# FACULTY HANDBOOK

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**IMPORTANT LINKS**

- www.Mohave.edu
- Academic Calendar
- eCampus Bookstore
- Faculty & Curriculum Resources
- Forms Repository
- Human Resources
- JICS MyMohave Portal
- MCC Policies & Procedures
- Service Desk Support
MISSION

The mission of Mohave Community College is to be a learning-centered college, serving all constituencies, inspiring excellence through innovative learning methodologies, and empowering students to succeed.

VALUES STATEMENTS

1. Building a Better Tomorrow through Learning

Learning is the core of the Mohave Community College mission. We acknowledge the importance of continuous learning to ensure the best possible future for everyone.

2. Accountability for the Future

The decisions made today affect individuals in the future. At Mohave Community College, we accept responsibility for our actions and decisions. We hold ourselves accountable to our students, our communities, and to the generations who come after us. MCC decisions will be designed to fulfill our vision for the future, aiming to achieve reliable, long-term improvements over short-term expediency.

3. Integrity

We remain committed to our values. Our decisions are consistently and courageously made in alignment with our convictions. We consciously foster an atmosphere of openness and trust, making data-driven decisions that are balanced by a cultivated sense of compassion.

4. Responsiveness

We take pride in flexibly responding to our changing environment, promptly providing programs that are needed by our students and communities.

5. Quality

We aim for excellence in all that we do while embracing the concept of efficiency.

6. Providing a Supportive Environment

Mohave Community College is committed to student success. We show respect to all and work to overcome barriers to honesty, trust and sincerity. We take pride in providing friendly service to our students and communities.

7. Having Fun

We embrace the concept of having fun and finding joy in our work and services.

VISION STATEMENT

Mohave Community College is recognized as the center of educational, cultural and civic activities by the communities it serves.
ACADEMIC INFORMATION, COLLEGE TERMINOLOGY AND RESOURCES

Certain words and phrases are used in the MCC 2016-17 College Catalog, class schedule and the student handbook. The following is a brief list of common terms and services:

24/7 STUDENT SUPPORT PROGRAM

A student support program is available to all students who are in need of assistance in addressing personal issues that affect their well-being. The program offers 24-hour, seven days a week access with services that include telephonic and online counseling. In addition, students can also login to a dedicated website with access to live chat (LiveCONNECT), in-the-moment counseling via an online counseling portal and thousands of articles and resources to support work/college/life balance. For more information contact an advisor or call MCC Connect at 866-664-2832.

ABSENCE (FACULTY) FROM SCHEDULED CLASS

All sessions of a course shall be held as regularly scheduled or made up at times convenient to all students. If the College states that a class will be held for a certain length of time, for example 15 weeks, then a student taking the class is legally entitled to 15 weeks of instruction. An absent instructor is responsible for arranging for a substitute or arranging for a make-up class. Substitutes for 100-and 200-level courses must be qualified to teach in the discipline. It is the responsibility of the instructor to notify his/her associate dean or Program Director and campus front office staff as soon as possible in the event of an absence.

ACADEMIC INTEGRITY

Each student is responsible for the academic integrity of all work completed for a given course. All reports, papers, projects and examinations must represent the student’s own work. References and other sources of information must be properly cited. Faculty are encouraged to orient students to the definitions and implementation of upholding academic standards and the consequences of not meeting them. Faculty members are required to document all instances of academic dishonesty in the Academic Alert System. Any student who violates the academic integrity policy will incur the following: the first instance, the student will fail the specific assignment or examination; on the second instance, the student will be given a failing grade in that course. Further instances of violations of the college’s academic integrity policy, in any course, will result in academic dismissal from MCC for at least one semester. See MCC Policy and Procedures #2.030.15 for more information.)

ACADEMIC YEAR

Divided into a Fall and Spring semesters and Summer sessions.

- Semester - Fall and Spring semesters contain one 15-16 week and two 7½ -8-week class sessions.
- Summer Session - Summer sessions may be 5 weeks or 8 weeks in length.
ADDING A COURSE
A student may add an on-ground course to his/her schedule up to the day before the first meeting of the course. A student may add an online course to his/her schedule up through the first day of the academic term. Students must add the course(s) through his/her JICS account.

ADMINISTRATIVE WITHDRAWAL AND REINSTATEMENT
A student may be given an administrative withdrawal by the college for non-payment. A student is given a grade of ‘WR2’ and both the student and faculty are sent an email notification a grade has been given. The student may not attend class or participate.

Once the student has been cleared by the Bursar office, both the student and faculty will receive an email that reinstatement is approved and the student can return to class.

ASSESSMENT OF STUDENT LEARNING
At the core of MCC’s assessment of student learning is an emphasis on the assessment of course-embedded assignments. MCC recognizes the professional expertise of the individual faculty whose experience in grading work is the foundation of the assessment act. Faculty work in developing assessment of student learning plans using embedded assignments, preparing the foundation for a comprehensive college-wide plan for studying student learning.

The faculty engages throughout the year in various levels of assessing student learning outcomes. Some projects are college wide (i.e. Writing Across the Curriculum) and some projects are departmentally specific. Information regarding assessment projects can be obtained either through the curriculum discipline/department or through the Office of Instruction – Director of Curriculum and Assessment.

ASSOCIATE FACULTY
A part-time member of the instructional staff who is contracted to instruct individual classes to a maximum of nine (9) load hours per semester and nine (9) load hours per summer session.

ASSOCIATE FACULTY HANDBOOK
The Associate Faculty Handbook contains further resources and information that are applicable to Resident Faculty during the summer semester.

ATTENDANCE (STUDENT)
Students are expected to attend class regularly. While the instructor no longer needs to send attendance records to the Registrar’s Office at the end of each term, the instructor should keep an unofficial attendance record of each class meeting. There will be cases when the instructor will have to report a student’s attendance in class to the Registrar’s Office. Students must be informed of the instructor’s expectations concerning attendance/participation. The majority of these cases will be when the student
earns a grade of “U” or “F”. The instructor is required to submit the student’s last day of attendance with these particular grades. (See Catalog reference to Attendance.)

AUDIO-VISUAL
Faculty may request AV equipment support by contacting MCC Connect at 866-664-2832 (866-MohaveCC), or by placing a ticket at https://servicedesk.mohave.edu/.

BEHAVIOR ALERT
All incidents of student misconduct should be reported using the Student Behavior Alert form. In addition, the instructor’s superiors (associate dean and campus dean) should be informed of any misconduct immediately.

BOOKSTORE
eCampus is the “official” bookstore of MCC and sells required and recommended texts as MCC’s sole source provider.

General and course-related supplies are also available. An instructor must check with his/her associate dean prior to making an initial class-related purchase. The associate dean will explain what funds are available and the correct procedure for departmental charges, if appropriate and available.

CENTER FOR EXCELLENCE IN LEARNING AND TEACHING (CELT)
As part of MCC’s Office of Instruction, the Center for Excellence in Learning and Teaching (CELT) serves as a resource for professional development in teaching. CELT’s role is chiefly supportive and its programs are designed to complement professional development within academic disciplines. Consequently, CELT seminars, workshops, and resources focus on elements of effective teaching common to and applicable in all disciplines. CELT strongly supports and encourages innovative teaching methodologies that integrate technology in order to foster an active and engaged learning environment.

CHALLENGE EXAMINATION
A Challenge Examination is a test students may take after enrolling in selected courses offered by the college. By taking a Challenge Exam, students are attempting to officially “test out” of a course. There is no additional fee for a Challenge Exam beyond the regular course tuition and fees. Requests to take the exam must be made within the scheduled Add/Drop period. Not all courses can be challenged.

Contact your associate dean or program director to determine whether a particular course may be challenged and what its requirements are.

CLASS CANCELLATION
Faculty MAY NOT CANCEL A COURSE. Only the associate dean or program director may cancel a course after review with the Dean of Instruction. Please do not inform students that the course may cancel.
CLASS HOUR
A definite time classes are in session with an instructor present teaching all or part of the students. Fifty minutes make up a class hour. This is identified in the class schedule by the time and day of the week.

CLASS MEETINGS
Class schedules are designed to provide the number of contact hours established for each course according to the Higher Learning Commission. Instructors are expected to meet with their classes in accordance with the schedule. Classes should begin at the prescribed time and must be conducted for the full period scheduled. Classes that meet longer than one hour generally observe a five-minute break for each class hour, e.g., a three-hour class usually takes a 15-minute break. Instructors are not authorized to change class time/day/room without the authorization of the associate dean.

CLASS SECTION
A group of students meeting to study a particular course at a definite time. A specific department, course and section number identifies this in the class schedule.

CLASS TIME
Fifteen hours of instruction usually constitute one semester hour of credit, although there are many exceptions. If for any reason, a class session is not held, or the class session is less than the required amount of time, the time is to be made up before the end of the semester. Please coordinate this accommodation with the campus associate dean. Instructors may utilize online activities and assignments when needed to accommodate unexpected interruptions in the normal class schedule.

CLASSES IN NON-COLLEGE OWNED FACILITIES
When necessary, the College may schedule its instructional activities in non-college-owned facilities. It is important that faculty remember that the College is a guest and make every effort to see that the facilities are properly utilized. At the close of every class session, the instructor should inspect the facility to see that everything is left in the condition it was found or better and promptly report any irregularities to the contact person for the facility.

CLERICAL ASSISTANCE AND DUPLICATION OF MATERIALS
Instructors who need clerical assistance and/or wish to have materials duplicated should contact the campus Production Center and complete the required request form(s). Duplication of any material must not violate federal or state laws and be for College purposes only.

COMMUNITY OUTREACH
Courses within some subject areas for basic skills, workshops or student personal interest. They are not for transfer, certificate or degree credit. Community Outreach Specialists on each campus coordinate courses to be offered.
CORPORATE OUTREACH

Corporate Outreach helps companies, businesses and organizations identify educational needs and then select from a large array of workshops that will provide the proper tools so employees can become more efficient and effective at their jobs. More than 40 standard workshops that develop practical knowledge and skills are available but new courses can be created for almost any subject.

Corporate Outreach courses are taught by facilitators and are not for credit and not for transfer. A certificate of completion is provided at the end of the workshop.

COURSE DESCRIPTION

A statement found in the course package or catalog that briefly describes the content of a particular course.

COURSE TITLE

A phrase descriptive of the course content, i.e., the course title for PSY101 is Introductory Psychology.

CREDIT HOURS

Awarded to a class based on the amount of time necessary to complete the class material. Credit hours may consist of lecture and lab time. The combination of lecture and lab, if applicable, equals total load hours converted into credit hours. For further clarification, see your associate dean.

CONFLICT BETWEEN STUDENT AND STAFF

When there is a disagreement between a student and faculty member, your campus associate dean or program director will work with the parties to resolve the matter according to MCC Policies and Procedure Manual section 4.100.

COURSE PACKAGES

The College’s approved Course Package stipulates the curriculum content of the course and is the basis for the course syllabus. Course Packages for all college courses are on file with the Office of Instruction and by accessing http://www.mohave.edu/academics/instruction/curriculum-and-articulation/. The Course Package details the subject area, course number and title, catalog description, methodology, and instructional materials, major learning outcomes or course competencies, and evaluation. Each associate faculty member must have a copy of the Course Package for courses they instruct.

DISABILITY SERVICES

The Disability Services Program offers many resources for individuals who have documented disabilities and support for instructors who work with students with disabilities. Resources offered to students include academic counseling, assistive technology, course accommodations, and much more. Students in need of services offered by the Disability Services Program should be referred to their Disability Services contact.
DROP

A period after courses begin in which students may drop a class in their schedule. Dropped classes do not appear on the student transcript.

DROPPING A COURSE

A student may drop a course only before or during that course’s official drop period. The student may receive a refund, if applicable. See the Academic Calendar for drop dates. A student may drop a course from their schedule online through the first week of classes through their JICS account.

ELECTRONIC DEVICES

The following applies to all devices used for communication – cell phones, blackberries, MP3s, iPods, iPads and other such portable devices, including those with text messaging capability – and has been designed to limit interruptions and distractions in an educational setting. The use of cell phones and all other electronic devices during testing situations is strictly prohibited.

FACULTY COUNCIL

The Faculty Council is comprised of representatives from each campus, department and the entire faculty. Faculty Council proceedings are published online.

FERPA AND ACCEPTABLE USE

Teaching at Mohave Community College is both a privilege and a serious commitment to our students. Many of the professional policies and expectations outlined in this section are focused on the importance of maintaining students’ rights. The FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This includes community colleges.

- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.
- Any student who attends Mohave Community College, then, has these rights to privacy. Before you can speak with anyone, including parents, you must check with Enrollment Services to see if a FERPA form is on file. FERPA release forms can be located in the Forms Repository and via Associate Deans; forms should be signed by Enrollment Services.
- Keep in mind that your role as Faculty is to provide the best possible learning experience for your students. Using the tools provided by MCC ensures that the best practices occur.
- Use only the MCC email program to ensure that FERPA laws are not breached.
- Use the current course syllabus template to ensure students have formal notice of their responsibilities in the class and at the college.
• Use the current course package to develop the syllabus to ensure that the course is equal to the course prescribed by the college and approved by the AZTransfer process.

• Use Schoology© to record grades and attendance in a timely manner to ensure that students have access to their status in the course.

• Use Schoology© to receive student work to ensure you have clear timestamps for submitted work.

• Use the student alert system to inform the Associate Dean of a student’s lack of progress which could make the difference between the student’s success and failure.

• Each of these tools and expectations has been carefully developed to ensure the student’s privacy is secure while appropriate levels of communication and intervention occur. Know the policies affecting your work and you will be in better position to protect yourself and your students from issues later on.

• Understand the Acceptable Use Policy section 5.275.02 for MCC Technology.

The information technology resources at Mohave Community College are in place to support the instructional, research, and administrative activities of the college. Examples of these information technology resources include, but are not limited to: personal computers, laptops, printers, outsourced technology/application services, network equipment, servers (virtual and physical), storage area networks, wireless access points, Wide Area Network (the MCC cloud), telephones, classroom and library computing, online college resources, shared network resources, and system and data security and reliability processes.

Students, faculty and staff using these resources have access to valuable college information technology resources and it is imperative that users behave in a responsible, ethical and legal manner. This document establishes specific guidelines for the use of college information technology resources and applies to all users of the information technology resources owned or managed by Mohave Community College, including but not limited to: college faculty and visiting faculty, staff, students, consultants retained by the college, guests of the administration, external individuals or organizations and individuals accessing external network services, such as the Internet, via the college's computing facilities.

By accepting a user account with the college, you are agreeing to these terms of information technology use. By using the information technology resources at Mohave Community College you agree to abide by the guidelines governing the use of these information technology resources. Prohibited use includes not using MCC technology to create, store or transmit personal materials; in addition, it may not be used for personal gain, illegal or political activity. For a complete list of the prohibited activities, see MCC’s Standards of Acceptable Use policy.

FIELD TRIPS

Follow the guidelines for field trips outlined in the MCC Policies and Procedure Manual, Section 5.095.04. The Field Trip Request and Field Trip Student Release forms are located in the forms repository.

FORMS REPOSITORY

MCC forms are accessible thru JICS, by clicking “Forms Repository” under the Staff & Faculty menu heading.

FTSE

Full-time Student Equivalency is a measure upon which part of the College’s state funding is based. The following is for Faculty who are teaching full-semester courses, 12-week courses, first 8-week session courses and any short-term course that starts, crosses or ends on the 45th day (FTSE Day) of the semester.

The college reports students who are participating in class sections which cross over the 45th day (FTSE day) of a semester in full semester, 12-week, 8-week and short-term classes.

Faculty who are teaching a class section which crosses over the 45th day will be required to review and report on participation for each student who is on the official class list in JICS.

Participation means one of the following:

A student appears on the class list in which you are the teaching and has attended the first meeting day of an on-ground course

A student appears on the class list in which you are teaching and has participated in the first week of an online course

A student appears on the class list and has not been officially withdrawn with a final grade of “W”

If, for any reason, you did not have the opportunity to assign a non-participation grade during the non-participation grading period for your class, this is the time to do it. The standard for auditing purposes is non-participation grades will not be entered for class sections which cross over the 45th day.

GRADE INPUT

Grades are entered via the JICS website. Grades must be submitted at the conclusion of the course within the time frame allowed by the Registrar. A step-by-step explanation of how to submit your grades via JICS are sent through the MCC email system and are listed in the Appendix - Submitting Your Grades in JICS.

GRADING STANDARDS

Final grades MUST BE SUBMITTED at the end of each semester or upon completion of short-term classes. The instructor usually composes his/her own grading scale; however, in some cases, particularly mathematics courses, standardized grading scales are available and must be used. All grades earned will remain on the official transcript. See MCC Catalog – Grading Standards.

- A — excellent Grade Point = 4
- B — above average  Grade Point = 3  
- C — average  Grade Point = 2  
- D — below average  Grade Point = 1  
- F — fail  Grade Point = 0

Allied Health disciplines have their own grading scales in accordance with their accrediting agencies and their policy and procedures handbooks.

- **S** = Mastery of course objectives (C or better) in zero-level courses.
- **U** = Lack of mastery of course objectives in zero-level courses
- **PR** = Adequate progress in early course objectives; mastery of all course objectives has not yet been met. (For PCS/ELA prefixes ONLY)
- **W** = Withdrawal. Must be requested by the student on the appropriate form within the official withdrawal period. Students not following the appropriate withdrawal procedure will receive a “U” or an “F” in the course.
- **Z** = **Z grades** are an internal MCC designation to record non-participation in a course during the first day on ground or the first week online. Instructors enter the grade of Z in the “Week 1 Drop” portion of the JICS grade roster during the Non-Participation Grading Window. When processed by Enrollment Services, the student will be dropped from the course, leaving no record of the course on the student’s MCC transcript. Failure to accurately report non-participation through the Z grade process can have significant financial aid repercussions can create additional undue hardships on a student, as well as setting up the institution to have potential audit findings.
- **WR2** = Administrative Withdrawal. This grade is given by administration to a student for NON-PAYMENT.
- **WR3** = Administrative Withdrawal. This grade is given by administration to a student for disruptive behavior.
- **WR4** = Administrative Withdrawal. This grade is given by administration when the student is deceased.
- **AU** = Audit. No credit.
- **I** = Incomplete. A temporary designation generally given only in an emergency situation, such as illness, which results in the student’s inability to complete objectives. A student must have successfully completed 75 percent of the course objectives, as determined by the instructor for the “I” designation. (See MCC Catalog for more information.)

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**GRIEVANCES FOR GRADE-RELATED OR NON-GRADE RELATED ISSUES**

It is the policy of Mohave Community College to protect the rights and freedoms of students and other members of the campus community. The College has created internal policies and procedures to address grade related and non-grade related problems and grievances. Information on the **Grade Related Grievance: Grade Appeal** is found within the catalog.

If a student has an academic or non-academic complaint, or believes that they have been harmed by an inequitable or inappropriate implementation of the regulations and procedures of the College, the
following Grievance Procedure shall be followed. Students are encouraged to discuss academic concerns with their instructor first. If not satisfied with the outcome of these discussions, the student may then appeal the decision. Although the student grievance policy does allow for informal as well as formal complaint procedures, students should be aware that there are time limits designated in the policy, and they should seek assistance in resolving the conflict as quickly as possible. The entire grievance procedure/policy may be found in the Student Handbook and in the Policy and Procedure Manual, Section 5.160.

GUEST LECTURERS
The use of guest lecturers can add to the relevance of the subject matter in the classroom. Please consult with your associate dean or program director before inviting any guest lecturer/speaker to any class.

IDENTIFYING A COURSE
Courses are assigned an alphabetic code that identifies the department and a numeric number that identifies the course and its level of challenge. As an example: CIS110 211 Introduction to CIS

- CIS = department code for Computer Information Systems
- 110 = course number
- 211 = section number (first number indicates whether day/evening and second number indicates campus)
- Introduction to CIS = name of course

Courses numbered in the 100 series are considered to be first-year courses and 200 series are considered to be second-year courses. Descriptions of all courses are listed in the MCC Catalog.

For course scheduling purposes, a numeric course section code will be assigned to identify class sessions at a particular campus Distance Education modality. See Campus and Community Site Course Section Numbers in the Attachments for specific course section numbers. As an example:

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course Number</th>
<th>Course Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG = English</td>
<td>101 = English Composition 1</td>
<td>111 = Kingman</td>
</tr>
</tbody>
</table>

**Extended Campus Course Sections**
851 – 859 then 950
951 – 959

**Modality**
Internet (online courses)

INSTRUCTOR QUALIFICATIONS
All teaching faculty for 100-and 200-level courses must be properly credentialed to teach under the guidelines established by Mohave Community College. Instructors who teach PCS and ELA (Adult Education) courses must be certified with the Arizona State Board of Education. To review the
qualifications to teach any course at MCC, please refer to Faculty Qualifications and Documentation Required document.

JICS
Faculty and staff may access (with proper access rights) class rosters, enter grades, access student phone numbers and e-mail addresses, review deduction, position, and tax information, approve work study timecards (if applicable), and much more via the JICS website. Information addressing how to log-on and navigate the JICS website is described in the Appendix.

LIBRARY INFORMATION
The MCC Library offers an abundance of useful services to faculty including personalized library instruction for classes, film/video requests, instructor reserves, table of contents service, intercampus and inter-library loan, title recommendations, computers, periodicals and newspapers, database list, MLA and APA citation guidelines, career resources and video tutorials.

LEARNING MANAGEMENT SUITE (LMS)
Schoology© is the current learning management suite (LMS) utilized by Mohave Community College. All faculty are expected to utilize Schoology© as a tool to enhance student learning and instructor/student communication. At a minimum, instructors of any course with live meetings must post the course syllabus in Schoology, instructor contact information, and utilize the Schoology© grade book for recording student grades.

LOAD HOURS
Unit used to measure a faculty member's instructional workload and payment is based on this calculation. Load hours are determined according to the following formula:

- One (1) hour of lecture = One (1) load hour
- One (1) hour supervising laboratory = Seven tenths (.7) load hour

Full time faculty are required to spend 40 hours a week on campus or its extensions. Other duties as assigned by the administration, defined in Policy and Procedures Manual section 5.140.

NON-PARTICIPATION REINSTATEMENT
A student may appeal within one week of being dropped for non-attendance (on-ground) or non-participation (online) by contacting the campus dean at their respective campus.

The campus dean will contact you to discuss this appeal. If approved, the student will be reinstated into class by the Registrar’s Office and will appear on your JICS class list as well as your Schoology roster.
ORDERING SUPPLIES

Needs for instructional support supplies should be discussed with your associate dean, who will either acquire the materials or apprise the instructor of the proper procedures for obtaining the needed materials.

PLAGIARISM SOFTWARE

MCC has obtained licensing for the use of TurnItIn, a software package which allows instructors to check student work for plagiarism. Faculty are encouraged to use TurnItIn on writing assignments that are susceptible to plagiarism. TurnItIn QuickStart Guide and Training Videos are available online.

PREREQUISITE

A course that must be taken or special requirements that must be met before enrolling in a specific course or program of study.

PROFESSIONAL DEVELOPMENT

Professional Development is covered in MCC Policies and Procedures, section 5.150 and training and reporting may be completed on the Human Resources SharePoint site.

REGISTRATION

Students may register for classes via the JICS website through the appropriate Add/Drop period.

ROSTERS

See instructions provided in the Appendix for instruction on how to access JICS.

STUDENT CODE OF CONDUCT

Mohave Community College recognizes that all students, as members of the College Community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at MCC is a privilege and not a right, and enrollment at MCC carries with it obligations in regard to conduct, both in and out of the classroom.

Students are responsible for knowing and understanding the contents of the MCC Student Code of Conduct. Students are also responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College. See MCC Student Handbook for complete information.

STUDENT HONOR CODE

To support a climate of academic honesty, Mohave Community College adopts an Honor Policy that reflects the fundamental right of all students to an education based on a code of academic integrity and
responsibility within the college community. The Honor Policy gives the responsibility for assuring academic integrity to the entire college academic community: students, faculty and the academic administration. Mohave Community College expects students to engage in all academic pursuits in a manner that is beyond reproach, and it expects faculty and the academic administration to fully support the MCC Honor Policy. Students found in violation of the Honor Policy are subject to academic, and where appropriate, disciplinary penalty. See MCC Student Handbook for complete information.

**STUDENT EVALUATION OF COURSE/FACULTY**

Each fall and spring semester, all courses will be evaluated by students. Course evaluations will be sent electronically, check MCC email for notifications.

- Typical evaluation questions encompass:
  - Instructor expectations of students
  - Instructor knowledge and mastery of the course content
  - Instructor provides overview of class objectives
  - Instructor availability to students in and out of class
  - Instructor follows class schedule

A summary of the evaluation is available on JICS to the faculty member after completion of the course and after submission of final grades.

**STUDENT SUCCESS CENTER**

The MCC Student Success Center helps students maintain their focus on education. From support in the classroom to navigating life issues (stress, test anxiety, childcare concerns, illness, etc.), the Student Success Center helps turn hassles into tassels. Call MCC Connect at (866) 664-2832 to connect with your campus-based Student Success Center.

**SYLLABUS**

The syllabus details the expectations of the course. 24 hours prior to the start date of a course, all faculty are required to submit copies of each course’s syllabus to the associate dean on their home campus and post a copy of the syllabus in Schoology. Faculty who only teach online should identify Neal Campus – Kingman (NCK) as their home campus.

The syllabus is based on the official course package. The Syllabus template is provided on the forms repository.

There may be additional information that a specific department requires in the syllabus, e.g., mathematics’ department faculty must have information in their syllabus concerning the Challenge Examination. Contact your associate dean if you do not have a copy of the department’s guide.
TECHNICAL ASSISTANCE

Contact MCC Connect at 866-664-2832 (866-MOHAVECC) as the first line of contact for any technical issue. Resident and associate faculty can also enter a Service Desk ticket.

1. ITV Scheduling: The Extended Campus no longer schedules instructional courses through ITV. The ITV system is maintained and operated for college meetings and special events.
2. ITV Meetings/Training/Other Events Scheduling during non-class times: Please enter a Service Desk ticket to request ITV time. Distance Education will approve requests. Requests for meeting times on Fridays between 8am and 4pm must come from the offices of the President or Vice President.
3. Schoology© technical and course issues: Contact MCC Connect at 866-664-2832 or place a Service Desk ticket. Emergencies during business hours please contact your campus dean or MCC Connect 866-664-2832.
4. Instructors should expect a 24-hour (during the work week) delay from the time a student registers to the time the student is loaded into the student database, student email and Schoology® systems. Please query students in all ground courses to be sure they can access their course website, and advise them to contact MCC Connect if they cannot.

TESTS AND GRADES

Testing and grading are primarily the instructor's prerogative and responsibility. The instructor usually composes his/her own tests, quizzes, assignments, etc. However, in some cases, particularly mathematics courses, department tests must be used. Mohave Community College does not require a midterm grade from instructors. If a final examination is administered before the last regularly scheduled session, classes must continue to meet according to the MCC Academic Calendar.

TEXTBOOKS

Check the course schedule as soon as possible to see that your listed books and materials are in, and that they are the correct ones.

Some publishers may send a complimentary desk copy and instructor materials to the instructor; however, these materials are not automatically ordered. Instructors must request copies directly from the associate dean. Please check with your campus associate dean or program director for help in determining your publisher's contact number. Online instructors will request their instructional materials directly from the publisher(s).

Please note: Many materials are published in Open Education Resource (OER) formats, which are freely accessible and openly licensed. Where possible, MCC may utilize OER books for the benefit of the student, and a desk copy will not be available.

TITLE IX

MCC prohibits discrimination on the basis of age, ethnicity, color, disability, gender identity, gender expression, genetic information, national origin, race, religion, retaliation, serious medical condition, sex
and sexual orientation. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: domestic violence, sexual violence (sexual assault, rape), sexual harassment and retaliation. For more information on discrimination issues or to file a complaint, please contact your campus dean or visit http://www.mohave.edu/about/safety/. NOTE: The Department of Education requires students to receive training in Title IX once a year at their college or university. If you need to take the training, you will be prompted to complete it when logging into Schoology.

TRAVEL
See the MCC Policy and Procedures Manual, section 5.095 for complete information on travel policies and procedures. Faculty Travel Forms and Instructions are located in the forms repository and the Business Office travel presentation is available here.

Employees should maintain a record of their mileage and submit a single request for all mileage reimbursement in the previous 30 days by the 15th day of each month, or for all travel in the semester at the end of the semester. Mileage Only Claim Form reimbursements are paid once a month.

TUITION VOUCHER ELIGIBILITY
See the MCC Policy and Procedures Manual, section 4.130 for complete information. To complete the form, visit the Human Resources SharePoint site to complete the Tuition Waiver Request.

TUTORING RESOURCES
Tutoring is available (free of charge) in writing, mathematics, science, reading, and study skills to all students enrolled in classes. SmarThinking© is an online tutoring service offered to those who are unable to make it to a Student Success Center, and is available 24/7.

WITHDRAWAL
A period in which students may withdraw from enrolled courses. (See 2016-17 Academic Calendar for more detailed information).

WITHDRAWAL POLICY
It is the student’s responsibility to withdraw from a class. Ceasing to attend the class does not constitute withdrawal. The withdrawal period dates are listed on the Academic Calendar. For complete information on withdrawing from a class, see the MCC Catalog.
# APPENDIX

## MAILING INFORMATION

- **Bullhead City Campus** - 3400 Highway 95, Bullhead City, AZ 86442
- **Kingman Campus** - 1971 Jagerson Ave., Kingman, AZ 86409-1238
- **Lake Havasu Campus** - 1977 West Acoma Boulevard, Lake Havasu City, AZ 86403
- **North Mohave Campus** - PO Box 980, 480 South Central, Colorado City, AZ 86021

## COLLEGE CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Location</th>
<th>Phone #</th>
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<tbody>
<tr>
<td><strong>Shawn Bristle</strong>, Campus Dean</td>
<td>BHC</td>
<td>928-704-9400</td>
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<tr>
<td><strong>Jane McCormack</strong>, Secretary to Campus Dean</td>
<td>BHC</td>
<td>Ext. 4401</td>
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<td><strong>Jann Woods</strong>, Interim Campus Dean</td>
<td>LHC</td>
<td>928-505-3300</td>
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<td><strong>Diane Aquino</strong>, Secretary to Campus Dean</td>
<td>LHC</td>
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<tr>
<td><strong>Fred Gilbert</strong>, Campus Dean</td>
<td>NCK</td>
<td>928-692-3000</td>
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<td><strong>Dallas Esquibel</strong>, Secretary to Campus Dean</td>
<td>NCK</td>
<td>866-664-2832</td>
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<tr>
<td><strong>Carolyn Hamblin</strong>, Campus Dean</td>
<td>NMC</td>
<td>928-875-9103</td>
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<tr>
<td><strong>Paula Norby</strong>, Interim Dean of Instruction</td>
<td>NCK</td>
<td>928-681-5681</td>
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<td><strong>Melissa Wadley</strong>, Manager – Offices of Instruction &amp; Student Services</td>
<td>NCK</td>
<td>928-757-0886</td>
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<td><strong>Jennifer Woolston</strong>, Associate Dean of Instruction</td>
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<td><strong>Stephanie Dieringer</strong>, Associate Dean of Instruction</td>
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<td><strong>Douglas Bunn</strong>, Associate Dean of Instruction</td>
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<tr>
<td><strong>Jason Gee</strong>, Associate Dean of CTE/Community Ed.</td>
<td>NCK</td>
<td>928-692-3041</td>
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<td><strong>Sharon Hanks</strong>, Enrollment Services Manager</td>
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<td><strong>Ana Masterson</strong>, Dean of Student Services</td>
<td>NCK</td>
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<tr>
<td><strong>Michelle Brehmeyer</strong>, Associate Dean, Enrollment Services, Registrar</td>
<td>NCK</td>
<td>Ext. 1109</td>
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<tr>
<td><strong>Rosemarie LeFebvre</strong>, Director of Student Success Center</td>
<td>NCK</td>
<td>Ext. 1951</td>
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<td><strong>MCC Connect</strong></td>
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# Resident Faculty Salary Schedule

**Mohave Community College**

Resident Faculty Salary Schedule

**2016-17**

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*Maximum new hire placement - Step 6*

*12 month positions = 1.28 of schedule*

**Associate Faculty**

$725 per load hour (minimum enrollment of 9 students)
GRADING GUIDE FOR FACULTY

SUBMITTING YOUR GRADES IN JICS

Step 1a:

Go to https://jics.mohave.edu

Step 1b: Enter your User Name and Password, press the “Login” button

Step 1c: Your JICS homepage should look like this:
Step 2: Click the Staff & Faculty tab

Step 3: Click on the Faculty side bar
Step 4: Click on the Grade Entry

Step 5: Click on View Course List
Step 6:

- Make sure that the correct term and year appear in the Term field
- Make sure that “All” appears in the Division field
- Click on “Search” button

Step 7: The list of classes you are teaching should appear.

- Go to the “Select Area” field next to the first class listed
- Click on the side arrow to see the drop down menu
Step 8: The list of classes you are teaching should appear. If the Grading Window is open a “Y” will be in Final Grading Period Open column. If the Grading Window is not open, there will be an “N” in that column.

Step 9: Click on the first class
Step 10a: The page should appear as below. **Do NOT enter** anything in the following fields:

- Default Grade
- Default Last Date of Attendance
- Set Default LDofA

Step 10b: Go to the “Select” field in the Final Grade column next to the first student listed. Click on the side arrow to see the grade drop down menu.
Step 11: The grades you may assign are listed in each student’s drop down menu. Click on the side arrow to see the grade drop down menu.

Step 12: Choose the correct grade. Zero-level courses are graded S or U. 100 and 200 level courses are graded A, B, C, D, F or I. WR1 grades are explained in Step 16.

Step 13a: Note: Financial Aid and Veterans Administration rules require that instructors must report the last date of attendance for students earning a “U”, “F”, or “I” grade. If you are entering a “U”, “F”, or “I” grade, you must also enter a Last Date of Attendance.

Please DO NOT enter a Last Date of Attendance, if a student earns a grade that is not a “U”, “F”, or “I”.

To enter the date for a student who earns a “U”, “F”, or “I” grade, click on the calendar icon beside the Last Date of Attendance field.

WARNING: Do NOT type a date in the Last Date of Attendance field. If you do, it will put the same date in ALL of the LDofA fields on the class list. Be sure to use the calendar icon.
Step 13b: Click on the student’s last date of attendance on the calendar. Be sure to choose the correct month and year.

Continue entering Last Dates of Attendance as need.

PLEASE NOTE: If there are students that are in your class and their names do not appear on your JICS class list, notify your local campus Enrollment Services office as soon as possible.
GRADE CHANGE PROCESS

This process must be used at any time you have to make a change to a student’s grade. Reasons for this include, but are not limited to:

- correcting a grading error;
- changing a grade from an Incomplete to a letter grade,
- adjusting a grade due to a grade dispute/grievance.
- submitting a grade after the grading window deadline has been missed.

Grade changes for students not going through the grade grievance process must be made within 90 calendar days of the last official day of the class. Any grade changes received after that time will not be accepted.

Send an email to gradechange@mohave.edu. **DO NOT cc the student with this email!** If you are submitting a grade change for more than one student in a class, you must submit each grade change via a separate email. Do not send multiple grade changes via one email.

The email must come from one of two sources:

1. **Your Mohave Community College email account** (emails from personal accounts will be rejected and returned).
2. If you cannot access your MCC email account, the grade change must come from the MCC email account of your campus associate dean (or the A.D’ secretary) or the Dean of Instruction (or the dean’s secretary). Emails from any other MCC personnel will not be accepted.

Include the following information in this exact format and order. Grade changes not in this format and order will be rejected and returned.

1. Student Name
2. Student MCC 6-digit ID number
3. Full course prefix, number and section number
4. Semester/term and Academic Year
5. Instructor Name
6. Previous Grade
7. New Grade
8. Last Date of Attendance (if new grade is “U” or “F”)
**Example**

1. Student Name: Jane Doe
2. Student MCC 6-digit ID number: 888499
3. Full course prefix, number and section number: ENG 101 859
4. Semester/term and Academic Year: Fall 2016-17
5. Instructor Name: John Q. Public
6. Previous Grade: D
7. New Grade: F
8. Last Date of Attendance: October 31, 2012
9. Full explanation of reason for grade change: Student completed missing assignments; Incomplete contract requirements met; Error in final grade calculation; Missed grading window deadline.

**Note:**

- If no grade has been previously posted, note previous grade as “Current”.
  
  Example: Previous Grade: Current  
  New Grade: C

- If a grade should be removed and no grade posted, note new grade as “Current”.
  
  Example: Previous Grade: WR1  
  New Grade: Current

**Things to Remember**

- If a student contacts Enrollment Services or the Registrar’s Office and states that his/her grade is incorrect, the student will be notified to contact you as the informal start of the grade grievance process.
- There is a new Incomplete Grade process, if you are assigning an incomplete grade of “I”. Please contact your campus Associate Dean for more information.
- If you have any questions with these processes, please call your local campus Associate Dean.