No. 4069](#)).

In fulfilling obligations, employees will:

1. Adhere to the College of DuPage Ethics Ordinance as approved by the Board of Trustees on May 13, 2004.
2. Not knowingly misrepresent the college.
3. Take adequate precautions to distinguish between personal and professional views and those of the college.
4. Not interfere with the exercise of political and citizenship rights and responsibilities.
5. Not use institutional privileges for private gain.
6. Conduct themselves in a professional manner.
7. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or disclosure has the explicit consent of the individual(s) concerned, or disclosure is required by law.
8. Assume the Ethical Core Values: Integrity, Honesty, Respect, Responsibility ([Board Policy No. 4069](#)).

## **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 may access their final grades online at [Records](#) or by Touchtone at 630-942-3555.

**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.**

## **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 No. 4074](#)).

## **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 Dean of Students or the office of Public Safety 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. 6512](#)).

## **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.

## 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

The four off-campus centers (Addison, Carol Stream, Naperville and Westmont) have computer classrooms that are used for instruction as well as open lab. 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](http://www.cod.edu/it/labs).

## Audio-Visual Equipment

The Library Circulation Services area has a few films, videocassettes and DVDs available for all faculty use on and off campus.

Instructors on campus in Glen Ellyn may call 630-942-2106 to arrange delivery. Circulation Services will pick up the film and equipment from the classroom usually before 10 p.m. Media may also be returned to the Circulation Services desk in person.

Instructors at off-campus locations should call Circulation Services, 630-942-2106, at least three days in advance. Most off-campus locations have AV equipment available for instructors' use. 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. The on-duty supervisor should be asked about availability.

## Bookstore

The College Bookstore (operated by a private contractor), is located on the first floor of the Student Resource Center (SRC) near the north entrance. The bookstore sells all required course materials as well as recommended and general interest ancillary materials. Most textbooks are available for sale two weeks before the beginning of each term. Students can order their books for UPS home delivery by calling 630-942-3883 or through the internet at [efollett](http://efollett). In addition, the bookstore carries a wide selection of school and art/drafting supplies, gifts, cards, clothing, software, magazines, and fiction and general interest books. The store also offers special order service on any book, public faxing and small copy service.

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. These hours are posted at the store, listed in the class schedule, and available by calling 630-942-2360.)*

## Refunds

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

1. Textbook was purchased for current term.
2. Customer has receipt.
3. New books must be unmarked. If they are marked or damaged, a used price will be refunded.
4. Fall and Spring: A full refund for first two weeks of term.
5. Summer: A full refund for first two weeks of 8-week and 10-week sessions; A full refund for first week of sessions less than 8 weeks.

Non-text merchandise is fully refundable with store receipt (some exceptions do apply).

## Book Buy Back Program

Books are purchased from students all year. Fifty percent of the selling price is paid if a faculty member has requested the same book for the next term, if the Bookstore needs the stock, and if the book is in good condition.

Other books will be purchased at market value.

## E-Commerce

Required, as well as recommended, course materials are available for sale through the internet at [efollett](http://efollett.com). Textbooks are listed by course, title, and subject category, and are available for shipping or in-store pick up.

## Discounts

A discount of ten percent will be given to employees when they personally present their College of DuPage ID card on purchases over \$1. Some sale items, computer hardware and software and specially priced merchandise may be excluded from the discount (see Bookstore Director for more details on discounts).

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

## College of DuPage World-Wide Web Home Page

From the College's World Wide Web home page, [www.cod.edu](http://www.cod.edu), you 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 Netscape or Microsoft Internet Explorer, the home page 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.

## 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](#) web site 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. – 4:00 p.m.
Saturday:	CLOSED
Sunday:	CLOSED

## 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.

## Keys

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

## 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 Public Safety 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 Public Safety 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 Public Safety Police Department. An alarm is activated when the building is closed.
- If your card does not function correctly, contact the Public Safety 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 Public Safety Police Department, upon request, end of teaching term, termination, resignation, or retirement. If you lose your card, notify the Public Safety Police Department, so they can deactivate your existing card. Replacement cards are \$10.

## **The Library**

General Hours:

Monday – Thursday:	7:45 a.m. – 10:00 p.m.
Friday:	7:45 a.m. – 4:30 p.m.
Saturday:	9:00 a.m. – 4:30 p.m.
Sunday:	12 noon – 6:00 p.m.

\*Sunday hours are extended near end of term

### 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](http://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 help patrons obtain materials from other libraries. [www.cod.edu/library/services/reference.htm](http://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 web site [www.cod.edu/library/libweb/fitzwater/ILLrequest.htm](http://www.cod.edu/library/libweb/fitzwater/ILLrequest.htm) or email.

### 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 when time allows.
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](http://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.

## **Part-Time Faculty Centers**

**Part-Time Faculty Center - IC 2070:** The office is located on the main campus in the Berg Instructional Center, room IC 2070. Our 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. Because neither the work area in IC 2070 nor the computer lab in IC 2074 (or equivalents in M or satellites) are private or secure, they may not be used for student conferences or make up tests—these are for faculty only. Please use the offices provided, the testing center, or schedule space in an unused classroom. Supplies are available in small quantities. If large quantities are needed, contact your divisional area. During the term the office is staffed:

Monday - Thursday	7:00 a.m. to 8:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 12 noon

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

**Office of Instruction:** The Office of Instruction is located in Building M rooms M161 and M163. Their 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. In this building, each division has a part-time office to be used for student conferences. During the term the office is staffed:

Monday - Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 4:30 p.m.
Saturday	8:00 a.m. to 12 noon

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

Additional information can be found on the [Part-Time Faculty Center and the Office of Instruction](#).

**Off-Campus Centers:** To a limited degree, resources are available at the off-campus centers. These resources include computer access, duplication services and Scantron test scoring machines. Below are their main phone numbers:

Addison Center	630-942-4600
Carol Stream Community Education Center	630-942-4888
Naperville Center	630-942-4700
West Chicago Community Education Center	630-231-3348
Westmont Center	630-942-4800

## 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 document 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 OBJ/SUB in the 5000 series will be accepted. No sales tax will be reimbursed.

Cashiers have copies of tax exempt certificates in SRC 2049A.

## Staff Services

Faculty members who wish to have instructional materials prepared and duplicated for their classes should contact Staff Services. This office provides copy, postal, switchboard, fax, sign printing, engraving, word processing, recycling and warehouse services. Staff Services includes the Main Copy Center in the Berg Instructional Center (IC), Room 1005, and another office in Building M, Room 126. 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. 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 web site or call 630-942-3500.

### Copyright Act Information:

Instructors at the college are expected to be familiar and fully compliant with copyright laws. Information regarding copyright is available from the [COD Library website](#) and the [National Association of College Stores website](#).

## Assessment and Testing Services

[Assessment and Testing Services](#) includes the Testing Office (IC 150), Testing Lab (IC 100), and the GED Testing Office (IC 100A).

Assessment and Testing Services administers a variety of tests and services, including pre-course tests, Center for Independent Learning course tests, classroom make-up tests, Constitution test, GED test, Career Interest tests, Credit by Demonstrated Competence tests, Ability to Benefit test, TABE test, test proctoring for other institutions, ACT testing, PSB-HOAE tests, and HESI tests.

### Reading Pre-Course Testing

The Reading Pre-Course Test is a mandatory placement exam. Students who accumulate or exceed six credit hours of college-level courses must take the Reading Pre-Course Test. Courses exempt from the six credit hours are: C.O.D. courses numbered below 1000 (zero-level courses), Older Adult Institute (OAI) courses and Activity/Studio courses. (Obtain a complete list of these courses from Counseling and Advising Services, SRC 2044.) The Reading Competency Requirement helps identify students who are not yet prepared to read most college-level texts. Test scores are used to determine readiness for college-level reading and when needed, to subsequently place students in the appropriate developmental courses. Tests are scored and evaluated at the testing location.

Students are not required to take the Reading Pre-Course Test if they have provided the college with documented proof for one of the following situations:

- College-level credit totaling 30 semester hours with at least a "C" average
- ACT composite score of 20+
- SAT verbal score of 500+
- A score of 550+ (paper/pencil), 213+ (computer), or 79+ (Internet) on the Test of English as a Foreign Language (TOEFL)

### Writing Pre-Course Test

The Writing Pre-Course Test is a mandatory placement exam. Both new and returning students who intend to enroll in English 1101 (English Composition I) are required to take this test to determine preparation for entry into an English composition course or, if needed, the appropriate developmental

writing course. Eligibility for English 1101 also requires evidence of having met the Reading Competency Requirement.

Students who score below the cut-off score for English 1101 must complete a Writing Placement Essay to determine their placement in either English 1101 or the appropriate developmental writing course. During peak enrollment periods, students should receive their scores within one week; during non-enrollment periods, or for those students who test off-campus, scores may take longer to process. Students will receive their test scores—along with an explanation—via mail.

### Math Pre-Course Testing

Students who intend to enroll in Math 0482, 1218, 1220, 1428 or 1431 as their first math course at College of DuPage are required to take a Math Pre-Course Test before enrolling. This test is one component of placement in an appropriate math course. Verification of successful completion of any prerequisite courses is the second component. (Prerequisites are listed under individual courses in the mathematics section of the College Catalog.) The Math Pre-Course Test should be taken just prior to the term of enrollment to assess a student's current math knowledge.

Students who intend to enroll in Math 1432, 2134 or 2231 as their initial math course at College of DuPage are encouraged to take the Math Pre-Course Test to assess their current knowledge of mathematics and avoid the frustration of being in the wrong-level math course. The mathematics tests are offered at on- and off-campus locations during day and evening hours.

For more information, contact the Assessment and Testing Office, IC 150, 942-2401.

### **Voice Mail**

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 (IC), 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."
- (Your OLD password is the one you just used to Log-In 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

## **E-Mail**

Your E-mail assignments are made by our Information Technology department. In order to improve college-wide communications, they will assign all part-time faculty two network accounts:

1. COD Electronic Mail (email) Account, your employee account.
2. COD Network Account, your academic account.

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. For more information about email and network accounts reference [Board Policy and Procedure No 6114, "Electronic Communications Guidelines."](#)

For help on how to access your email accounts the college has several help and learning resources available:

- Access the Information Technology web site and refer to the "How do I?" link menu item "Use MS Outlook and its' features?"/([Using Microsoft Office Outlook Web Access](#))
- Attend one of the many [Teaching and Learning Center \(TLC\)](#) Teaching and Learning Center (TLC) workshop offerings about how to "Use web access to read/send email?"
- Look for informational link "[TLC Tips](#)" on the Teaching and Learning Center website about how to "Use web access to read/send email?"

Call the Information Technology Helpdesk at 630-942-4357.

## **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 the Berg Instructional Center (IC), Room 3040.

### **Math Assistance**

The Math Assistance Area in the Berg Instructional Center (IC), Room 3040A, provides College of DuPage math students with assistance or advising in math. Any student enrolled in math courses, from Mathematics 0460 to Mathematics 2232 (except Mathematics 2115), can get help with specific problems. Students may walk in for help, or they may call 630-942-3339 to make an appointment.

### **Peer Tutoring**

Tutoring is available for a variety of COD credit courses. Given tutor availability, students proficient in subject areas provide tutoring to other enrolled students who request this service. For more information, call 630-942-3686 or stop by the Peer Tutoring Area in the Berg Instructional Center (IC), Room 3040.

### **Speech Assistance**

The Speech Assistance Area is designed to help registered students or anyone interested in improving public speaking and presentation skills. Faculty provide individual assistance 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

Operating under the auspices of the Liberal Arts Division, the [Writing and Reading Center](#) is staffed both by trained part-time English faculty and student tutors and is located in Berg Instructional Center (IC), Room 3040C. Lead and peer coaches work with 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.

## **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.

The Advising Support Coordinator is responsible for providing oversight of accurate, consistent and up to date advising information. For further information call 630-942-2812 or visit IC 2084.

### General Advising

General 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.

General Advisers are available to students on a walk-in and phone-in basis, from 8 a.m. to 7:00 p.m. Monday through Thursday, and from 8 a.m. to 5 p.m. on Friday. Students may e-mail their questions to a General Adviser at [generaladvising@cod.edu](mailto:generaladvising@cod.edu).

### 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](mailto:counseling@cod.edu).

## **Health and Special Student Services**

The Health Center 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.

Confidential health information, health counseling and testing services, including confidential free AIDS testing, are available. Staff includes registered nurses during all open hours and a part-time physician.

Physicals and lab requirements for athletes and Allied Health students are available 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 (IC 2123) 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. 2306) 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.

## **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.

### 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.

### 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.

### ESL Advising

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

**For more information**, contact the Adult Education and ESL department, 630-942-2551 or the ESL Advising Office, 630-942-3307 or visit ESL Advising Office in the Berg Instructional Center (IC), Room 2084C.

## **Skills Development**

Students experiencing difficulty with writing, grammar, writing term papers and basic math may review and develop their skills at the Center for Independent Learning in the Berg Instructional Center (IC), Room 200, and at any one of the Centers for Independent Learning at Bloomingdale, Naperville or Westmont.

# **CAMPUS MAPS**

## Quick Reference Telephone and Fax Numbers

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

	<u>Phone</u>	<u>Fax</u>
Academic Support Center	3941	942-3972
Class and Facility Information (including emergency college closure information)	3000	
Department of Public Safety Police Department	2000	942-3922
Nurse	2154	942-2071
Academic Alternatives & Instructional Support	2147	942-3799
AV Delivery Instructional Center (IC)	2126	
AV Delivery West Campus	2645	
Business and Technology	2592	858-7263
Center of Independent Learning (CIL), Glen Ellyn (Liberal Arts Courses)	2131 2186	942-3749
(Business, Math, Science Courses)	3322	942-3077
COD Addison Center	4600	942-4649
COD BPI 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 3:45 pm)
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
Credit Union	2050	858-7725
ESL-ABE-GED	3697	942-3804
Health, Social and Behavioral Sciences	2495	858-5409
Human Resources	2460	942-4027
Liberal Arts	2047	942-3711
Library	2350	858-8757
McAninch Arts Center (MAC) Box Office	4000	
Natural Sciences	2010	942-2759
Office of Instruction, Building M	3371	942-4472
Payroll	2277	858-9078
Part-time Faculty Center	2303	858-5424
President's Office	2202	
Staff Services-Instructional Center (IC), Copy Center	2299	942-3460
Staff Services West Campus	2798	942-4354
Testing Lab	2575	
Vice President of Academic Affairs	2690	858-2869

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

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.

- 4018 — Communicable Diseases — Employees
- 4040 — Employment of Related Parties
- 4042 — Related Party Transactions
- 4065 — Drug and Alcohol Free College
- 4069 — Ethics Policy and Ethics Ordinance
- 4070 — Intellectual Property Rights
- 4072 — Equal Employment Opportunity and Affirmative Action
- 4074 — Anti-Harassment
- 4076 — Marketing of Instructional Materials
- 4195 — Tax Sheltered/Deferred Income Plans
- 4230 — Independent Contractors
- 4341 — Civic Duty Leave
- 4355 — Appeal of Unpaid Suspension or Termination
- 4380 — Externally Funded Grant Employees
- 4451 — Substitute Assignment, Full-time and Part-time Faculty
- 4456 — Part-Time Faculty Responsibilities, Assignments and Pay Rates
- 4642 — Benefits -- Part-Time Faculty Employees

## **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.

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.