

JCC

JAMESTOWN  
COMMUNITY  
COLLEGE

S U N Y

*College Connections*

# **PROGRAM HANDBOOK**

## CONTACT US

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## JCC CAMPUS CONTACTS

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**Counseling and Career Development Centers** (*Placement testing information and scheduling*)

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Olean: Tammy Skroback – 716.376.7559 or [TammySkroback@mail.sunycc.edu](mailto:TammySkroback@mail.sunycc.edu)

**Accessibility Services** (*Accommodations for students with disabilities*)

Donald Pool Coordinator – 716.338.1251 or [DonPool@mail.sunycc.edu](mailto:DonPool@mail.sunycc.edu)

**Library** (*Information about remote access and scheduling a class visit to the library*)

Jamestown: Cynthia McKane – 716.338.1126 or [CynthiaMcKane@mail.sunycc.edu](mailto:CynthiaMcKane@mail.sunycc.edu)

Olean: Mary Jermann – 716.376.7594 or [MaryJermann@mail.sunycc.edu](mailto:MaryJermann@mail.sunycc.edu)

**Help Desk** (*Resetting Blackboard passwords or library login issues*)

716.338.1122 or [JCCHelpDesk@mail.sunycc.edu](mailto:JCCHelpDesk@mail.sunycc.edu)

**Technology Enhanced Instruction** (*Blackboard*)

Cori Dunagan, Coordinator of Academic Technology – 716.338.1255 or [CoriDunagan@mail.sunycc.edu](mailto:CoriDunagan@mail.sunycc.edu)

**Registrar's Office**

716.338.1018 or [registrar@mail.sunycc.edu](mailto:registrar@mail.sunycc.edu)

Transcript request ordered online through Credentials Inc. TranscriptsPlus; 847.716.3005 or

[www.sunycc.edu/transcripts](http://www.sunycc.edu/transcripts)

Call any JCC number toll-free at 800.388.8557.

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## **ABOUT JAMESTOWN COMMUNITY COLLEGE**

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Jamestown Community College (JCC) was founded in 1950 as a predominantly transfer, liberal arts-oriented institution. JCC was the first locally-sponsored State University of New York (SUNY) public community college, and is now one of the thirty community colleges within the sixty-four member SUNY system.

### **JCC Mission Statement**

Jamestown Community College is a comprehensive, regional, open-access, student-centered institution that embraces academic excellence and meets the service area's learning needs in diverse ways, including liberal arts transfer degree programs, career programs, community service, developmental education, and business and industry training. The college's partnership with the greater community contributes to the social and intellectual improvement, economic development, and cultural enrichment of western New York State and northwestern Pennsylvania.

### **JCC Vision Statement**

Jamestown Community College, an integral part of our communities' social and economic frameworks, will be the region's premier provider of transfer, career, developmental, and continuing education, and will be recognized for academic excellence, a collaborative spirit, innovative leadership, and an entrepreneurial mindset.

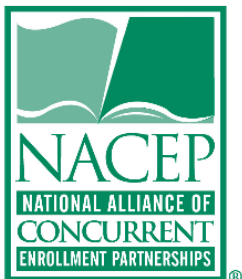
## **ABOUT COLLEGE CONNECTIONS**

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College Connections is a concurrent enrollment program, meaning students take JCC courses at their high schools to earn both high school and college credit. Every course taken through College Connections is equivalent to the same course at JCC.

High school instructors who teach College Connections courses must meet the same credentialing standards as those who teach on campus. Potential instructors are reviewed, selected, and supported by JCC faculty. Instructors work with JCC faculty liaisons to ensure that their courses give students an opportunity to experience the academic rigor of university coursework while in high school.

Students must meet the same college standards as on-campus students. The content, assignments, projects, and assessments in College Connections courses are consistent with those taught on the JCC campus. Students work towards the same outcomes as those in on-campus courses. Students who successfully complete College Connections courses earn JCC credit, which is verified by an official transcript.



The College Connections program is fully accredited by **NACEP** (National Alliance of Concurrent Enrollment Partnerships), a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP is the sole accrediting body for concurrent enrollment programs that advises quality college courses in the high schools and helps these programs adhere to the highest standards so that students experience a seamless transition to college. Adherence to NACEP standards provides students with a smooth transition to post-secondary work and instructors with opportunities for meaningful professional development in a supportive collegial atmosphere.

**NACEP Standards** are measurable criteria that address quality in concurrent enrollment programs. The standards promote the implementation of policies and practices as a guideline for concurrent enrollment programs. Additionally, the standards encourage greater accountability for concurrent enrollment programs through required impact studies, student surveys, and course and program evaluations.

## **COLLEGE CONNECTIONS ROLES & RESPONSIBILITIES**

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### **Partner High Schools**

Partner high schools enter into a contractual agreement with Jamestown Community College. Administrators and guidance counselors provide the avenues between College Connections partners which make concurrent enrollment possible and successful. They are also the advocates and drivers behind quality instructors and enrollment. Additional information on our partner schools can be found online at [www.sunyjcc.edu/ccschools](http://www.sunyjcc.edu/ccschools).

### **Instructors**

Instructors interested in teaching College Connections courses must meet the same credentialing standards as those who teach on-campus and must complete a formal application process. Similar to on-campus faculty, instructors are responsible for submitting course syllabi, verifying course rosters, distributing student course evaluations, and submitting grades. College Connections instructors are also required to attend one professional development workshop each year and participate in classroom observations conducted by their faculty liaisons. New instructors are also required to attend a one-day new instructor orientation in August. Relevant program information for instructors can be found online at [www.sunyjcc.edu/ccinstructors](http://www.sunyjcc.edu/ccinstructors).

### **Faculty Liaisons**

College Connections high school instructors are assigned faculty liaisons. Faculty liaisons have extensive experience teaching the course they oversee and serve as mentors to the high school instructors. The overarching responsibility of the faculty liaison is to ensure on- and off-campus course consistency. This is done through syllabi review, classroom observations, professional development, and continuous communication. Relevant program information for liaisons can be found online at [www.sunyjcc.edu/ccliaisons](http://www.sunyjcc.edu/ccliaisons).

### **High School Contacts**

School counselors often serve as the high school's main contact person, and are essential in coordinating the College Connections program. The contact works to organize and communicate with all partners regarding concurrent enrollment. School counselor responsibilities include communicating course selections each semester, coordinating registration and placement testing, and assisting with course withdrawals. Relevant program information for high school contacts can be found online at [www.sunyjcc.edu/cccounselors](http://www.sunyjcc.edu/cccounselors).

### **Students**

Qualified students are primarily juniors and seniors. Students must meet the same college standards as on-campus students, including course pre-requisites and testing requirements. As JCC students, College Connections students are responsible for reviewing and understanding JCC and course expectations, knowing important dates, and adhering to policies such as course withdrawal, academic integrity, and classroom civility. Relevant program information for students and parents can be found online at [www.sunyjcc.edu/ccstudents](http://www.sunyjcc.edu/ccstudents).

## **HOW TO BECOME A COLLEGE CONNECTIONS INSTRUCTOR**

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College Connections instructors are high school teachers approved to offer Jamestown Community College courses. Instructors work with a JCC faculty liaison to ensure that the courses offered in the high schools are consistent with those offered on campus regarding department requirements, student learning objectives, prerequisites, and required assessments.

### **Characteristics of College Connections Instructors**

College Connections is always welcoming new instructors. If you are an experienced and energetic teacher dedicated to challenging yourself and your students, participating in the College Connections program can be an extremely rewarding experience. Typically, College Connections instructors are lifelong learners committed to staying current with pedagogy and content through reading, research, and ongoing professional development.

### **Desired Qualifications**

High school instructors must meet the requirements of and be approved by JCC. Successful College Connections teachers have advanced or significant academic course work in a relevant subject area and experience teaching advanced courses and students. A master's degree in a specific subject area is highly desirable but not required in all content areas.

### **Course-Specific Qualifications**

College Connections instructors must meet the same credentialing standards as those who teach on campus and must complete a formal application process. Department requirements vary. Please see our specific instructor qualifications ([www.sunycc.edu/ccinstructors](http://www.sunycc.edu/ccinstructors)) for more information.

### **Applicant Process**

High school instructors interested in teaching College Connections courses take part in the same selection process as on-campus faculty. Instructors who are interested in participating in the College Connections program must submit a resume along with official or unofficial copies of undergraduate and graduate transcripts to the director of College Connections. Materials are then reviewed by the director of College Connections and forwarded to the academic department. If basic departmental requirements are met, the faculty liaison will arrange an observation and/or interview with the applicant. Following the observation and/or interview, the faculty liaison will make a recommendation for approval, provisional approval, or denial. In some instances, teachers are provisionally approved pending further observation, training, or education. The academic department will make the final decision concerning the appointment of College Connections instructors. Applicants will be notified of the department's decision.

### **Apply Online**

[www.sunycc.edu/ccinstructors](http://www.sunycc.edu/ccinstructors)

## **INSTRUCTOR EXPECTATIONS**

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### **Instructor/Faculty Liaison Partnership**

Each College Connections instructor works closely with his or her JCC faculty liaison through site visits and other forms of communication.

### **Classroom Observations**

Classroom observations help to ensure that college courses offered through College Connections are consistent with those taught on campus. They also offer the opportunity for collegial interaction between on-campus and College Connections instructors. Faculty liaisons conduct classroom observations the first two times a course is offered and then at the discretion of the liaison. At minimum, a classroom observation is completed once every three years, which is consistent with JCC's classroom observation policy for part-time faculty.

### **Professional Development**

College Connections instructors are required to attend a professional development workshop every year. These are held either in the spring or fall semester. Faculty liaisons determine the date and topic for the workshop and there is no cost to the high school instructor. Attendance at these workshops is tracked. Throughout the year, faculty liaisons or the College Connections director may invite you to additional enrichment events that are optional.

### **Course Syllabus**

In accordance with State Education Department requirements, each instructor must provide JCC with a copy of their course syllabus at the beginning of the semester. The syllabus must include an explanation of how the final course grade is to be calculated.

Your liaison will provide you with a template for your course syllabus. Prior to the start of your course, your faculty liaison approves the course syllabus and textbook, which ensures that your course outline meets the same outcomes as the respective course on campus. Review of course syllabi ensures consistency in:

- Course description and Student Learning Outcomes (SLOs)
- Grading and attendance
- Policy sharing: academic integrity and civility

Your faculty liaison will send you a syllabus review form each semester, which serves as a checklist for syllabus requirements.

### **Textbooks**

Typically, the same textbook that is used for on-campus courses is also used in the high school. In some cases, a faculty liaison may approve an alternate text. Some high schools choose to purchase textbooks and loan them to students, while others may require their students to purchase textbooks from a JCC campus bookstore. If students will be required to purchase texts from the JCC campus bookstore, the textbooks must be ordered ahead of time.

### **Roster Verification**

College Connections instructors are required to [verify course rosters](#) in the Banner web system. After registration is complete, instructors will be sent an email prompting them to verify their rosters along with step-by-step instructions.

### **Student Course Evaluations**

College Connections students complete course evaluations for each of their courses. Instructors will receive information on completing the online course evaluation in mid-November for fall courses. Full-year and spring evaluation instructions will be sent in mid-March. Please have your students complete evaluations by the due dates noted on the instructions. Once course evaluations have been processed, instructors receive an e-mailed summary report of the results.

### **Grade Submission**

College Connections instructors are required to enter grades into the Banner web system. Instructors will have one week at the end of the semester to submit their grades. Grades are due within ten (10) days of the final class. Instructors are also required to send a copy of their gradebook to College Connections as SUNY requires that these are kept on file.

### **Department Assessment Requirements**

All master syllabi include a set of Student Learning Outcomes (SLOs) which are assessed on a three-year cycle. Faculty liaisons will notify instructors when their course and/or SLO's are being assessed and what assessments will be collected. Instructors will be required to submit these assessments to their faculty liaison.

### **Non-Compliance with Instructor Expectations**

Non-compliance with any of the outlined instructor expectations including annual professional development, concerns identified from faculty liaison site visits, or failure to comply with JCC policies and procedures may result in the instructor being placed on probation with the College Connections program. If the instructor is provisionally approved at the time, the instructor will likely not receive full approval. Through the probation process instructors are provided with the resources and/or support necessary to assist them in meeting the required expectations during the following semester and academic year. A follow-up visit(s) may likely occur during this next academic year. If non-compliance continues in year two, the instructor may be suspended from the program.



## **INSTRUCTOR OPPORTUNITIES**

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### **Tuition Waiver**

College Connections instructors are eligible to earn tuition waivers to take credit-bearing courses at JCC. Instructors shall earn waivers for the number of credit hours equivalent to the credit hours that they teach. Waivers will be awarded once the course the instructor is teaching is complete and must be used within five (5) years from the time the waivers are earned. Waivers, which cover only the student portion of tuition and do not cover fees or books, can be used only by the instructors themselves and are non-transferable. When enrolling in a credit-bearing course, a tuition waiver form and a notarized Certificate of Residence (COR) must be completed and submitted to the College Connections office. Instructors using a waiver to take a course will be required to log into their Banner account and accept the college's Financial Responsibility Agreement (FRA).

A waiver may be granted without any credit hours banked if the instructor is required to take a JCC on-campus course in order to be approved to teach a College Connections course. This waiver form must also be signed by the faculty liaison and the Executive Director of Academic Innovation. The waiver can be found online at [www.sunyjcc.edu/ccinstructors](http://www.sunyjcc.edu/ccinstructors).

### **FSA Membership**

College Connections instructors are eligible for a reduced Faculty Student Association (FSA) membership at Jamestown Community College. Membership benefits include access to fitness facilities, free or reduced admission to events, and deeply reduced golf season pass at Chautauqua Golf Club in Chautauqua, NY. A membership application with additional information, including rates, can be found online at [www.sunyjcc.edu/ccinstructors](http://www.sunyjcc.edu/ccinstructors).

## **FACULTY LIAISON RESPONSIBILITIES**

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College Connections faculty liaisons are responsible for ensuring that JCC courses taught in the high schools are consistent with the courses taught on campus. Faculty liaisons coordinate academic and professional development activities with secondary instructors who teach concurrent enrollment courses. Faculty liaisons document course introduction discussions, classroom observations, assessment and grading alignment discussions, and professional development activities. They also help to ensure that the concurrent enrollment courses are of the highest quality and that they align with the National Alliance of Concurrent Enrollment Partnership (NACEP) standards.

### **Instructor Approval**

Directors and/or coordinators are responsible for approving the credentials of new instructors. Once credentials have been approved, faculty liaisons conduct classroom observations and/or interviews and make recommendation for approval, provisional approval, or denial for potential instructors (*to meet accreditation standard F1.*)

### **Orientation**

Liaisons provide orientation to instructors during the interview/approval process. Liaisons introduce instructors to course philosophy and competencies, then assist with the implementation of curriculum, pedagogy, and assessments. They also discuss course syllabi and textbooks (*to meet accreditation standard F2.*)

### **Course Syllabi Review**

Liaisons review syllabi and complete the syllabus review form for each course that they oversee (*to meet accreditation standard A1.*)

### **Classroom Observations**

Classroom observations help to ensure that college courses offered through College Connections are consistent with those taught on campus. They also offer the opportunity for collegial interaction between campus and College Connections instructors. Faculty liaisons conduct classroom observations the first two times a course is offered and then at the discretion of the liaison. At minimum, a classroom observation is completed once every three years, which is consistent with JCC's classroom observation policy for part-time faculty (*to meet accreditation standard C3.*)

Faculty liaisons complete classroom observation reports for each visit and submit them to the College Connections office. During semesters in which classroom observations do not occur, it is expected that faculty liaisons maintain close communication with their instructors through phone, email, and informal visits. This communication is documented in a course oversight form. Fall observation forms and course oversight forms are due by January 30; full year and spring observation forms or course oversight forms are due by June 30.

### **Professional Development**

All high school instructors are required to attend one day of professional development each year. Faculty liaisons provide discipline-specific professional development opportunities for ongoing, collegiate interaction, to address course content, delivery, assessment, evaluation, and/or research and development in the field (*to meet accreditation standard F3.*)

### **Departmental Assessment**

As needed, faculty liaisons also assist with assessment.

## **POLICIES AND PROCEDURES**

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### **Contractual Agreement**

Partner high schools enter into a contractual agreement with Jamestown Community College. The high schools agree to provide classroom space, instruction, textbooks, and one day of release time for each program instructor per year for mandatory professional development. As a part of the agreement, JCC informs partners that classroom visits will be conducted and student evaluations will be collected for the purpose of evaluation. For the complete agreement, please contact College Connections.

### **Course Offerings**

College Connections courses may be offered as fall, spring, or full-year courses. To see a complete list of current course offerings, descriptions, and course requirements, please visit [www.sunyjcc.edu/cccourses](http://www.sunyjcc.edu/cccourses).

### **Course Confirmation**

All contacts are required to submit a course confirmation form each semester, indicating what courses the school plans to offer and the name of the instructor.

### **Costs**

College Connections students are charged a reduced tuition rate for classes offered through their high school. New York state residents qualify to receive a scholarship to cover the cost of their tuition (out-of-state residents are not eligible for the scholarship.) There are a few courses that require fees. Students enrolling in online courses are required to pay a technology fee and learning network fee. For BIO 1570: Principles of Biology, CHE 1550: College Chemistry I, and CHE 1560: College Chemistry II, students generally enroll in the lecture portion of the course at their high schools and enroll in the lab portion of the course on campus. Students pay one credit hour of tuition, associated lab fees, and are responsible for any lab materials or textbooks required for the course.

### **Student Eligibility**

College Connections courses are intended for qualified juniors and seniors. Occasionally, an exceptional sophomore may request to be enrolled in a College Connections course. In those rare cases, the request is sent to the academic department for approval. Students must also meet the same college standards as on-campus students, including prerequisites and testing requirements. All students must meet the course requirements prior to registering for courses.

### **Registration**

The registration process is as follows:

1. During course selection, students tell their school counselors which course(s) they are interested in pursuing.
2. School counselors explain requirements for the course(s) and inform students if any placement tests are required in order to meet course requirements.
3. School counselors notify students of the placement test date and time, which are offered online at the high school.
4. Students need to provide personal data including their social security number at the test site. Students are not able to complete the test without this information.
5. After the test, students check with their school counselors to learn score results. If scores do not meet course requirements, students may retest. Students may test and retest once each academic year.

- Next, students submit a notarized Certificate of Residence (COR) form and complete their registration online through DualEnroll. Students may only register for courses for which they have met the prerequisites. A parent/guardian must give permission for College Connections student enrollment through online confirmation or paper form. Registration and any associated paperwork is returned to school counselors for review by the due date established by the JCC and the school counseling office. Late registrations are not accepted.

### **Placement Testing (ACCUPLACER)**

Placement testing is scheduled through JCC's Placement Testing office. Like on-campus students, College Connections students have a limit of one test and one retest for an academic year. Placement testing for College Connections courses takes place the spring semester prior to the upcoming academic year. For example, testing for the 2018-2019 academic year will occur during the spring 2018 semester. Students who test once and retest once during spring testing at their high school have met their testing limit for the upcoming academic year. Since students must meet testing requirements prior to registering for courses, it is imperative that placement testing for fall be completed before students leave for summer vacation.

### **Placement Test Exemptions**

Students may be exempt from ACCUPLACER reading and writing placement tests if they are in the top 10% of their class. Please note that these students are *not* exempt from ACCUPLACER algebra or college-level math placement tests.

Students who score 70-79 on the ACCUPLACER reading placement test may be eligible to use a reading waiver for the reading requirement if they have met one of the following additional criteria:

- Documentation of SAT reading score 500+ within the last 3 years of starting semester
- Documentation of ACT reading score 21+ within the last 3 years of starting semester
- For NYS students, documentation of Global Regents 85%+ within the last 2 years of starting semester

Students and/or school counselors must provide proof of one of the above criteria, which will be uploaded to the DualEnroll system to meet the reading requirement.

### **J-Numbers**

In order to be registered for a College Connections course at JCC, students must have a J-Number (JCC student ID number), which is generated when students take the placement test. Students who do not take the placement test (e.g.: top 10% in class or those in a course with no prerequisites) will generate a J-Number once they have completed the online enrollment through DualEnroll.

### **Certificate of Residence (COR)**

The Certificate of Residence (COR) form is used by JCC to determine the municipality in which the student resides in New York. The form is available online to print ([www.sunybcc.edu/ccresources](http://www.sunybcc.edu/ccresources)) and must be notarized before being returned to JCC. Forms cannot be notarized more than 60 days before the start of classes, or 30 days after the start of classes. Students who do not submit a COR form will either not be allowed to register for College Connections courses or will have to pay out-of-state tuition. Students need to submit only one COR form per academic year. A new COR is required each academic year.

New York state students who live in a county other than Chautauqua, Cattaraugus, or Allegany, please visit [www.sunybcc.edu/cor](http://www.sunybcc.edu/cor) and follow the directions for submitting COR forms for other counties. Pennsylvania students do not need to submit a COR. International students need to provide JCC with a photocopy of their student visa or appropriate documentation in lieu of a COR form.

**Roster Verification**

Once student registrations have been processed, class rosters are available for individual instructors to view in the Banner system. All instructors are responsible for verifying their course rosters. If there is a discrepancy between the JCC class roster and the students who attend class, please communicate this to the College Connections office immediately. If a student does not appear on the class roster, the student will not earn JCC credit. Conversely, if a student appears on the class roster who is not in the class, that course will appear on their transcript and they will receive an incomplete.

**Course Withdrawal**

If a student wishes to consider formally withdrawing from a course, there are important dates to consider. Please note that the withdrawal process begins with a student request to either the course instructor or a school counselor. Students may withdraw from a single course up to and through 66% of individual class meetings for the fall and spring semesters and receive a “W” grade. Withdrawing from a course may affect a student’s future Satisfactory Academic Progress (SAP) at JCC. If a student wishes to withdraw after 66% of the class, he/she must withdraw from *all* JCC courses being taken, including any on-campus or online courses. Failure to properly withdraw from a course will result in the student receiving a grade. Students who no longer attend class, quit school, or move out of the school district must also be withdrawn from their JCC College Connections classes. All program instructors and school counselors are aware of the withdrawal dates, which are posted online at [www.sunyjcc.edu/ccresources](http://www.sunyjcc.edu/ccresources) along with the withdrawal form, which must be filled out and signed off on by the student, instructor, and school counselor.

**Satisfactory Academic Progress**

Satisfactory Academic Progress is the expectation that students will show steady progress in accumulating credits toward graduation and maintaining a satisfactory Grade Point Average (GPA). Depending on the situation, withdrawing from a course may affect Satisfactory Academic Progress. Students should be aware that future financial aid opportunities may require Satisfactory Academic Progress while taking JCC coursework.

**Family Educational Rights and Privacy Act (FERPA)**

College Connections students are included in JCC’s Family Educational Rights and Privacy Act (FERPA) policy. Pursuant to FERPA, official transcripts, grade reports, and other records of academic performance are available only to the student himself/herself unless he/she files an authorization with the college’s registrar’s office to release this information to others or unless required by law.

**Grades**

There is no official JCC grading scale. JCC uses the following letter grade/quality point conversion. Please note that JCC uses letter grades and there are no minus (-) grades.

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points</b>
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Above average	2.5
C	Average	2.0
D+	Fair	1.5
D	Passing	1.0
F	Failure	0.0

### **Accommodating Students with Disabilities**

For students with specific disability-related needs there are a number of options for testing modifications. Please contact JCC's Accessibility Services office at 716.338.1251 with questions or concerns about an individual student's eligibility.

### **International Students**

International students may take College Connections courses if they meet the course prerequisites. International students need to provide JCC with a photocopy of their student visa or appropriate documentation in lieu of a Certificate of Residence (COR) form.

### **On-Campus Science Labs**

Students taking a science course with a lab that meets on the JCC campus are required to pay tuition for the one-credit lab portion of the course in addition to the lab fee and any required lab materials. Space is limited in on-campus labs, so to ensure seats, students are registered in the early summer for a fall semester course and in early fall for a spring semester course. Labs follow the JCC calendar, not the high school calendar, and it is important to note that vacations/breaks at JCC and partner high schools differ. JCC classes and labs typically start the last week of August and the third week of January.

### **Online Courses**

A technology fee and learning network fee is associated with online courses. Payment is due at the time of registration. A minimum of 15 students must be enrolled in an online course or the course may be cancelled. Each online course can accommodate up to 22 students. Registrations are processed on a first-come, first-served basis.

Students enrolling in College Connections online courses must:

- meet course prerequisites prior to registration
- have dedicated class time at least one period every other day
- purchase their own books
- have regular access to a computer with internet connection

### **Mixed Course Sections**

High schools may allow students who have not met the course requirements to sit in JCC courses and earn local high school credit only. These students will not appear on a JCC class roster and will not be eligible to earn JCC credit for the course. In these instances, the high school is strongly encouraged to communicate to both the student and his/her family that JCC credit will not be earned for the course. Separate gradebooks must be kept for the students receiving college credit and those receiving only high school credit.

### **Approved Instructor's Extended Absence**

In the case that an approved concurrent enrollment instructor will be out of school on an extended leave or illness, the high school principal must notify College Connections *immediately*. After the notification has been communicated, a recommended replacement instructor must submit a resume along with unofficial copies of undergraduate and graduate transcripts to College Connections. Materials will be forwarded to the academic department for review. After the application is reviewed, the high school principal and instructor will be notified as to whether the instructor has been approved. College Connections may assist in finding a substitute for the concurrent enrollment course as well, depending upon the circumstances and if a faculty member is available.

### **Timelines and Deadlines**

Each year, a list of important dates, including withdrawal deadline and grade submission dates, is updated and posted on the College Connections website at [www.sunyjcc.edu/ccresources](http://www.sunyjcc.edu/ccresources).

### **Transcript Requests**

Students need to request a JCC transcript be forwarded to their college of choice to verify the college credits earned through JCC. This process is completed through Credentials Inc. TranscriptsPlus. There is a \$7 per transcript fee, which must be covered using a debit or credit card. Once in the system, students provide demographic information and select the where they want the transcript to be sent. It is recommended that high school seniors make this request in May/June before graduation. When ordering their transcripts, students can select an option that confirms these credits were earned as a high school student and the transcript will not be sent until all of the credits are reflected on the transcript. Any questions regarding the online transcript system may be directed to the JCC Registrar's office at 716.338.1043. Directions and links to ordering transcripts can be found online at [www.sunyjcc.edu/transcripts](http://www.sunyjcc.edu/transcripts).

## **STUDENT AND INSTRUCTOR RESOURCES**

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### **MyJCC**

Students can access resources such as Banner, Blackboard, and student email at [www.sunyjcc.edu/myjcc](http://www.sunyjcc.edu/myjcc).

### **Banner Student Web System**

The Banner student web system is used by instructors to access and verify course rosters and to submit course grades. Banner resources are available on the College Connections website at [www.sunyjcc.edu/ccinstructors](http://www.sunyjcc.edu/ccinstructors), and including step-by-step instructions for accessing course rosters and entering grades.

### **Library Access**

Instructors and students have access to library resources, including remote access to JCC library databases. Please note that students will not have access to these resources until they are registered. College Connections students are subject to the same regulations as JCC on-campus students. Books must be returned or renewed prior to their due date or a fine will be imposed. Students who do not satisfy the fine and return books in a reasonable time frame are in jeopardy of having a financial hold placed on their account.

### **Blackboard Learning Management System**

All instructors have access to Blackboard once they have been assigned to a course. For more information regarding Blackboard, please contact JCC's Coordinator of Academic Technology at 716.338.1255 or by email at [CoriDunagan@mail.sunyjcc.edu](mailto:CoriDunagan@mail.sunyjcc.edu).



## **STUDENT TOTAL FITNESS MEMBERSHIP**

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College Connections students who wish to use the JCC Physical Education Complex (PHED) and its state-of-the-art exercise and fitness facilities can sign up for a special Total Fitness membership on the Jamestown Campus. Additional information is available on the College Connections Student Total Fitness Membership Proof of Enrollment form online at [www.sunyjcc.edu/ccstudents](http://www.sunyjcc.edu/ccstudents).

Parents of College Connections students may also stop at the front desk at PHED to receive a complementary 5-visit pass to access the Total Fitness facilities.

## **STUDENT RESPONSIBILITY STATEMENT**

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Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with professors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.

*Endorsed by the faculty September 2008 and by Student Senate October 2008.*

[www.sunyjcc.edu/student-life/student-responsibilities](http://www.sunyjcc.edu/student-life/student-responsibilities)



## ACADEMIC INTEGRITY

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In order to fulfill one's human potential, it is necessary to be honest and honorable in each of life's endeavors. The pursuit of academic excellence, therefore, must be conducted with the highest levels of honor, integrity, and civility. The community of JCC believes that all students have the right to be educated and fairly evaluated in an environment which promotes scholarly honesty in all aspects of academic endeavor.

### **Why is academic integrity important?**

The college is an academic community whose mission is to promote learning through the acquisition, preservation, and transmission of knowledge. In order to achieve this goal, the college must create and maintain an atmosphere that promotes honesty and the free exchange of ideas, which is the essence of academic integrity. In this setting, all members of the institution have an obligation to uphold high intellectual and ethical standards which, in turn, help maintain the highest standards of academic excellence.

### **What is your responsibility as a student?**

To establish this positive learning environment, students must recognize that their role in their education is active; you, as a student, are responsible for your learning. Specifically, it is your responsibility to protect your own work from inappropriate use by others, and to protect the work of other people by providing proper credit for their ideas. In addition, your behavior must exemplify academic honesty at all times, and you should encourage such behavior in others.

### **What is your responsibility as a faculty member?**

To establish this positive learning environment, faculty should include a policy statement on academic integrity in their syllabi. Consistent use and enforcement of a policy statement will model and promote academic integrity for students. If you are unsure of how to formulate a policy, please consult the Constitution of the Student Body to review the college's statement on academic integrity or ask your faculty liaison for advice. Some departments may have a standard policy to be used by all their instructors.

### **What are the most common forms of academic dishonesty?**

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.

**How has the World Wide Web affected academic integrity?**

As the web becomes an increasingly popular source of information for students, new opportunities have been created for plagiarism and other forms of academic dishonesty. Principles of honesty and the expectation that others will be credited for their work apply to information accessed from the web, just as from other sources.

Students need to be especially careful to follow guidelines for academic integrity when using materials whose source is the web.

**As an instructor, what should I do if I encounter evidence of academic dishonesty?**

First, be consistent in applying the policy you've outlined in your syllabus. Following stated policies helps minimize student confusion and underscores the college's commitment to setting and maintaining high academic standards.

After applying the policy, College Connections instructors should report the incident to the Director of College Connections and provide any supporting evidence. The director will then send the evidence through to the Academic Dean. When a new case comes in, the Dean will check whether the student has engaged in multiple cases of this behavior. This is the Academic Dean's responsibility – instructors do not need to determine if there are previous offenses in other classes. The information is kept for two years after the last date of registration for any particular student. A record of plagiarism or cheating may be considered when making decisions for admission to the nursing program – it is not mandatory.

**How does the college handle accusations that a student has violated standards of academic integrity?**

JCC's [Constitution of the Student Body](#) describes the college's expectations regarding academic integrity in more detail, and outlines the procedures for handling violations of this policy as well as penalties which may be imposed on those found guilty of academic dishonesty. Students found guilty of academic dishonesty are subject to a wide range of penalties depending on the severity of the violation. Note, however, that each violation is treated as a serious breach of the college's expectations for students and will be treated as such.

**Can I get assistance in learning how to properly cite sources?**

Yes! There are two primary styles for citing sources. Consult your instructor to determine the style you need to follow. These web-based resources can assist you in maintaining the highest level of academic integrity:

- [OWL: Purdue University's Online Writing Lab](#)
- [Modern Language Association](#)
- [JCC Writing / Citing Assistance](#)

**Additional Information**

For more information regarding JCC's Academic Integrity Policy, including links to related websites, please visit the college website at [www.sunycc.edu/student-life/student-responsibilities](http://www.sunycc.edu/student-life/student-responsibilities).

## **CLASSROOM CIVILITY**

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Jamestown Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### **Expectations of Students in the Classroom**

Your academic attitude is a major factor in your success at Jamestown Community College. You share responsibility, along with your professor and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your professors and your classmates and becoming self-disciplined in your learning. To create a productive college experience for you and all students, you should:

- Attend class and pay attention. Do not ask the instructor to go over material you missed by skipping class or not concentrating. If you have difficulty understanding the presented material, ask the instructor to assist you.
- Not come to class late or leave early. If you must enter late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class early unless it is an absolute necessity. If you know in advance you will need to leave class early, sit near an exit and inform the instructor prior to class.
- Not talk with other classmates while the instructor or another student is speaking. If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- Show respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- Turn off all electronic devices, including but not limited to cell phones, pagers, beeping watches. If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as unobtrusive as possible.
- Avoid audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
- Focus on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet, etc., are unacceptable and can be disruptive.
- Not pack book bags or backpacks to leave until the instructor has dismissed the class.
- Clear any visitors you would like to bring to class with your instructor ahead of time.

### **Your Rights as a Student**

As a student, you have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. He or she is responsible for managing the classroom environment and determining the action that should be taken.

**Consequences of Inappropriate Classroom Behavior**

The instructor has the right and the responsibility to take appropriate action when he or she observes an instance of inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the misconduct observed. The Constitution of the Student Body outlines the process to be followed and sanctions that may be placed on students who engage in various forms of misconduct. It may be accessed at [www.sunycc.edu/student-life/student-responsibilities](http://www.sunycc.edu/student-life/student-responsibilities).

**A Final Note**

The college is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.