MOHAVE COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL

MOHAVE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

District #1 (Portion of Kingman, Lake Mead, Arizona Strip)

Vance Miller, Trustee
Current term expires: December 31, 2022

District #2 (Bullhead City)

Julie Bare, President of the Board
Current term expires: December 31, 2026

District #3 (Southern Lake Havasu City)

Ashley Pascual, Trustee
Current term expires: December 31, 2024

District #4 (Portion of Kingman, Davis Dam area)

Susan McAlpine, Trustee
District Term expires: December 31, 2024

District #5 (Mohave Valley, Northern Lake Havasu City)

Judy Selberg, Secretary of the Board
District Term expires: December 31, 2026

ADMINISTRATION

Stacy S. Klippenstein, Ed.D.  President
Tim Culver, Ph.D.  Executive Vice President
Stephen Eaton, Ed.S.  Chief Academic Officer
Ana Masterson, M.Ed.  Chief Student Services Officer
Sonni Marbury, MBA  Chief Financial Officer
Mark VanPelt,  Chief Information Officer
Jennifer Dixon, PHR & SHRM-CP  Human Resources Officer
MISSION, VALUES AND VISION

MCC Bighorn Intrepid Goal (BIG)

All adults who have not yet completed a post-secondary degree will be inspired to attain the credential, certificate, or degree they seek from Mohave Community College by 2030.

Mission

MCC serves our communities, empowering students to succeed through innovative pathways and quality education.

Vision

Improving lives. Improving communities. Bridging possibility to purpose and prosperity.

Values

Create the Future. We cultivate relentless curiosity in our students and each other to unlock new opportunities and break barriers. We take risks, adapt to oncoming challenges and opportunities, and engineer new ideas as we learn together from our mistakes and successes.

Engage Fearlessly. We bring passion and energy to our work by dreaming big, being bold, having fun, and fostering a caring environment. Celebrating each other and our results with enthusiasm makes our work meaningful and exciting.

Build Together. Our individual differences and backgrounds strengthen our teams, where we seek input and ensure every voice is heard. We amplify our impact when we empower each other to take ownership and work together toward common vision.

Live Authentically. We are at our best when we share information openly, create clarity, invite stakeholders to participate in decision-making, and communicate with utmost respect.
FOREWORD

The Policies and Procedures Manual of the Mohave County Community College District contains policies approved by the Governing Board for the governance (Board’s role) of the institution.

The policies are the basis for rules, regulations, and procedures developed by the administration and used to manage the institution (management’s role).

“Policy” is general in nature, adopted by the Board, and establishes what is to be accomplished by the college. From policy, the administration develops rules, regulations and procedures that define more specifically how policy is to be realized or implemented. By definition, policies are the domain of the governing board (what shall be done), and rules, regulations, and/or procedures (how to) are in the realm of management. Typically, for every policy there exists a rule or regulation and a procedure for implementation.

Governing board policies tend to be more permanent in nature and to remain static versus being changed annually. However, policies are subject to change for compliance with applicable law, with best practices, and with applicability to the institution.

The Policies and Procedures Manual is not a substitute for the Arizona Revised Statutes which apply to the operation of the community colleges of Arizona. Indeed, state statutes that bind the college are, legally, policies and/or procedures that must be followed by the institution.

In this manual, bylaws and policies approved by the Governing Board are shown in bold print.

X.XXX Policy

Rules, regulations and/or procedures developed by the administration in support of Board policy are shown in regular print, under the applicable policy:

X.XXX.XX Regulations and Procedures

Regulations and procedures will be of two types: (1) procedures and regulations primarily applicable to students and (2) procedures and regulations primarily directed to staff. Procedures and regulations for students will often be written in second-person informal language, such as is found in the student handbook or catalog. Procedures and regulations for staff will usually be written in more formal third-person language. In some cases both types of procedures will address implementation of the same policy – one from the perspective of the student and the other from the perspective of staff. Finally, staff operating procedures are included that detail how certain operations of the college are to be accomplished.

This manual is to be a living manual. As changes take place in policies and procedures, and in a dynamic institution such as Mohave Community College that will be an ongoing process, those changes must be reflected in this manual as they occur. The numbering scheme used leaves room for insertion of new sections wherever they are needed without disturbing the numbering of existing sections.

Subsequent changes to Policies in this manual require Governing Board action. The Board shall be periodically advised of changes to the Procedures contained in the manual.

Use of the terminology “The College” throughout the manual is defined as the administration empowered by the shared governance hierarchy of the committee and communication structure.
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The Governing Board (Board) shall consist of five (5) members, each of whom shall be elected for a term of six (6) years.

Date of Adoption: June 12, 2008
References: ARS 15-1441
The Mohave County Board of Supervisors shall establish electoral precincts within the Community College District.

Date of Adoption:       June 12, 2008
References:             ARS 15-1441
Statute has set the order of elections for members of the governing board so that an election will be held every two years with no more than two board members being elected at any one time. Board members are elected on a 2-2-1 basis: the representatives from District Two and District Five are elected the same year; the representatives from Districts Three and Four are elected in the same year; and the representative from District One is elected separately.

Date of Adoption: June 12, 2008

References: ARS 15-1441
Subject to the restrictions of statute, any person who is a qualified elector of the state and who resides in an electoral precinct of the community college district is eligible for election to the office of District Governing Board Member.

Date of Adoption: June 12, 2008
References: ARS 15-1441
Members of the district board shall be elected at the time and place and in the manner of general elections. (ARS Title 16). The elected person shall be the person to whom the County School Superintendent issues the certificate of election.

Date of Adoption: June 12, 2008
References: ARS 16-266
Candidates for membership on the Board must file nominating petitions pursuant to Arizona statute. Pursuant to statute, nominating petitions shall be signed by not less than one-half of one percent (0.5%) of the qualified electors of the district for which the candidate is nominated. The percentage of qualified electors necessary to sign the nominating petition shall be determined by the total vote cast for governor in the district in the last general election.

Date of Adoption: June 12, 2008

References: ARS 16-322
            ARS 14-1441
All members of the governing board shall be required to take and subscribe to an oath of office in the following form:

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and the laws of the State of Arizona; that I will bear true faith and allegiance to the same, and will defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties as a member of the Governing Board of the Mohave County Community College District, State of Arizona, according to the best of my abilities, so help me God.”

This oath of office may be administered by any one of the members of the governing board. The oath of office shall be kept in the Office of the President.

Date of Adoption: June 12, 2008

References: ARS 38-231
Any vacancy on the Board shall be filled pursuant to statute. Vacancies shall be filled by a qualified elector of the state, who resides in the district to be represented, who is appointed by the Mohave County Superintendent of Schools, for the un-expired term for the electoral district where the vacancy occurs as provided by law.

Date of Adoption: June 12, 2008

References: ARS 15-1441
Each member of the Board is subject to the conflict of interest provisions of Arizona law. No member of the board shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her membership on said board or by reason of his/her services to the college district.

Date of Adoption: June 12, 2008

References: ARS 38-501 et seq
At the first Board meeting following January 1 of each year, the Board shall elect from its membership a president and a secretary.

It shall be the duty of the Board president to preside over the meetings of the Board, to call meetings as herein provided, and to perform such other special duties as shall be vested in him or her by the Board. In the absence of the Board president, the secretary shall preside over the meetings of the Board.

It shall be the duty of the secretary to record all proceedings of the Board and to perform such other duties pertaining to his/her office as the Board may from time to time require.

In case of a vacancy in any office, the vacancy shall be filled by the Board as soon as practicable by electing a successor to the un-expired term of office.

Date of Adoption: June 12, 2008

References: ARS 15-1443
Each officer of the Board shall be elected for a term of one year, shall assume office immediately upon election, and shall hold office until a successor is elected.

Date of Adoption: June 12, 2008

References: ARS 15-1443
The secretary of the Board may request that the College President designate a person, as the official recorder who shall be the official custodian of the records of the College and shall perform all duties required by the Board and all duties hereinbefore or hereinafter provided in these rules. It shall be the duty of the recorder to record, or cause to be recorded in a book provided for that purpose, the proceedings of the Board and to index the same. The recorder shall also attest all public acts of the College, affix thereto, when necessary, the seal of the College, and prepare and serve, or cause to be prepared and served on the members in due time, notices of all regular and special meetings of the Board. The recorder shall be the custodian of the official historical records and seal of the College.

Date of Adoption: June 12, 2008
References: ARS 39-121
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

Except as otherwise provided, the district board shall:

1. Maintain each community college for a period of not less than eight months in each year and, if the funds of the district are sufficient, maintain each community college for a longer period.

2. Adopt policies in a public forum to offer programs that meet the educational needs of the population served by the community college.

3. Enforce the courses of study prescribed by the district board.

4. Visit each community college under its jurisdiction and examine carefully into its management, conditions and needs.

5. Exclude from each community college all books, publications or papers of a sectarian, partisan or denominational character intended for use as textbooks.

6. Appoint and employ a chancellor or chancellors, vice-chancellors, a president or presidents, vice presidents, deans, professors, instructors, lecturers, fellows and such other officers and employees it deems necessary. The district board may enter into employment contracts with chancellors, vice-chancellors and presidents for a duration of more than one year but not more than five years.

7. Determine the salaries of persons it appoints and employs. A district may not compensate an employee for work performed on behalf of an elected employee representative organization and may not provide more favorable terms and conditions of employment to any employee because that individual belongs to an elected employee representative organization.

8. Remove any officer or employee if in its judgment the interests of education in this state require the removal.

9. Award degrees, certificates and diplomas on the completion of courses and curricula as it deems appropriate.

10. Appoint or employ, if it deems necessary, police officers who shall have the authority and power of peace officers. The police officers who have received a certificate from the Arizona peace officer standards and training board are eligible for membership in and benefits under either title 38, chapter 5, article 2 or the public safety personnel retirement system under title 38, chapter 5, article 4.

11. Determine the location within the district of a community college and purchase, receive, hold, make and take leases of, sell and convey real or personal property for the benefit of the community colleges under its jurisdiction.
12. Obtain insurance or be self-insured, or a combination of insurance and self-insurance, against loss, to the extent it is determined necessary on community college buildings of the district. The local district shall have an insurable interest in the buildings.

_Date of Adoption:_ June 12, 2008

_References:_ ARS 15-1444 et seq
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

Except as otherwise provided, the district board may:

1. Administer trusts declared or created for the district and receive by gift or devise and hold in trust or otherwise property wheresoever located, and if not otherwise provided, dispose of the property for the benefit of the district.

2. Lease real property, as lessor or as lessee. If a district is the lessee, the lease may contain an option to purchase the property. The district board may adopt policies as are deemed necessary and may delegate in writing to the chancellor or president of the district, or their designees, all or any part of its authority to lease property under this paragraph. Any delegation by the district board pursuant to this paragraph may be rescinded in whole or in part at any time by the district board.

3. Sue and be sued.

4. Contract. The district board may adopt such policies as are deemed necessary and may delegate in writing to the chancellor or president of the district, or their designees, all or any part of its authority to contract under this paragraph. Any delegation of authority under this paragraph may be rescinded by the district board at any time in whole or in part.

5. Construct, remodel and repair buildings.

6. In conjunction with other districts, establish policies for procurement of goods and services.

7. Provide a plan or plans for employee benefits, which may include optional retirement programs pursuant to section 15-1451, subsection A, which allow for participation in a cafeteria plan that meets the requirements of the United States internal revenue code of 1986.

8. Accept grants or donations of monies from the United States or any of its agencies, departments or officers, this state, political subdivisions of this state, tribal governments, school districts, special taxing districts, persons, corporations, foundations or associations. The district board shall deposit the monies into a specific fund or account and shall administer the monies in accordance with the purpose of the grant or donation with specific policies or restrictions as described or stipulated in the grant or donation. In the case of personal property granted or donated to or for the benefit of a community college district, the district board shall immediately transfer possession and ownership of the property to the designated district. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

9. Enter into intergovernmental agreements or contracts pursuant to section 11-952.01 for participation in programs offered by public agency pools or separately contract with a trustee or board of trustees that provides a common self-insurance program with pooled funds and risks pursuant to section 15-382,
subsection B, paragraph 2. The district board is not required to engage in competitive procurement in order to make the decision to participate in these programs.

10. Name a building or a group of buildings that is located on a community college campus on behalf of a person or entity that has made a significant contribution of monies or other property to the community college or the community college district.

11. Enter into research and development agreements, royalty agreements, development agreements, licensing agreements and profit-sharing agreements concerning the research, development, production, storing or marketing of new products developed or to be developed through community college district research. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

12. Enter into an intergovernmental agreement pursuant to section 15-1747 to participate in a reciprocity agreement subject to the terms of the reciprocity agreement.

13. Engage in entrepreneurial and commercial activities. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

14. Collect auxiliary fees, including cafeteria fees, food service fees, bookstore fees and dormitory fees. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

15. Provide goods and services pursuant to a contract with a political subdivision of this state or with a tribal government. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

Date of Adoption: June 12, 2008

References: ARS 15-1444 et seq
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

If a district acquires real or personal property, whether by purchase, exchange, condemnation, gift or otherwise, the district shall pay to the county treasurer any taxes on the property that were unpaid as of the date of acquisition, including penalties and interest. The lien for unpaid delinquent taxes, penalties and interest on property acquired by the district:

1. Is not abated, extinguished, discharged or merged in the title to the property.
2. Is enforceable in the same manner as other delinquent tax liens.

Date of Adoption: June 12, 2008
References: ARS 15-1444 et seq
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

In a district whose boundaries encompass a vehicle emissions control area as defined in section 49-541, the district board shall require all out-of-county and out-of-state students to sign an affidavit at the time of course registration that the student's vehicle meets the requirements of section 49-542. The district board on property under its jurisdiction within a vehicle emissions control area shall prohibit the parking of those vehicles that fail to comply with section 49-542.

Date of Adoption: June 12, 2008

References: ARS 15-1444 et seq
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

A community college district and a career technical education district governing board may enter into agreements for the provision of administrative, operational and educational services and facilities.

*Date of Adoption: June 12, 2008*

*References: ARS 15-1444 et seq*
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

Each district shall facilitate transfer articulation coordination pursuant to section 15-1824.

1. The community college districts and universities shall cooperate in operating a statewide articulation and transfer system, including the process for transfer of lower division general education credits, general elective credits and curriculum requirements for approved majors, to facilitate the transfer of community college students to Arizona public universities without a loss of credit toward a baccalaureate degree and to ensure that the postsecondary education needs of students statewide are met without unnecessary duplication of programs.

2. The community college districts and the universities under the jurisdiction of the Arizona board of regents shall develop and implement a shared numbering system which identifies courses that transfer from community colleges to Arizona public universities toward a baccalaureate degree.

3. The Arizona board of regents and the community college districts shall submit an annual report of their progress on both articulation and meeting statewide postsecondary education needs to the joint legislative budget committee on or before December 15 and shall provide a copy of this report to the secretary of state.

Date of Adoption: June 12, 2008

References: ARS 15-1444 et seq
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

A district board shall:

1. Adopt policies for the government of the community colleges under its jurisdiction.

2. In conjunction with other district boards, set standards for the establishment, development, administration, operation and accreditation of community colleges in the district.

3. Fix tuitions and graduate the tuitions and fees between institutions and between residents, nonresidents and students from foreign countries. The district board may waive tuitions and fees and graduate tuitions and waivers for an employee or the spouse or dependent child of an employee of the district, or for a nonresident student enrolled in the district if the district board determines the waiver is in the best interest of this state and the student.

4. In conjunction with other district boards, submit to the economic estimates commission before January 10 of each year the estimated number of full-time equivalent students for the district as prescribed in section 15-1466.01.

5. Establish curricula and designate courses that in its judgment will best serve the interests of this state.

6. Determine academic classes that qualify as open entry, open exit classes and prescribe policies for the operation of open entry, open exit classes.

7. In conjunction with other district boards and the state board of education, review and adopt, within the scope of the statutory definitions of vocational and technical education, program and staff standards with modifications as necessary for courses taught in community colleges. The district board shall base the standards on vocational and technical competence.

8. In conjunction with other district boards, establish qualifications of the instructional staff that, at a minimum, shall be equal to those required to meet accreditation guidelines and establish standards of vocational and technical competence required to instruct in occupational as well as academic subjects.

9. In conjunction with other district boards, prescribe guidelines providing for the transferability between community college district vocational and technical education programs and in conjunction with the state board of education prescribe guidelines for the interrelationship of secondary programs and postsecondary programs.

10. In conjunction with other district boards, prescribe the manner in which the self-evaluation of vocational and technical education programs is conducted as provided in section 15-1452.

11. If requested by the state board of education, assist in the preparation, publication and distribution of an annual state plan and a comprehensive five-year state plan.
12. In conjunction with other district boards and the state board of education, develop a process to determine program funding priorities for state aid purposes. Each district board shall submit state aid recommendations to the legislature. The recommendations shall be based on the process and on existing cost studies of vocational and technical education in this state.

13. In conjunction with other district boards, prescribe qualifications for admission to community colleges for honorably discharged veterans who served on active duty in the armed forces for a minimum of one year and who were previously enrolled at a community college or university in this state. For the purpose of determining the qualifications, the district board may not consider prior failing grades received by the veteran at a community college or university in this state.

14. Require the publisher of each literary and nonliterary textbook used in the community colleges of the district to furnish computer software in a standardized format, when software becomes available for nonliterary textbooks, to the district board from which braille versions of the textbook may be produced.

15. Identify students simultaneously enrolled in a course for both high school and college credit by using the same student level data element required by section 15-1042, subsection A. The auditor general shall have access to this information when certifying the full-time equivalent student enrollment pursuant to section 15-1466.01, subsection A, paragraph 4.

16. Acquire United States flags that are manufactured in the United States and that are at least two feet by three feet and hardware to appropriately display the United States flags, acquire a legible copy of the Constitution of the United States and the Bill of Rights that is manufactured in the United States, display the flags in each classroom in accordance with title 4 of the United States Code and display a legible copy of the Constitution of the United States and the Bill of Rights adjacent to the flag.

Date of Policy Adoption: June 12, 2008
Last Date of Procedural Revisions: 01-01-2020
References: ARS 15-1445
At all meetings of the governing Board, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum to do business.

Date of Policy Adoption: June 12, 2008

References:
Eight regular meetings of the Board shall be held on dates designated at the June Board meeting for the ensuing fiscal year.

Date of Policy Adoption: June 12, 2008

References:
Meetings other than regularly-scheduled meetings may be held at the call of the president of the Board or upon a call, issued in writing, signed by a majority of the members of the Board. Notice of the special meeting should be given to each member by phone or by letter at least three (3) days before the appointed time; however, in case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances and as provided in statute.

Date of Policy Adoption: June 12, 2008
References: ARS 38-431
All meetings of the Board shall be public meetings subject to the provisions of statute, and all persons, to the extent provided by law, shall be permitted to attend and listen to the deliberations and proceedings. All minutes of such meetings as are required by law shall be properly and accurately recorded and open to public inspection, except as provided by law.

Date of Policy Adoption:       June 12, 2008
References:                    ARS 38-431
Pursuant to statute and subject to its provisions, executive sessions may be held.

A. Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:

1. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

2. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

3. Discussion or consultation for legal advice with the attorney or attorneys of the public body.

4. Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

5. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees of the public body.

6. Discussion, consultation or consideration for international and interstate negotiations or for negotiations by a city or town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town.

7. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

B. Minutes of and discussions made at executive sessions shall be kept confidential except from:

1. Members of the public body which met in executive session.

2. Officers, appointees or employees who were the subject of discussion or consideration pursuant to subsection A, paragraph 1 of this section.
3. The auditor general on a request made in connection with an audit authorized as provided by law.

4. A county attorney or the attorney general when investigating alleged violations of this article.

C. The public body shall instruct persons who are present at the executive session regarding the confidentiality requirements of this article.

D. Legal action involving a final vote or decision shall not be taken at an executive session, except that the public body may instruct its attorneys or representatives as provided in subsection A, paragraphs 4, 5 and 7 of this section. A public vote shall be taken before any legal action binds the public body.

E. Except as provided in section 38-431.02, subsections I and J, a public body shall not discuss any matter in an executive session which is not described in the notice of the executive session.

F. Disclosure of executive session information pursuant to this section or section 38-431.06 does not constitute a waiver of any privilege, including the attorney-client privilege. Any person receiving executive session information pursuant to this section or section 38-431.06 shall not disclose that information except to the attorney general or county attorney, by agreement with the public body or to a court in camera for purposes of enforcing this article. Any court that reviews executive session information shall take appropriate action to protect privileged information.

Date of Policy Adoption: June 12, 2008

References: ARS 38-431.03
The order of business, unless modified by the Board, shall include, but not be limited to, the following: (1) Call to Order, (2) Minutes of Previous Meeting, (3) Audience of Any Citizen, (4) Board Reports, (5) President’s Report, (6) Reports of Administrative Divisions, and (7) Adjournment.

Date of Policy Adoption: June 12, 2008

References:
The official Mohave Community College Governing Board Agenda will be posted at least 24 hours in advance of the meeting.

The college President shall prepare Board meeting agendas and informational material about agenda items in consultation with the President of the Board. The agenda shall be mailed to, or otherwise provided to, the Board members at least three (3) days prior to the meeting. Requests for placing items on the agenda shall be given to the President in sufficient time to place the items on the agenda and to prepare any required backup materials. Agendas may be revised up to twenty-four (24) hours before a Governing Board meeting begins.

No new business shall be transacted by the Board unless the item is on the agenda. However, upon the concurrence of the majority of the Board members present and subject to the provisions of statute, a new business item may be brought up for Board action if, in their opinion, an actual emergency requires action by the Board.

Date of Policy Adoption: June 12, 2008
References: ARS 38-431.02
No individual member and no group of less than the full membership shall be designated as a permanent committee to perform any of the Board functions.

Date of Policy Adoption: June 12, 2008

References:
The Board may appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment.

Date of Policy Adoption: June 12, 2008

References:
In all matters involving the conduct of Board meetings which are not addressed in Arizona law and the by-laws and policies of the Board, *Robert’s Rules Simplified* shall be used as a guide, but the Board is not required to comply with it.

*Date of Policy Adoption:  June 12, 2008*

*References:*
All members of the Board are eligible to vote on any issue before the Board, and each member shall have one vote.

Date of Policy Adoption: June 12, 2008

References:
The formulation and adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the College. Board policies provide guides for the discretionary action of those to whom it delegates authority to administer the College. The study and evaluation of reports concerning the execution of its written policies is how the Board exercises its control over the operation of the College.

A policy shall not be voted on at the first meeting during which it is discussed. After discussion has revealed the sentiment of the Board regarding the proposed policy, or change of policy, the college President shall be instructed to prepare the policy statement, and, if the President or the Board deems it necessary, the college President shall have prepared a staff report on the implications of the policy if adopted. If circumstances require immediate action, the Board may temporarily adopt, amend, or repeal a policy, until final action can be taken at the next regularly scheduled meeting.

Recognizing its own function as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by policy should be involved in the formulation of those policies, unless such policies are mandated by federal or state law. The Board, therefore, directs that a procedure be utilized whenever appropriate whereby staff and administration work together in this process.

Date of Policy Adoption: June 12, 2008
References: ARS 15-1445
Board members have authority only when acting as a district governing board legally in session, or when expressly granted authority by vote of the Board during a legally-convened meeting. The Board cannot be bound by any statement or action of individual Board members except when such statement or action is pursuant to instructions by the Board.

Date of Policy Adoption: June 12, 2008
References: ARS 15-1445
The Mohave County Attorney is the legal counsel for the College and is required by law to advise the Board and college President on legal issues. The Board may from time to time appoint other counsel for specific projects. A request by any Board member for a legal opinion from legal counsel shall be made at an open Board meeting.

A. If a district lies in two or more counties, the county attorney of the largest county in which the district lies as determined by the last federal decennial census is the attorney for the district.

B. A district board may employ an attorney to represent the district if the county attorney consents. The district board shall state in writing the purpose for which it employs an attorney.

C. A district board may employ an attorney without the consent of the county attorney if it deems it advisable.

D. Compensation for an attorney whom the district board employs as provided in subsections B and C of this section is payable from district monies.

E. If a district board employs an attorney without the consent of the county attorney, the county attorney has no duty to represent the district with regard to any matter for which the attorney was employed and is not responsible to the district for any exercise of, or failure to exercise, professional judgment by the attorney in his representation of the district.

F. The county attorney is not required to assume the duty to represent the district on a matter for which the district board employs an attorney without the consent of the county attorney.

G. An attorney employed pursuant to subsection B or C of this section shall represent the district with the powers of and the duties otherwise performed by the county attorney pursuant to section 11-532, subsection A, paragraph 11.

H. Any county attorney who issues a legal opinion to a community college district shall promptly transmit a copy of the opinion to the attorney general who shall concur, revise or decline to review the opinion of the county attorney. If the attorney general does not concur, revise, or decline to review the county attorney's opinion within sixty days from its receipt, the opinion shall be deemed affirmed. If the attorney general revises the opinion, the opinion of the attorney general shall prevail.

Date of Policy Adoption: June 12, 2008

References: ARS 532.A.11
            ARS 15-1448
Board members serve without remuneration, except for reimbursement for travel and incidental expenditures under the same general policies as college employees.

College policy for travel and incidental expenditures is located in section 5.095 of the Policy and Procedure Manual.

Date of Policy Adoption: June 12, 2008

References: ARS 15-1406-B
             Arizona Title 16, Chapter 4, Article 2
The Board shall maintain membership in the Higher Learning Commission and make every possible effort to achieve and maintain full accreditation with this organization (ARS 15-1445.8).

The Board shall maintain membership in the American Association of Community Colleges.

The college President is provided discretionary authority with regard to college membership in other associations, so long as these memberships are kept within budgetary provisions.

Date of Policy Adoption: June 12, 2008
References: ARS 15-1445.8
The Board expects of itself, as a whole and of its members, ethical and professional conduct. This commitment includes proper use of authority, recognition of the limitations of that authority and appropriate decorum in group and individual behavior when acting as Board members during lawfully convened meetings of the Board, and when appearing in the community in a setting in which community members look to the individual for information or leadership due to the person's role as an elected or appointed Board member.

Each Board member must represent non-conflicted loyalty to the interests of the entire community of Mohave County. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other boards and staffs, and an individual's employment or profession. Likewise, Board members are elected to serve on an impartial and nonpartisan basis, and this accountability supersedes the personal interest of any Board Member acting as an individual consumer of the organization's services and when serving as a steward on behalf of the college district.

Each Board member shall at all times avoid any conflict of interest with respect to the Board member’s fiduciary responsibilities. There shall be no self-dealing or any conduct of private business or personal services between any Board member and the district except as authorized by law and Board policy and procedure to assure openness, competitive opportunity, and equal access to "inside" information. The Arizona Conflict of Interest laws, Arizona Revised Statutes Sections 38-501, et. seq. shall be followed at all times by Board members and College staff.

No Board member shall use his or her position to obtain employment in or contracts with the District for the Board member, family members, or close associates.

No Board member shall attempt to exercise individual authority over the organization except as authorized by law and explicitly set forth in Board policies.

Each Board member’s interaction with the President or with staff shall recognize the lack of authority in any individual Board member or group of Board members except as authorized by law and explicitly set forth in Board policies.

Each Board member’s interaction with the public, press or other entities shall recognize the same limitation and the similar inability of any Board member or group of Board members to speak for the Board except as authorized by law and explicitly set forth in Board policies.
No Board member shall express public judgments of the President’s or any other staff member’s performance except as that performance is assessed against explicit Board policies by the evaluation process set forth in adopted policies and procedures, and the Board is lawfully convened in a properly posted meeting.

Individual Board members shall deal positively and respectfully with each other, including the use of open and honest communication.

The Board as a whole in its meetings shall provide sufficient opportunities for open, respectful, and honest communication with its internal and external communities.

In particular, each District Governing Board member shall:

A. Recognize that authority rests only with the District Governing Board as a whole in lawfully convened meetings; consistent with this principle, outside of lawfully convened meetings, Board members shall not represent that they speak for or may act on behalf of the Board or the District unless expressly authorized to do so by a vote of the Board taken in public during a lawfully convened meeting.
B. Recognize that only the district governing board as a whole has the legal status to act for the governing board and the district.
C. Insist on written policies and procedures as the basis for governance.
D. Refuse to use their positions on the governing board for personal gain.
E. Refuse to bring personal problems into governing board considerations.
F. Maintain a professional demeanor and respect the opinions of citizens, fellow Board members, and staff members.
G. Respect citizens who wish to be heard at official meetings.
H. Remember that information requests of the college from individual Board members must be addressed to the President.
I. Refuse to participate in secret or any other meetings of the board not posted and convened in accordance with the Arizona Open Meeting Law, Arizona Revised Statutes Section 38-431, et. seq.
J. Refrain from making commitments on any matter which should properly come before the governing board as a whole.
K. Accept the principle of majority rule in governing board decisions.
L. Make decisions based on all available facts.
M. Understand that their basic roles are that of policy-making and not administration.
N. Respect the President’s authority to make administrative decisions.
O. Respect the President’s authority, and support the President’s decisions in administrative matters, day-to-day operations, and supervision of all other employees.
P. Recognize that the President reports to the governing board, not an individual Board member, and that the President supervises all other employees.

Q. Not become involved at any level in conducting personal investigations into college personnel matters.

R. Insist that all college business transactions be based on considerations of ethical behavior and in compliance with applicable law and district policy and procedure.

S. Refer all complaints, problems, personal criticism and administrative questions to the President of the college for disposition in accordance with the policies and procedures of the college and applicable law.

When the conduct or behavior of a member is perceived by another member to violate applicable law or the Board’s own established policies, the complaining member may submit the complaint in writing to the President with a request for inclusion as a Board agenda item at the next regular meeting of the Board. The Board may then provide for an independent review of the alleged violation of law or policy by directing the President to arrange such an independent review, or take other action which may be required by law or District policy. After the independent review is reported to the Board, the Board may address the findings at a public meeting, and if the report findings indicate that a violation of law or District policy has occurred, make specific recommendations to reasonably ensure that the violation of law or District policy will not recur. The Board recognizes that as a Board, it has no authority to remove or otherwise sanction an elected or appointed Board member, but also that it may be required to initiate remedial or corrective action, carried out in accordance with the Open Meeting Law and applicable law and District policies, in instances where actions of a Board member may have jeopardized the interests of the District and the College.

Date of Policy Adoption: June 12, 2008

References: ARS 15-1445
The Mohave County Community College District, or Mohave Community College (MCC), is a single college created by the voters of the county and organized under the statutes of the State of Arizona. The college may be structured as multiple campuses and outreach centers as deemed necessary and approved by the Board.

Date of Policy Adoption: June 12, 2008
References: ARS 15-1445
Annually, the President of the college will present to the Board a report that demonstrates the alignment of the budget with the Strategic Plan and fiscal sustainability goals approved by the Board.

It shall be the District’s financial policy to expend State Appropriations first, Property Tax revenue second and all other tuition and fee based revenue third in conducting the financial business of the college, with any remaining funds rolling to a fund balance at fiscal year-end; as required by the issuer of the bonds, the District’s tuition and fees revenue (in addition to bookstore, food service, rental and auxiliary revenues) is pledged against outstanding debt in the form of Pledged Revenue Obligations and Revenue Refunding Bonds

In regards to the continued maintenance and planned expenditure of existing and future fund balances, the District shall act in accordance with the approved strategic plan that is reviewed annually, with consideration to relevant financial ratios including, but not limited to the Primary Reserve Ratio, Viability Ratio and the Net Financial Assets Ratio. The District will also establish defined allocations for fund balance according to the strategic plan which may include, but not be limited to Compensated Absences, a Deferred Maintenance Plan and a Fiscal Stability Policy.

Date of Adoption: Adoption of Manual July 2008

References:
The college shall provide an effective and efficient organizational structure to provide and support instruction for the students of Mohave Community College.

The college organization for instruction includes both college-level and campus-based offices.

College-level organization for Instruction and Academic Support is:

- College President
- Dean of Instruction
- Associate Deans:
  - Career and Technical Education, Non-Credit, SBDC
  - General Education (NMC Campus Instruction Supervisor)
  - Online Education
- Program Directors:
  - Nursing Programs, Dental Hygiene, Radiologic Technology, Physical Therapist Assistant,
  - Surgical Technology, Emergency Medical Services, Medical Assisting
- Directors:
  - Curriculum and Assessment
- Officers:
  - Accreditation, Compliance, Disability Services

Campus-level organization for instruction

- Associate Dean, Career and Technical Education, Non-Credit
  - Full-Time Faculty, Career and Technical
- Associate Deans, General Education (NMC Campus Instruction Supervisor)
  - Librarians
  - Precollege Studies
  - Full-Time Faculty, General Education
- Program Directors
  - Full-Time Faculty, Health Professions

Date of Adoption: Adoption of Manual- July 2008

References:
2.020  Educational Programs  2.020

The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

The college shall offer associate degree programs in the arts, sciences, and humanities leading to transfer to a four-year college or university, associate degrees and certificates in occupational and technical subjects leading to immediate employment, college preparatory programs for students who are not prepared for college-level work, and adult basic education in English and mathematics, including English Language Acquisition for Adults. A full listing of degree and certificate programs offered by the college is included in the current college catalog.

Date of Adoption:  Adoption of Manual- July 2008

References:  A.R.S. 15-1401
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Definitions

Credit Hour: MCC uses the US Department of Education definition of a credit hour.

Date of Adoption: Adoption of Manual- July 2008

References: HLC Policy Number: FDCR.A.10.020
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Mohave Community College offers the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), Associate of General Studies (AGS) and the Associate of Applied Science (AAS) degrees.

Associate of Arts (AA), Associate of Business (ABUS), and Associate of Science (AS)
The Associate of Arts, Business, and Science degrees are designed to enable students to transfer qualifying course credits to a college or university granting the baccalaureate degree. Students following these programs will have taken the university parallel requirements in general education.

The Course Equivalency Guide and the transfer guides are designed to help students, with consultation with an advisor, to understand the transfer process. Each student is ultimately responsible for the acceptance of course credits at a college or university to which the student seeks to transfer.

Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

Associate of Applied Science (AAS)
The Associate of Applied Science degree is intended to prepare the student for entry into a vocational area or to upgrade skills of persons already employed. The 15 hours of general education courses introduce skills needed and desired by employers and employees. The remaining hours include course work to develop skills in the vocational and related areas. Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

Advising note: The AAS is not a transfer degree program; however, some courses may transfer. In pursuing a baccalaureate degree after completing the AAS, some general education and program area courses may be acceptable for transfer credit. However, some courses in technical programs are so specialized that many colleges and universities do not offer equivalent training and they may not grant transfer credit. Students in this degree program will most likely be required to take additional freshman and sophomore general studies courses. Students must have a grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the degree.
Associate of General Studies (AGS)

The Associate of General Studies degree is intended to prepare the student for entry into an occupational area. All course work is related to the student’s occupational goal with general education requirements embedded within the courses. Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Receiving Additional Degrees

Once a student has earned one degree, any of the other degrees can be earned by completing the additional degree requirements with a minimum of fifteen (15) additional MCC credits beyond the previous degree. Degrees may be earned concurrently.

Example: A student has earned an AA degree with 64 credits and wishes to earn an AAS degree. The student must complete a minimum of an additional fifteen (15) MCC credit hours and meet all of the requirements of the AAS degree. The student, therefore, would have a minimum total of 79 credit hours.

A student may earn multiple degrees.

A student who completes a degree program and elects to pursue another degree at a later date is subject to the degree requirements of the catalog in effect at the time the student declares the new degree. A new Degree Declaration Form must be filled out at the time.

When multiple degrees have been declared, graduation does not need to be applied for at the same time. If a student was awarded only one of the declared degrees, they will still be eligible to continue the second degree under the catalog in which it was declared, as long as the student meets the ongoing enrollment requirements of the current MCC catalog.

Since AAS programs are designed to prepare students for employment in the respective occupational areas, it is necessary that the student follow the program content and sequence as outlined. Any departure from the outlined program must be approved by the appropriate faculty and administration. The specific occupational content is set forth in the program outlined within the respective areas of study.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Certificates

The college offers certificates of completion and certificates of proficiency programs.

Certificate of Completion

MCC offers, in selected occupational and academic areas, a Certificate of Completion that is intended to define entry-level competencies. The certificate is awarded after successful completion of a series of specific courses and is clearly identified in the catalog. A Certificate of Completion (AGEC), is not awarded at commencement and is posted on the student’s MCC transcript.

Certificate of Proficiency

MCC offers, in selected occupational and academic areas, certificate programs that are intended to improve students’ existing skills or provide competencies for employment.

Certificates are awarded after successful completion of a series of specific courses in a selected certificate program. Students must have successfully completed all courses in the certificate and have a cumulative grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the certificate.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

General Education Philosophy

Mohave Community College’s general education emphasizes breadth of knowledge and academic skills to complement the depth of knowledge students will acquire in the individual major. The general education curriculum at MCC is designed to provide students with the following:

- Aesthetic Sensibilities: An awareness of creative expression in the world around us.
- Communication Skills: The ability to effectively convey meaning through various media on both personal and professional levels.
- Critical Thinking Skills and Problem-Solving: The ability to analyze data and arrive at logical and defensible conclusions.
- Cultural Diversity and Global Awareness: recognition of relationships and differences in values, customs, and norms of diverse global communities.
- Techniques of Inquiry: the ability to use of standardized methodological framework to collect, analyze, interpret, and present findings.
- Technological Competency: A proficiency in utilizing technology on both personal and professional levels.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Each degree program includes a general education core that is common to degrees of the same type. The College Catalog will include a complete listing of the requirements for the period of time covered by the catalog edition.

General Education Core for Associate of Arts degrees (AGEC-A)
The AGEC-A, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree; see your specific program of study for total credit hour requirements.

General Education Core for Associate of Business degrees (AGEC-B)
The AGEC-B, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree. See your specific programs of study for total credit hour requirements. Associate of Business degree core business courses may not be used to satisfy AGEC-B requirements.

General Education Core for Associate of Science degrees (AGEC-S)
The AGEC-S, a minimum block of 37 credit hours of lower-division general education course work, may be completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree. See your specific programs of study for total credit hour requirements.
General Education Core for Associate of Applied Science degrees

A minimum block of 15 credits hours of lower-division general education coursework must be completed. The block of courses represents only the general education portion of an AAS degree. See your specific program of study for total credit hour requirements. The AAS is not a transfer degree program; however, many of the individual courses listed in the core may transfer to any state of Arizona community college or university.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Writing Across the Curriculum

Date of Adoption: Adoption of Manual- July 2008
Latest Revision: December 21, 2020 (terminated)
References:
2.020-H Educational Programs
College Preparatory Services

The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

College Preparatory Services at Mohave Community College offers academic development, remediation and support for MCC students. Services include transitional studies, precollege studies and supplemental instruction.

Transitional Studies

Transitional studies include transitional English and transitional math. These courses are for students who need to refresh their skills in English and/or math before taking on the rigor of college freshman classes.

Transitional classes include Transitional English (TRE) and Transitional Math (TRM). These courses are for students who need to refresh and increase their skills in English and/or math before advancing to the rigor of college transfer courses. Classes may be offered in 8, 12, 15 week sessions, and students must successfully complete these classes or attain appropriate placement exam scores to move into the transfer level English or math class.

Precollege Studies

Precollege Studies include English Language Acquisition for Adults (ELAA), Adult Basic Education (ABE), and General Education Development (GED) programs. These programs are for students whose native language is not English (ELAA), who need more intensive academic preparation for college (ABE) and/or need to complete his/her high school diploma (GED). Enrollment into Precollege Studies classes is based on scores received on the assessment placement screening. If the student’s scores indicate the need for academic remediation, the student will receive a report which identifies the skills that need remediation.

English Language Acquisition for Adults Program (ELAA): These classes are designed for students whose native language is not English.

Adult Basic Education Program: These classes are designed for students who need more intensive academic preparation for college in reading, math, written, and oral communications.

General Education Development (GED) Program: These classes are designed for students who wish to complete their high school diploma. Classes include instruction in the five areas on the GED test: writing, math, social studies, science and reading. The GED Test is delivered via computer at any of our testing centers located at our Kingman, Bullhead City, and Lake Havasu City Campuses. Students will need to register, pay, and schedule their tests online prior to commencing testing.
Supplemental Instruction

The college offers additional instruction and support for students, particularly in the areas of reading, grammar, punctuation, writing and mathematics which are essential skills needed to be successful in any course. SI has open sessions each week and they are staffed by our own resident faculty. Schedules are posted on each campus.

Date of Adoption: Adoption of Manual- July 2008

References:
Educational Programs

Program Restrictions – Private Enterprise

The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Under the law of Arizona, and as a tax-supported institution, the College cannot be perceived as in competition with private enterprise in any way.

Culinary Arts Program

The culinary arts program is an instructional program of the college and is not involved in catering to outside groups except as part of the instruction of students. As part of the Culinary Arts curriculum, the program may cater up to two on-campus college-sponsored functions per semester. All expenses will be charged to the culinary arts program. Culinary Arts will not charge another college department or an outside party for the cost of catering.

Automotive Service Technology and Automobile Collision Repair Programs

The automotive service technology and automobile collision repair programs are instructional programs of the college and are not involved in service or repair of college-owned vehicles, the vehicles of college employees, or the vehicles of private citizens.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Community and Corporate
The Community and Corporate Outreach mission is to provide residents of the Mohave Community College service area with relevant, market driven, quality educational services and programs through non-credit workshops and seminars.

The community education programs provide life-long learning for personal enrichment to all ages. The programs offered for personal enrichment include, but are not limited to, Adventure & Discovery, Sports, Games & Recreation, Creative Expressions, Music, Healthy Living, Training, Skills & Computers, and College for Kids.

The corporate outreach program provides business, industry, and government on-site and on-ground workshops tailored to the needs of employers and employees. The program incorporates needs assessment for businesses to identify skill sets which need improvement, continuing education units (CEU), and consulting and technical assistance in a “one-stop shopping” package.

Community Education programs and Corporate Outreach programs will enhance the College’s ability to serve as an educational, cultural, and economic resource center for Mohave County. It will strive to help students discover, integrate, articulate, and apply knowledge.

Small Business Development Center
MCC features a variety of programs designed to assist its students and the communities it serves. Business owners and those who would like to start their own business are encouraged to use the free counseling services that are available through the Small Business Development Center (SBDC).

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

The reason for accrediting institutions of higher learning or programs is to ascertain that the education provided by colleges and universities meets an “acceptable level of quality.” In order to attain the status of accredited, a college or university must meet the criteria established by its regional accrediting body (HLC) and programs within the College must meet the standards set by one of the private organizations that govern specific programs. The U.S. Department of Education recognizes the Council of Higher Education Accreditation, or CHEA, as the agency that organizes all accrediting agencies. Accreditation is important to students who seek federal student loans and grants. It also matters to employers wishing to hire qualified employees and students seeking state or national certification or licensing.

Faculty Minimum Qualifications

All faculty teaching at Mohave Community College (MCC) must meet minimum qualifications to assure quality college-level instruction across the College. The Higher Learning Commission (HLC), the accrediting body for MCC, provides general guidelines and principles for qualifying all faculty. To that end, MCC has set the following minimum standards for all faculty members:

1. Those teaching transfer general education courses must have a master’s degree in the discipline content area or a master’s degree plus 18 semester hours of graduate level credit in the discipline content area.

2. Those teaching non-transfer occupation/technical courses must have a bachelor’s degree in the field and/or a combination of education and tested experience.

MCC will follow HLC guidelines when applying “tested experience” to current and potential faculty members. The guidelines and procedures determine and and/or why a person is minimally qualified when not holding the designated degree outline in HLC guidelines. Faculty hired under these tested experiences will be evaluated annually on their continued pursuit of professional development and teaching expertise.
Professional Accreditation/Certification

1. Program Directors will provide annual updated information concerning professional accreditation or certification to the Accreditation Liaison Officer (ALO) and Dean of Instruction by or on July 1st by completing an accreditation survey.

2. Programs that are required to complete a self-study and site evaluation within the next 18 months will alert the ALO and Dean of Instruction through the annual update and in a separate communication.

3. The ALO will assemble a small multi-disciplinary team that will include deans, associate deans, chairs, directors, and faculty to provide support and review documents from several perspectives. Responsibilities of membership: provide requested information, assure congruence with MCC mission and initiatives, and review documents in a timely manner.

4. Upon completion of the self-study documents, a final draft will be submitted to the Office of Instruction for comment or approval. Documents in need of modifications will be sent back to the Program Director and review team for revision. Approved documents will be forwarded to the Office of the President for final approval and signature.

5. Program Directors will notify the College President and Dean of Instruction of any findings, reporting requirements, etc. upon receipt of notification. Program Director will meet with the ALO and Dean of Instruction to analyze the communication and prepare a response and/or report and to develop a plan to avoid future findings.

Date of Adoption: Adoption of Manual- July 2008

References:
Mohave Community College strives to conduct its operations and maintain its facilities in a manner consistent with its mission. The college has the responsibility to provide a place of instruction that is conducive to learning. The presence of minors can be a disruptive factor. The presence of minors on campus and in its facilities also raises safety and liability issues. There may be occasions when the presence of minors on campus may be appropriate (registered students and recognized children's programs). Therefore, appropriate consideration must be taken on bringing minors to any college campus, site, or facility.

Definitions:

Minor: any individual under the age of 18

Minor Student: any individual enrolled in coursework, who is under the age of 18.

Authorized Adult: a parent, legal guardian or other adult, including but not limited to an employee, who is responsible for escorting and/or supervising the minor(s) while on campus or while participating in any College-sponsored activities.

Basic Expectations:

Parents and guardians are ultimately responsible and liable for any and all injuries or damages sustained to or by their minor while on any Mohave Community College campus.

Minors under the age of eight (8) must be supervised at all times by an authorized adult while on campus or participating in a college-sponsored activity and should not be left unattended anywhere on campus.

Any minor who is not a minor student is not allowed in a classroom while a class is in session.

Even when accompanied by an authorized adult, minors under the age of eight (8) not participating in a program on college premises or a college-sponsored activity are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.

It is the responsibility of minor students to contact their parents or guardian in the event of a class cancellation or early release. Campus phones will be made available for this purpose.

Minors and authorized adults not meeting Mohave Community College conduct standards will be asked to leave the campus.
In addition to the requirements of this procedure, minors are subject to the same conditions as any other visitor.

*Date of Adoption:* Adoption of Manual- July 2008

*References:*
2.023-A

Minors Participation in College Programs
Definitions and Provisions

The college shall establish procedures for minor children’s participation in college programs and access to campus facilities.

Definitions:

Minor: any individual under the age of 18

Minor Student: any individual enrolled in coursework, who is under the age of 18.

Authorized Adult: a parent, legal guardian or other adult, including but not limited to an employee, who is responsible for escorting and/or supervising the minor(s) while on campus or while participating in any College-sponsored activities.

Provisions:

Parents and guardians are ultimately responsible and liable for any and all injuries or damages sustained to or by their minor while on any Mohave Community College campus.

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In addition to the requirements of this procedure, minors are subject to the same conditions as any other visitor.

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References:

Mohave Community College Policy and Procedure Manual
The college shall establish procedures for minor children’s participation in college programs and access to campus facilities.

The core of Mohave Community College’s mission is to provide educational opportunities for all constituencies of Mohave County. Generally, two types of courses are offered in which minors may be participants:

Credit courses – With the appropriate signature of a legal parent or guardian, minor students may enroll in credit courses if the student meets all requirements of admission and the individual course.

Non-credit courses – With the appropriate signature of a legal parent or guardian, minor students may enroll in non-credit courses that occur in one of two categories:

1. Courses intended for adults for which minor students aged 8-17 may enroll and attend.

2. Courses explicitly intended for minor students aged 8-17 in which adult students are not allowed to attend unless the adult student is the legal parent or guardian of the minor student.

Occasionally, minor students may wish to enroll in a credit or non-credit class that addresses adult subject matter. Disclosure of planned topics/materials as early as possible can help advisors and parents guide students to appropriate course selection during the registration process. Parents and students should be aware that course content is selected based on educational purpose, and student maturity is expected when addressing courses that may have frank discussions about sensitive or offensive topics and/or graphic audio-visual presentations.

Date of Adoption: Adoption of Manual- July 2008

References:
Moahve Community College occasionally offers programs designed specifically for minors. These programs have great value to its various constituencies and are an important part of the College’s mission of community outreach. These visits of minors to MCC’s campuses come with significant ethical, moral and legal responsibilities. All employees must be mindful of the obligation to protect these minor visitors to campus and act in proactive ways to make their visit safe.

Program Approval

Departments and campuses shall, prior to the beginning of the College’s fiscal year for ongoing programs and activities and at least ninety (90) days prior to the first scheduled date of participation by minors in new youth programs or activities, apply for approval from the Risk Management Committee by submitting a request containing the details of any program or activity in which minors are expected to participate. Information provided shall include, at a minimum:

1. The College employee in charge of the program;
2. The name and contact information for persons representing third parties offering programs;
3. The dates and locations where minors will be participating;
4. The general nature of the activities to be undertaken or offered in the program;
5. The names of all adults who will be participating directly with minors in the program; and
6. The administrative requirements associated with the program, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.

The Risk Management Committee will approve or deny the request based on the following:

- The inherent dangerousness of the activity at issue;
- The age and skill level of those participating;
- The maturity and number of children involved;
- The inherent dangerousness of the surroundings and whether adequate measures have been taken to ensure the safety of the premises and equipment used;
- Whether the children have special needs; and
- Whether the activity is supervised by staff appropriate to the number, age and skill of participants.
2.023-C Minors Participation in College Programs
Programs Designed Specifically for Minors

Staffing Levels and Other Safety Requirements

Every minor must be provided with reasonable and appropriate supervision by an authorized adult while that minor is on campus. Every program at which minors are present must have a minimum authorized adult to minor ratio of the following:

- Ages 8-12 – 1 staff to 8 day-only minor students, minimum of two (2) authorized adults
- Ages 12-14 - 1 staff to 10 day-only minor students, minimum of two (2) authorized adults
- Ages 15-17 - 1 staff to 12 day-only minor students, minimum of two (2) authorized adults

Every program should establish security and emergency measures for minors including, but not limited to:

- Drop off and pick up procedures (At a minimum such measures shall require every minor to be checked-in on a daily basis; the collection of contact information from the minor’s legal parent or guardian; communication of how a legal parent or guardian may reach their minor student in the event of an emergency; a requirement that a legal parent or guardian designate in writing their minor student’s get-home instructions; and containment of minors in specified space during free time, mealtimes, or before the program begins);
- Where to go if lost;
- Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc.);
- Volunteers (any authorized adult who is not a current employee of Mohave Community College) in a program for minors are governed by Mohave Community College Policy and Procedure Manual, section 5.250, Volunteers. In addition to the criteria of the volunteer procedure, volunteers working in programs for minors must meet the background, training and conduct criteria as defined below and may not serve as the primary supervision for minors.
- Prior written consent from the legal parent or guardian of a minor who drives him or herself to a program, such minor may be allowed to drive off-site during lunchtime.
- At no time may an authorized adult leave a minor in the care of a person that is not an authorized adult or in an area that is off-limits to minors.
- Authorized adults may not release a minor under the age of 15 to any individual other than a legal parent or guardian without written authorization from the legal parent or guardian stating that the minor may be released to that specific individual.
- Ensure that parents and minors are given information regarding how to make a complaint.
Criminal History Report

A satisfactory criminal background report will be required of each adult employee or volunteer, prior to his or her participation with minors in programs and at least once every two (2) years thereafter. It is the responsibility of the person in charge of the program to ensure that each participating adult has submitted the required criminal background release form and has subsequently received clearance to participate. The Office of Human Resources will maintain a roster of individuals who have been cleared to participate and the dates on which a new background check will be required.

The background report will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The College may accept successful documented background clearances in the form of an Arizona Department of Public Safety Clearance Card.

A decision not to permit an individual to participate in a program for minors based on the results of a background report will be made by the Chief Human Resources Officer after consultation with the appropriate administrator, or others as needed. The results of background reports conducted under this procedure will be used only for the purposes of this procedure, except that Mohave Community College reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including immediate termination of employment. Copies of background check reports will be retained in the Office of Human Resources.

Staff Training

Employees who will be participating with minors in a youth program or activity shall participate in annual mandatory training on the conduct requirements of this procedure, protecting minors from abusive emotional and physical treatment, and mandatory reporting of suspected child abuse.

Conduct Requirements

Authorized adults shall read and sign a Code of Conduct that includes prohibitions against authorized adults:

- Having one-on-one contact with minors outside the presence of others. It is expected that activities where minors are present will involve two or more authorized adults.
- Participating in a sleepover under the auspices of the program, unless (1) a minor's legal parent or guardian is present or (2) a minor's legal parent or guardian has given consent and there is at least one other authorized adult present at all times.
- Sharing a bed or sleeping bag with a minor.
- Being alone with a minor in the authorized adult’s living quarters.
Minors Participation in College Programs

Programs Designed Specifically for Minors

- Showering, bathing, or undressing with or in the presence of minors.
- Engaging in abusive conduct of any kind toward, or in the presence of, a minor.
- Striking, hitting, administering corporal punishment to, or touching in an inappropriate or illegal manner any minor.
- Use of an authorized adult’s personal vehicle to pick up or drop off minors participating in the program.
- Engaging in the use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs during programs.
- Making pornography in any form available to minors participating in the programs covered by this policy or assisting them in any way in gaining access or allowing access to pornography.
- Engaging in intimate displays of affection towards others in the presence of minors, parents/guardians, and other authorized adults.
- Taking any photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the minor’s legal parent or guardian.

Mandatory Reporting Requirements

Arizona Revised Statute § 46-454 requires the report of obvious or suspected child abuse or neglect to the Child Protective Services (CPS) in the Department Of Economic Security or local law enforcement. Any Mohave Community College employee or authorized adult who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services in the Department of Economic Security.

Reporting of child abuse must be made immediately either by telephone or in person. Within 72 hours of oral report, a written report must be filed. The reports shall contain:

- Names and addresses of the minor and the minor’s parents or the person or persons having custody of the minor, if their identity is known;
- The minor’s age;
- Nature and extent of the child abuse, physical injury or neglect. Evidence, if any, of previous child abuse, physical injury or neglect must also be included; and
- Any other information that the person believes might be helpful in establishing the cause of the child abuse, physical injury or neglect.
A person who fails to report child abuse or neglect is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense (as defined in A.R.S. § 13-3620(P)(4)), the person is guilty of a class 6 felony.

Third Party Programs

Many community entities utilize Mohave Community College’s facilities for programs at which minor children may be in attendance. Third parties that offer programs are required to sign a facilities use agreement that indemnifies the college from legal action taken as a result of the program and provide proof of appropriate insurance coverage for the program. Materials advertising the program or activity must clearly distinguish the operator (the third party) from the location (the college campus).

Date of Adoption: Adoption of Manual- July 2018

References:
The board recognizes that a body of laws, a legislative system, and judicial review provide criteria and methods for differentiating license from freedom and that no individual or groups of individuals should be permitted to force its tastes, morality, or beliefs upon even the smallest minority.

Academic freedom is the right of the instructor to interpret his/her findings and communicate his conclusions in the pursuit of truth within the course and scope of the instructor's assigned curriculum free from any interference, molestation, or fear of penalty because his conclusions may disagree with those of individuals, constituted authorities, or organized groups outside the college. However, in exercising this right, the instructor must not confuse liberty with license.

Academic freedom carries with it a corresponding responsibility which emphasizes the obligation, within an instructor's assigned curriculum, to study, to investigate, to present and interpret, and to discuss facts and ideas concerning man, society, and the physical and biological world in all branches and fields of knowledge. Since human knowledge is limited and changeable, the instructor will acknowledge respect for opinions held by others. While striving to avoid bias, he/she will nevertheless present conclusions to which he/she believes the evidence points.

Likewise, the academic freedom of the student is the freedom to express and to defend his/her views and beliefs and the freedom to differ, without authoritative repression and without scholastic penalty by the faculty or the college.

Furthermore, it is recognized that the college instructor is a member of a learned profession and professional employee of an educational institution. His/her position in the community, therefore, imposes special obligations, since the public may judge his/her profession and his/her institution by what he/she says or writes as a citizen.

With regard to the general purposes of the courses offered by the college, all staff members of the college will be guided by the recommendations of the Curriculum, Academic Standards and Articulation committee, the administration, and the policies approved by the governing board.

To support for Mohave Community College these principles of academic freedom, the administration of the college and the Governing Board will at all times demonstrate their support by actively and openly working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any faculty member who, while in the course and scope of performing his/her assigned duties, and maintaining the high standards of his/her profession within the instructor’s assigned curriculum, finds his/her freedom of expression attacked or curtailed.

Date of Adoption: Adoption of Manual- July 2008

References:
It is the intent of the Governing Board of the Mohave Community College district to adhere to the provision of the U.S. copyright law (Title 17, United States Code, Section 101 et. seq.), including the Digital Millennium Copyright Act (DCMA) and the Technology Education and Copyright Harmonization Act (TEACH Act), and other federal copyright laws as they are adopted. The College will develop guidelines that clearly discourage violation of copyright law and inform employees and students of their rights, responsibilities and possible civil and criminal penalties in accordance with that law.

To ensure compliance with copyright law, the college will implement the following measures:

1. The college will provide information and/or train faculty, staff and student about copyright compliance.

2. The college will provide notice to students that materials used in connection with a course may be subject to copyright protection.

3. The college will maintain technology-based deterrents to protect against illegal digital transmissions.

4. The college will promote legal alternatives to copyrighted content and will make those available to faculty, staff and students.

5. The college will maintain consumer information related to copyright and inform faculty, staff and students about possible sanctions. This notice will be sent to students annually via U.S. mail or e-mail and will include:
   a. An explicit notice that unauthorized distribution of copyrighted material, including P2P file-sharing, may subject the user to criminal and civil liabilities.
   b. A summary of the penalties for violating Federal copyright law.
   c. A description of the institutions policies regarding P2P files sharing and disciplinary actions.

6. On a case-by-case basis, the college will discipline faculty, staff and students who violate copyright law, college policy, the employee handbook, and/or the student code of conduct according to the severity of the infringement.

Date of Adoption: Adoption of Manual- July 2008

References: Title 17, United States Code, Section 101 et. seq.
Digital Millennium Copyright Act (DCMA)
Technology Education and Copyright Harmonization Act (TEACH Act)
Specific Guidelines for Using Copyrighted Materials

1. The amount of a work disseminated should be no greater than what is needed for the particular educational use.

2. Copies of copyrighted works should include proper attribution and copyright notices.

3. Access to the portion of a course Web site containing copyrighted materials should be limited to students enrolled in the course or other individuals requiring access to the course materials for purposes of conducting the course. This can be achieved through the use of passwords or other technological means.

4. Student access to copyrighted content should terminate when the student has completed the course.

Works Not Protected By Copyright

Common examples of works not protected by copyright include, but are not limited to:

1. Works for which copyright protection has expired are not protected by copyright. This includes all works published in the U.S. prior to 1923, works published prior to 1989 without a copyright notice, and works for which a required renewal was not obtained, typically works published prior to 1963. Any work published after 1989 is subject to copyright, even if the work does not have a copyright notice or copyright symbol.

2. All works published by the Federal Government are in the public domain.

Instructors and students can use sources not protected by copyright, also known as works in the public domain. No additional licensing or permissions are required to use works in the public domain. However, instructors or students using works in the public domain are still required to: 1. Confirm that the source is in the public domain 2. Attribute credit to the original source material

Assistance in determining whether a work has passed into the public domain can be obtained by e-mailing askalibrarian@mohave.edu.
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General Guidelines for using Copyrighted Materials through the Learning Management System (LMS)

Mohave Community College supports instruction with electronic reserves or similar electronic services. The function of these electronic services is to assure that students and instructors have access to course-related library resources.

1. All instructors must announce when materials are copyrighted and that students may not copy, distribute, exhibit or otherwise share copyrighted materials. This announcement will be made in the syllabus and in the learning management system.

2. Materials made available on electronic reserves will include a citation or link to the original source of publication and a form of copyright notice.

3. Students should be instructed to return or destroy copyrighted materials when its classroom purpose has been served, no later than the end of the semester.

4. The instructor, library or other unit of the institution must possess a lawfully obtained copy of any material submitted for electronic reserves. If the instructor is relying on the fair use exception for material that is not licensed by the college and is under copyright, instructors should confer with their librarian to verify if fair use applies to the content.

5. Access to course material on electronic reserves should be restricted by password to students and instructors enrolled in and responsible for the course. Access should be terminated as soon as the student has completed the course.

6. Library reserves staff should check to see whether materials submitted for electronic reserves are available through an electronic database or are otherwise legally available. If so, staff should provide a link rather than scanning and posting the material.

7. The course instructor or administrator will expire or delete materials available on electronic reserves after the content has achieved its academic purpose, not to exceed one semester.
8. Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves requires permission or qualifies as a fair use.

9. Instructors at Mohave Community College will impose no charge to students for access to materials on electronic reserves.

The following content is allowed for use in the LMS:

1. All material created by professors such as syllabi, lectures and lecture notes, exams, study guides, or other similar content.

2. Any item not under copyright.

3. Any item licensed by the library or another department for college-wide use.

4. Any item that falls under the TEACH Act or the fair use exceptions (see 2.027.13 TEACH Act and 2.027.14 Fair Use).

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Guidelines for using Copyrighted Resources available through the MCC Libraries’ Online Databases

The Mohave Community College Libraries have already paid for subscriptions to many electronic journals that entitle the MCC community to online access and permit the use of these materials in courses. In general, the MCC databases are licensed solely for the use of the individual patron and licensing party. Articles, journals and other licensed content cannot be shared with anyone outside the MCC community unless they have been requested through the Interlibrary Loan process. Individual journals or articles may have more restrictive policies.

Instructors and students can use sources which the MCC Libraries have licensed so long as they:

1. Research the license for the source and confirm that the use of the excerpt does not exceed the terms of the license
2. Attribute credit to the original source material

Faculty and students can verify individual licenses by checking the “Terms and Conditions” section of the electronic journal and the copyright notice on an individual article. Assistance in determining the license for a database, a journal or an individual article can be obtained by e-mailing askalibrarian@mohave.edu

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Guidelines for using all other Copyrighted Journals or Articles (not available through the MCC Libraries)

Instructors can use sources for which the MCC Libraries have not purchased licenses. However, these items should be handled on an item-by-item basis and should be treated differently from content licensed by the MCC Libraries. To use copyrighted journals or articles which are not licensed by the MCC Libraries, instructors should:

1. Research the license for the source and confirm that the use of the excerpt does not exceed the terms of the license.
2. Confirm that the use of the content in the classroom does not exceed the Fair Use exception.
3. Get permission from copyright holder if permission is necessary.
4. Pay for a license for the content if any additional licensing fee is necessary.
5. Attribute credit to the original source material.
6. If costs are prohibitive, seek out substitute materials.

Guidelines for using Films, Music and other Copyrighted Content

Fair Use dictates that the only time a film may be shown on campus is when an instructor is showing a film to an officially registered class at the college. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply, but are not limited to, class rooms (while not in use for officially registered classes); lecture halls; library screening rooms; and/or meeting rooms. Additionally, content that is allowed in on-ground classes might not be allowed in distance education classes in accordance with the TEACH Act.

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**Guidelines for instructors of on-ground classes**

1. Full-length films on a hard copy, such as a DVD, can be shown in an on-ground classroom. Only students enrolled in the course and the instructor should be present in the class during the showing of the video. Additionally, the class may not be taped or recorded. This class may also not be streamed to students in a hybrid or online class.

2. Clips from YouTube, Vimeo and other video websites can be accessed through a direct link in the LMS. Linking does not create another copy of the content and does not infringe on the copyright.

3. Full-length digital videos from Netflix, Amazon Prime, Hulu and other online video companies may possibly be used in your class. Online content providers license their content to subscribers, and this license is different than showing a hard copy DVD in class. It has not yet been determined legally that using online content in an on-ground class constitutes Fair Use, so the instructor will need to determine if the content is allowed for classroom use by either checking the license or by contacting the library at askalibrarian@mohave.edu.

4. Links to online content that are knowingly illegal or infringe upon copyright cannot be used in a class at any time.

**Guidelines for instructors of hybrid or online classes**

The law treats on-ground classes and online classes differently in regards to rules for showing video content. Although the law allows DVDs and properly licensed content to be shown in an on-ground class, it does not allow this in an online class.

1. Lectures that contain only course content and also contain no copyrighted content may be recorded and shared with online students at any time.

2. Clips, full-length videos, cartoons and music and any other copyrighted content cannot be streamed to online classes without prior permission and/or licensing, even if the terms of the license allow for the exact same content to be used in an on-ground class.
Date of Adoption: Adoption of Manual- July 2008
References: Title 17, United States Code, Section 101 et. seq.
          Digital Millennium Copyright Act (DCMA)
          Technology Education and Copyright Harmonization Act (TEACH Act)
Copyright guidelines for all other campus activities including, but not limited to, educational outreach, student clubs and student activities sponsored by MCC.

All other campus activities are not covered by Fair Use because they do not qualify as an instructor showing a film to an officially registered class at the college.

Movies may be permitted to be viewed off-campus to a private audience. However, no public announcement or advertising may occur as it turns the private audience into a public one (even if the viewing still occurs in a private residence) because a public announcement or advertising makes the movie subject to public performance guidelines.

 DVDs and video tapes may not be used as an event or entertainment, even if they have been legitimately purchased, unless the public performance rights (copyright) has been purchased or secured by doing one of the following:

1. Get permission from copyright holder.

2. Pay for a license through the Copyright Clearance Center.

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Guidelines for Copying or Re-Using Print Materials

All public copy machines, such as the copy machines in the libraries, should have a Register’s Notice posted near the machine:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user requests or uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. A library or archive may refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Additionally, the following activities are prohibited by copyright law:

1. Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
2. Copying and using the same work from semester to semester.
3. Copying and using the same material for several different courses at the same or different institutions.

Options when an educational resource or excerpt exceeds Fair Use

If a material you are using for a course exceeds the Fair Use exception, use the following procedures:

1. Provide a link directly to the material. Linking does not involve the creation of additional copies and therefore cannot constitute copyright infringement. Much material is available for free from legitimate Web sites such as open archives or open access journals or available under a Creative Commons http://creativecommons.org/about/licenses/meet-the-licenses or similar license.
2. Get permission from copyright holder.
3. Pay for a license through the Copyright Clearance Center.
4. If costs are prohibitive, seek out substitute materials.
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Creative Commons Licensing and other licenses where the author chooses not to copyright his/her work

Creative Commons licenses may have different guidelines depending on the intent of the content creator. Each of these licenses allows the work to be used in different ways with varying degrees of strictness:

1. Attribution – this allows any person to distribute, remix, tweak, change or build upon a work for any purpose (including commercial purposes) so long as the original creator is credited.

2. Attribution-ShareAlike – This license allows all of the changes allowed under Attribution so long as the original creator is credited and the new content is shared with the same exact license as the original content.

3. Attribution-NoDerivs – This license allows for distribution, commercial and non-commercial, as long as the original content is not changed and the creator is credited.

4. Attribution-NonCommercial – This license allows all of the changes allowed under Attribution so long as the original creator is credited and the new content is used for non-commercial purposes. Unlike Attribution-ShareAlike, this new content does not have to carry the exact same license as the original

5. Attribution-NonCommercial-ShareAlike - This license allows all of the changes allowed under Attribution so long as the original creator is credited and the new content is used for non-commercial purposes. The new content must carry the same exact license as the original content.

6. Attribution-NonCommercial-NoDerivs – This license allows for only non-commercial use and only as long as the original content is not changed and the creator is credited.

GNU GPL is similar to a Creative Commons license but it applies to software. It allows the following four freedoms: 1. the freedom to use the software for any purpose; 2. the freedom to change the software to suit your needs; 3. the freedom to share the software with your friends and neighbors; 4. the freedom to share the changes you make

Mohave Community College supports the use of Creative Commons and other licenses which promote the use and distribution of creative materials (e.g. GPL licenses for freeware, CC0 licenses to automatically put a new work in the public domain) so long as the material complies with the student code of conduct and/or the employee handbook.
Date of Adoption:       Adoption of Manual- July 2008

References:            Title 17, United States Code, Section 101 et. seq.
                       Digital Millennium Copyright Act (DCMA)
                       Technology Education and Copyright Harmonization Act (TEACH Act)
It is the intent of the Governing Board of the Mohave Community College district to adhere to the provision of the U.S. copyright law (Title 17, United States Code, Section 101 et. seq.), including the Digital Millennium Copyright Act (DCMA) and the Technology Education and Copyright Harmonization Act (TEACH Act), and other federal copyright laws as they are adopted. The College will develop guidelines that clearly discourage violation of copyright law and inform employees and students of their rights, responsibilities and possible civil and criminal penalties in accordance with that law.

The TEACH Act

The TEACH Act (Section 110(2) of U.S. copyright law) allows instructors of hybrid or online classes to perform or display copyrighted material in distance education environments under specific conditions. The TEACH act allows for:

1. Performances and displays of many types of copyrighted works
2. Transmission of digital content to students enrolled in an online or hybrid course
3. Storage of copyrighted content for brief periods of time, for example during transmission of the content
4. Digitization of clips of print or analog works used in authorized transmission to students enrolled in a course if there is no existing digital version or the digital version is protected by technological measures. In this case, the work must be used solely for the classroom and must expire once its classroom purpose has been served.

The TEACH Act does not cover:

1. Electronic reserves, printed course packs, or Interlibrary Loan.
2. Commercial document delivery
3. Textbook, e-books, or other digital content that is under copyright or licensed by the author, publisher, or other party.

In order for content to be eligible for the TEACH Act, many complex requirements must be followed by the instructor and the college:

1. The content can only be used at an accredited, nonprofit educational institution to students registered to a specific class.
2. Only lawfully acquired or licensed copies may be used. If the content has need been lawfully acquired or is not licensed, the instructor must follow 2.027.09 Guidelines for instructors of hybrid or online classes
3. The use of the work must be supervised by the instructor
4. The work must be integral to the classroom and must directly relate to course material.

5. The work must be limited to the amount required for the classroom or 10% of the whole work, whichever is smaller.

6. The college must implement reasonable technological measures to ensure that the material is not downloaded, distributed, printed, copied, exhibited, or otherwise shared and used outside of the classroom. Measures to ensure compliance include password protection, content time outs, IP ranges, print disabling, link expiration, file size monitoring, etc.

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Fair Use

Copyright law establishes a zone of “Fair Use” protection for copying or disseminating copyrighted works for teaching purposes without obtaining permission from the copyright owner under certain circumstances. Four factors decide whether the use of copyrighted material falls under Fair Use. The four factors are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

When the sum of all factors weighs in favor of Fair Use, you are able to use the materials without obtaining permission from the copyright holder. No single factor — such as your previous use of the copyrighted material, use of an entire copyrighted work, unpublished status of the copyrighted material, revenue generation or educational use — is dispositive.

Fair Use is an exception to Copyright law and all Fair Use cases are up for interpretation. If there is any doubt the instructor or student should treat the content as though the Fair Use exception does not apply.

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File-Sharing Copyrighted Content

File-sharing is the process of exchanging any files over the internet. This includes FTP servers and programs, Internet Relay Chat (IRC), Peer-to-Peer (P2P) programs like KaZaA, LimeWire, BitTorrent, etc. The process of file-sharing is not illegal. However, almost all P2P usage is against the law because it involves users sharing copyrighted materials without permission from the copyright holder, including music, movies, TV programs, books, images, etc.

Individuals who download or upload copyrighted content without permission are violating copyright and are liable to be sued, regardless of whether they violate copyright knowingly or unknowingly.

Sharing copyrighted files via P2P networks may also violate the student code of conduct and/or employee handbook, and violators will be disciplined with due process outlined by the college for violating these agreements.

The Digital Millennium Copyright Act

The Digital Millennium Copyright Act (DMCA) protects the college by providing “limitations for service provider liability relating to material online.” It details a college’s responsibilities to provide Internet service.

The DMCA allows for:

1. The college may only provide users with connections to transfer files legally.
2. As an Internet Service Provider, the college is protected from copyright lawsuits related to the DMCA so long as the college is compliant with the DMCA.

To be complaint with the DMCA:

1. The college will respond to DMCA complaints made by copyright holders.
2. The college will guarantee that the transfers have ceased if illegal file-sharing is detected
3. The college will terminate Internet services for repeat infringers or upon receipt of the third DMCA complaint.
4. The college will not remove Digital Rights Management copy protection from any software or content unless there is a specific, legal exception such as those outlined by the Americans with Disabilities Act.

Depending upon the severity of the infringement, users who violate the DMCA may not receive multiple DMCA complaints. A first-time offense does not preclude a user from receiving a pre-litigation letter or being sued directly.

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References: Title 17, United States Code, Section 101 et. seq.
Digital Millennium Copyright Act (DMCA)
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Grades

At the end of the semester, students will receive grades in each of their courses.

MCC does not require a mid-term grade. However, students doing below-average work will be notified by the faculty member. Grades will not be recorded for cancelled courses.

MCC student grades are available online at www.mohave.edu. Grades are mailed only upon request. If students believe they have been given an unfair grade, they may pursue an appeal of grade by following the procedure specified in the MCC Student Handbook and at the MCC web site at www.mohave.edu.

Grading System

All grades earned remain on the official transcript. Letter grades earn grade points according to the following schedule. The grading system of the college shall adhere to the following standards:

- A = Excellent
- B = Above average
- C = Average
- D = Below Average
- F = Fail
- PR = Progress
- S = Satisfactory
- U = Unsatisfactory
- W = Withdrawal

<table>
<thead>
<tr>
<th>Grading Standard</th>
<th>Gr.</th>
<th>Pt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Above Average</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Below Average</td>
<td>D</td>
<td>1</td>
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<tr>
<td>Fail</td>
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<tr>
<td>Progress</td>
<td>PR</td>
<td>None</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td>None</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>None</td>
</tr>
<tr>
<td>Withdrawal*</td>
<td>W</td>
<td>None</td>
</tr>
</tbody>
</table>

*Must be student requested with the appropriate form within the official withdrawal period. Students not completing the appropriate withdrawal procedure will receive an “F” or a “U” in the course.
Administrative Withdrawals

Assigned for Non-Participation (see 4.065)          WR1   None
Assigned for Non-Payment of tuition and/or fees    WR2   None
Assigned for Disruptive Behavior                   WR3   None
Assigned due to the death of the student           WR4   None

Incomplete**                                       I     None

**A temporary designation given in emergency situations, such as illness, which results in a student’s inability to complete course objectives by the end of the term. Students must have successfully completed 75% of the course objective (as determined by instructor). The designation must be converted to a letter grade (not withdrawals) within seven weeks after the last official day of the course or the Incomplete will automatically convert to an “F”. Specialized programs which include clinicals and/or internships/externships may exceed the 7 week limit, up until the end of the following semester, with Dean of Instruction approval.

Audit                                               AU   None

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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 members 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 with the Office of Instruction and Student Services. 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.

Examples of a breach of academic integrity may include:

1. Representation of the work of others as one’s own.
2. Use of unauthorized assistance in any academic work.
3. Failure to cite sources used.
4. Obtaining and/or using a prior test unless distributed by the faculty member.
5. Copying the work of another on any test or assignment.
6. Allowing another student to use your work (papers, tests, log-on, etc.) which results in the student representing your work as his/her work.
7. Modification, without the faculty member’s approval, of any examination, paper, record, report or project for the purpose of obtaining additional credit or an improved grade.

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President’s List
Students who, in the semester under consideration, have earned at least 12 semester hours in courses numbered 100 or above with a semester grade point average of 3.5 or better, are eligible for the president’s list. Students receiving a grade of “I” may be eligible for retroactive placement on the list upon conversion of the “I” to a permanent grade. Students who have met the qualifications will be recognized as superior students by the college, and their names will be published on the president’s list each semester.

Honors List
Part-time students who have accumulated 12 or more semester hours of 100 level or above at MCC may be eligible for the honors list. To qualify for the list, students must have completed a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better, in the semester under consideration. Students receiving a grade of “I” may be eligible for retroactive placement on the list upon conversion of the “I” to a permanent grade. Students who qualify for this list will be recognized by the college and their names will be published on the honors list.

Academic Probation
A student’s cumulative grade point average (GPA) must remain at a minimum of 2.0 or better for a student to continue working toward a degree/certificate without restrictions. If the student’s cumulative GPA falls below the minimum of 2.0, the student will be placed on academic probation. The student will remain on academic probation as long as his/her semester or summer term GPA is 2.0 or above and his/her cumulative GPA is less than 2.0. If, while the student is on academic probation, s/he earns less than a 2.0 GPA for the following semester or summer term, s/he will be academically dismissed. While on probation, the student will be limited to a maximum course load of 10 credit hours per semester or 6 credit hours per summer term. When the student improves his/her cumulative GPA to 2.0 GPA, the student will be removed from academic probation. The GPA must remain at 2.0 or higher to avoid academic probation.

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Academic Dismissal

Academic dismissal is defined as: the written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. Written notification will be sent to the student's most recent mailing address listed in the college’s student information system. The letter will be sent via certified restricted mail. The mailing of this letter discharges all college responsibility of notifying the student of the dismissal. Students meeting the criteria for academic probation for two consecutive semesters (fall/spring, spring/summer, summer/fall) will be subject to dismissal. Students who have been dismissed and want to reapply can do so after one semester of non-registration by following the procedure listed below.

Readmission for Academically Dismissed Students

Students who are academically dismissed cannot enroll in any classes during the semester following their dismissal. Those who wish to be considered for readmission after that semester must seek approval from the appropriate Associate Dean. A request for readmission must be made in writing and must include reasons why readmission should be considered. If the request is approved, the student will be required to meet with an advisor to formulate a detailed plan for course completion. Students who are readmitted will be placed on Academic Probation and have a restricted academic load. Upon readmission, the associate dean will notify the registrar and the Office of Instruction and Student Services of the decision and explain the academic restrictions. Readmission to the college does not necessarily mean readmission to a specific program.

Academic Dismissal Appeal Process

A student is not eligible for readmission in the semester immediately following academic dismissal. A written appeal may be submitted to the campus dean within 30 calendar days of the official notification of dismissal. If an appeal is not granted by the campus dean, the student may further appeal this decision by submitting a request in writing to the Dean of Instruction for a hearing by the ad hoc committee for readmission. The committee will review appropriate material in addition to conducting a student interview and will make a recommendation to the Dean of Instruction regarding the readmission of the student. The Dean of Instruction makes the final decision. If a student is readmitted after the appeal approval, the student is on probation for the next semester. Probation will be lifted, once the student’s cumulative GPA reaches 2.0 or higher. If the student earns less than 2.0 GPA for the semester, the student will, once again, be academically dismissed.

To appeal this second dismissal, the student must meet with an advisor for information on the proper procedure.
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**Graduation Requirements**

To earn a degree, students must have acquired a minimum of one-third of the required 100-level or above credit hours at MCC. These hours must count toward the degree being earned.

To earn a certificate of proficiency, students must have acquired a minimum of one-third of the required 100-level or above credit hours at MCC. These hours must count toward the certificate being earned.

Students must meet MCC’s ongoing enrollment requirements in order to be subject to the catalog of initial enrollment.

Students not meeting MCC’s ongoing enrollment requirements will fall under the catalog requirements currently in effect.

If a course substitution is required for graduation, a student must meet with an advisor in order complete a Course Substitution form. The Course Substitution form must be approved and submitted by the appropriate associate dean or program director to the Office of the Registrar for final posting.

To graduate from Mohave Community College you are required to:

- complete the general education requirements for your program
- complete the required program core courses, support courses and prerequisite requirements
- earn a Cumulative 2.0 or higher grade point average (GPA) on a 4.0 scale

Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

**Retroactive Application for Past Students:**

Previously enrolled MCC students who earned sufficient credits for graduation requirements under the catalog year in which they were enrolled and earned a 2.0 GPA but had one or more "D" grades on their transcript may petition to graduate.

Previously enrolled students who did NOT earn sufficient credits for graduation requirements under the catalog year in which they were enrolled and earned a 2.0 GPA but had one or more "D" grades on their transcript may petition to graduate under the current MCC catalog requirements. These students will need to meet the current degree program requirements the catalog.

All previously enrolled students who earned a 2.0 GPA but earned one or more "D" grades must submit a petition to the Registrar for formal approval to graduate.

Students must have resolved any indebtedness to the college before their degree is awarded.

Students who apply to graduate and do not complete a class or classes in the term for which they applied must reapply to graduate.
Application for Graduation

Students must meet with an advisor for initial review of their degree/certificate of proficiency program requirements at least one semester before applying for graduation.

Students must meet with an advisor complete a graduation application during their anticipated semester of completion.

Completed graduation applications must be submitted to the Office of the Registrar by the date listed on the current academic calendar.

Graduation applications submitted after the application deadline will be subject to a late application fee. The late graduation application fee is not refundable if the graduation application is denied or withdrawn.

Evaluation of Graduation Applications

The registrar evaluates the Graduation Application by reviewing a student’s MCC transcript, applicable transfer credits, and cumulative grade point average. Note: Transferred credits count toward total credits earned for graduation, but are not calculated in the graduating student’s cumulative GPA.

If a student has met all degree/certificate of proficiency requirements, approval is given by the registrar for the awarding of the degree/certificate, and the degree/certificate is then listed on the student’s transcript.

Please allow a minimum of eight to ten business weeks after the end of the graduation term for applications to be processed.

Graduation with Honors

After final approval by the registrar, the transcripts of all students graduating with honors will be noted. This notation will be “Graduated w/ Honors.”

To graduate with Honors, Degree Students must have completed a minimum of 30 semester hours of their degree program at MCC and have an overall cumulative 3.75 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation.

To graduate with Honors, Certificate of Proficiency Students must have completed a minimum of one-half (50%) of their certificate program at MCC and have an overall cumulative 4.0 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation.

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Supplementary Class Activities
The college will encourage supplementary activities such as field trips and attendance at professional productions, on or off campus, in all instructional areas where it is determined appropriate educational value may be obtained.

District funds may be used to encourage such activities where the educational value is deemed to be commensurate with the expense involved.

All supplementary class activities must have the written approval of the campus dean or his/her designated representative.

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Transfer Articulation

MCC has partnerships with many universities. Understanding the ideas and vocabulary for transfer to a university or other Arizona community college will help ease the transfer process.

Types of Transfer

Block: An AGEC (Arizona General Education Core) block will transfer to the three public Arizona universities: Arizona State University (ASU), Northern Arizona University (NAU) and the University of Arizona (UofA) and the ten community college (Arizona Western College, Central Arizona College, Cochise College, Coconino Community College, Eastern Arizona College, Maricopa Community Colleges, Northland Pioneer College, Pima Community Colleges, Yavapai College). When a student completes and applies for the AGEC, the student’s transcripts will note the completion of the AGEC. The completed AGEC will meet the general education requirements (also known as liberal studies requirements) for Arizona’s public, higher education institutions. Students should be aware that universities and departments may have other requirements apart from the AGEC (see the “University Requirements” section below).

Individual Courses (credits) can transfer to a university in three different ways:

- **One to one course transfer** - an MCC course has a direct transfer to a university course, e.g. MCC’s SOC 131 = ASU’s SOC 101.
- **Departmental Elective** - A university may not offer the same course as an MCC course, but the department will accept it as an elective for their department. This is helpful when the department has a requirement for departmental electives, but the course may count as a university elective.
- **General Elective** - The course will only transfer as a general elective; it will not transfer as a one to one or a departmental elective. In this case, it can be used to meet the number of credits needed to graduate.

University Requirements

Below are examples of requirements of some universities

- Application (with fee) at least one semester before attendance
- Liberal Studies requirements (AGEC will satisfy for Arizona public universities)
- Junior-level writing requirement
- Diversity course requirements
- Electives
- Minimum number of courses taken at their university
- Number of 300-400 level courses
- Number of credits to graduate (usually 120)
Program/Major Requirements

Besides university requirements, there may also be requirements for the major or program, e.g. School of Education (Elementary Education), School of Business (Accounting, Business Administration). Below are some examples of requirements from a program:

- Application to program (apart from application to and acceptance in the university)
- Prerequisite courses to enter program
- Core courses within program

Plan Ahead

Unlike community colleges where a student can walk in, gain admission and register for courses on the same day the course starts, universities require an application at least a semester in advance of attendance. Some also require an application fee and will request official transcripts from all community colleges a student has attended. Also, depending on the number of hours being transferred to the university, they may require official high school transcripts. Plan ahead to ensure that you receive a timely acceptance to your university of choice.

Partner Institutions

MCC has articulation agreements with institutions of higher education to enable students to pursue their upper division studies. Articulation agreements formally recognize that these institutions and MCC will work together to facilitate the transfer of associate degree conferred students from MCC into baccalaureate programs.

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Distance Education (DE) at Mohave Community College offers a flexible alternative to traditional classroom instruction. Distance Education courses provide a complete educational experience with expected learning outcomes that are identical to those of the traditional classroom.

Mohave Community College follows the best practice guidelines set forth by the Higher Learning Commission’s Guidelines for the Evaluation of Distance Education, enhanced (but not limited) by standards developed by The Online Learning Consortium. Mohave Community College has adopted the language the Higher Learning Commission as set forth by the federal government:

Distance education means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the technologies listed in clauses (i) through (iii).

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**Distance Education Course:**
A Distance Education Course is defined as a course (credit-bearing or non-credit bearing) in which the instruction occurs in the manner described herein:

**Online Courses:**
An Online course is defined as a course in which the majority of the instruction occurs in the manner described above for one hundred percent (100%) of the course.

Students may be required to participate in non-online learning or assessment activities for some courses and/or programs (examples include proctored exams, site visits, and/or interviews).

**Synchronous Online Courses:**
Synchronous online courses are online courses that contain a synchronous component where students are expected to meet for synchronous instructional interactive times via video and/or audio conferencing as set in the schedule and syllabus. Students are not required to come to any MCC campus to participate.

**Plural Courses:**
Plural courses are online courses that are fully synchronous interactive video courses where the instructor will be located at one MCC campus and students attend at any of the MCC campuses. Course meeting times and days are set forth in the college schedule. As with all MCC courses, plural courses are web-enhanced (see definition below).

**Hybrid Courses:**
A hybrid course is any course that is scheduled to meet less than one hundred percent (100%) of the time for traditional, face-to-face classroom instruction and supplements that time with a distance education modality. Hybrid courses integrate both online and traditional classroom instruction and are designated such in the college schedule. Because the Higher Learning Commission’s policies on Distance Education apply where instruction takes place through a non-face-to-face modality; MCC Distance Education provides guidelines for hybrid courses.

**Web-enhanced Courses:**
All traditional, classroom-based instruction courses at MCC are Web-Enhanced courses, where resident and associate faculty are expected to utilize the college’s learning management system (LMS) to provide the course syllabus, instructional materials and student grades upgraded on a weekly basis via the LMS. Faculty are expected to use the LMS to communicate and distribute learning activities when there is an unexpected class cancellation. A Web-Enhanced course is not considered a Distance Education course.
Distance Education Programs:
For reporting purposes the Higher Learning Commission views distance education programs as those where fifty percent or more of a program’s courses or credits are offered through distance education modalities, programs meeting that criteria are reported as distance education programs.

Distance Education Student:
A distance education student is a student enrolled in a distance education course. Students may be simultaneously classified as both distance education and campus-based students if they are taking a combination of distance education and hybrid and/or traditional courses in a given academic term or session. Distance education students are entitled to the same rights, opportunities and support services that students enrolled in non-distance education courses receive. Students may access these services at their home campus or through online resources.

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Course Curriculum

Courses offered via distance education shall have the same rigor and expected outcomes of campus-based offerings. Instruction for courses offered via distance education modalities shall be based upon MCC Curriculum, Academic Standards and Articulation Committee approved course packages.

Course Ownership

Ownership of distance education courses is governed by MCC’s Copyright and Intellectual Property Procedures and Ownership of Employee Works. Unless specifically provided for by written agreement between employee and the College, course materials included in College course management system software or other delivery mechanism, online course materials shall be considered “College Commissioned”

Copyright

Staff Use of Copyright Materials and subsections applies to those use of any instructional materials potentially placed in the College’s course management system or any other delivery mechanism.

Course Management System

The College shall employ course management software of the caliber that ensures efficient and effective online course management and ease of use by students, faculty and staff.

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Distance Education Programs Approval

As necessary and appropriate, a proposed program shall complete the approval processes of state, regional, or other agencies or associations germane to the conduct of the academic program at Mohave Community College, i.e., the Higher Learning Commission. Where applicable, distance education programs shall also meet the same requirements as programs holding special accreditations.

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The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

**Course Assessment**

Distance education course offerings shall be evaluated according to the course evaluation procedures in effect for campus-based courses. Additional items to be evaluated shall include the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty. Records of evaluations and the analyses of the evaluations must be kept on file, as well as documentation of the proactive use of the results of the evaluations in the enhancement of course offerings.

**Student Learning Assessment**

Student learning shall be evaluated according to the student learning assessment procedures in effect for campus-based courses.

**Integrity of Student Participation**

Students are required to authenticate their identity by using a username and password combination to first enter the learning management system.

*Date of Adoption:* Adoption of Manual- July 2008

*References:*
The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

Library Services

The library supports the academic programs of Mohave Community College. Each campus library is available for students and community members.

The MCC Library maintains a collection of books, journals, DVDs, and audiobooks. The library subscribes to databases that are both general and subject specific, providing access on and off campus. Students, faculty and staff may request materials from any campus location (Inter-campus loan). Also, materials (books, articles) can be borrowed free of charge from libraries worldwide (Inter-library loan).

Library Collection

- Over 35,000 physical items
- Printed journals
- Full-text scholarly articles from online databases
- EBook collection

Library Services

- Library instruction sessions
- Research, reference, and general computer help
- Computer access for students, faculty, staff and the public
- Student computers equipped with standard class software
- Printing and scanning options
- Photocopying (minimal fee)
- Inter-campus and Inter-library loans
- Consideration of new material requests from patrons
- College copyright guidance
- Quiet and group study areas
- Smart room access
- Course reserves

Date of Adoption: Adoption of Manual- July 2008

References:
Mohave Community College shall create, maintain and utilize an Institutional Review Board to oversee research utilizing human subjects.

Acronyms and Glossary: Definition of terms are located in Appendix 1 of the IRB Handbook.

Institutional Authority: Standard Operating Procedures (IRB Handbook) establish and empower the Mohave Community College (MCC) Human Subjects protection committee. MCC has one committee, registered with the federal Office for Human Research Protections (OHRP) as Institutional Review Board. This committee is hereinafter referred to as “the IRB.”

Purpose: The primary purpose of the IRB is to protect the welfare of Human Subjects used in research.

Basic Principles

A. The basic principles that govern the IRB in assuring that the rights and welfare of subjects are protected are contained in Ethical Principles and Guidelines for the Protection of Human Subjects of Research (“The Belmont Report”), and The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research [April 18, 1979]. The three principles are Beneficence, Justice and Respect for Persons.

B. The following principles apply to all research, including student projects, involving Human Subjects at MCC to ensure that adequate safeguards are provided:

1. Subjects’ legal rights will be respected; their rights to privacy, dignity, and comfort will also be considered in approving proposed research.

2. Risks to subjects must be reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.

3. Adequate provision(s) must be made for all facilities, procedures, and professional attention necessary for the protection of the individual as a research subject.

4. Adequate provisions should be made for recruiting a subject population that is representative of the population base in terms of gender and minority representation unless scientifically justified.

5. Research involving Human Subjects must be supervised by qualified persons, including qualified clinicians for all study-related healthcare decisions and faculty members for undergraduate research projects.

6. Participation of a human subject in research must be voluntary and the right to withdraw at any time must be provided. Information provided to gain subject consent must be adequate, appropriate, and presented in lay language appropriate to the subject population.
7. All research programs that involve Human Subjects must be reviewed by and must receive approval of a formally constituted review prior to their initiation or prior to initiating any changes to the project. Continuing research programs are subject to periodic review, to be carried out no less often than once a year.

The Authority of the IRB

A. MCC holds a Federal-wide Assurance (FWA) through OHRP. As part of this Assurance, MCC agrees to consider all research involving the use of humans as research participants as being subject to federal regulations regardless of the source of funding, if one or more of the following apply:

1. The research is sponsored by this institution (unless the research is conducted at another institution with which MCC has an “IRB Authorization Agreement” as specified in MCC’s FWA); or

2. The research is conducted by or under the direction of any employee or agent of this institution (unless the research is conducted at another institution with which MCC has an “IRB Authorization Agreement” as specified in MCC’s FWA); or

3. The research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution; or

4. The research involves the use of this institution’s non-public information to identify or contact human research subjects or prospective subjects.

5. Definition of Human Subjects and Human Subjects Research.

   a. Definition of Human Subjects are defined as follows: A human subject is a living individual about whom an investigator (a professional or a student) conducting research obtains data through intervention or interaction with the individual or identifiable private information through any means. Intervention means any physical procedures undertaken with the subject or any manipulation of the subject or the subject’s environment for research purposes. Interaction means any communication or other interpersonal contact between the subject and the researcher.

   b. Definition of Human Subject Research. Human subject research is any research involving a human subject as defined above. Such research includes that conducted by an outside researcher using subjects associated with the college or district (system of colleges).
6. Scope of Research Covered. All human subject research as defined in the section above is covered by this policy except:

   a. Assessment done in the context of a class for the purpose of evaluating student performance, for the purpose of improving teaching or augmenting class content so long as the rights and privacy of individuals are not violated.

   b. Research and reporting done in the context of respond to required Federal or State submissions or accrediting bodies so long as the rights and privacy of individuals are not violated.

   c. Research in which there is neither intervention nor interaction as defined above and which no results are disseminated by which any individual could be personally identified.

B. The IRB reviews all projects and programs involving Human Subjects in accordance with these Standard Operating Procedures, applicable federal regulations, and sponsor policies and guidelines.

C. The IRB provides continuing advice and counsel to personnel engaged in activities involving Human Subjects.

D. In some instances, students may be involved in course activities such as questioning, participation in minimally physically stressing classroom exercises, observing, and/or interacting with other individuals. The course instructor is responsible for ensuring that MCC Institutional Review Board processes are followed. If the instructor has any doubt concerning the classification of these activities, they are required to complete the Application for Human Subjects Research Project Form, submit it along with the project and any accompanying consent form(s), cover letter(s), and/or questionnaire(s), have the IRB review these.

E. The IRB has approval authority of human subject projects, and can disapprove, modify or approve studies based upon consideration of any issue it deems relevant to human subject protection. Research that has been approved by the IRB may be subject to further appropriate review and approval or disapproval by the College as appropriate. However, the College may not approve the non-exempt research if it has not been approved by the IRB.

F. The IRB has authority to require progress reports from the Investigator or Project Directors and oversee the conduct of the study.

G. The IRB has authority to suspend or terminate approval of a study, or to place restrictions on a study, when this is deemed to be in the best interests of the subjects in that study.

H. The IRB has authority to observe the informed consent process as practiced by any Investigator or Project Director or authorized person in any approved project, especially in cases where the consenter is from a vulnerable population.
I. The IRB has the authority to access, and to make copies of, records related to any research approved by the IRB (or another body under an IRB Authorization Agreement) regardless of the location of the records if they are needed to investigate an adverse incident. Where feasible, appropriate notice will be given of the need to review, copy or duplicate records while being sensitive to causing the least inconvenience or disruption of on-going research.

The Institutional Review Board (IRB) Handbook: Detailed information on standard operating procedures as follows of the IRB can be referenced in the IRB Handbook.

The IRB’s Functional Relationships
The Membership of the IRB
Management of the IRB
Procedures of the IRB
Operations of the IRB
Record Requirements
Information the Investigator or Project Director Provides to the IRB
Principles of Informed Consent
Special Populations
Student Engaged Research
Conflict of Interest Guidelines
Confidentiality Guidelines
College Research Review Committees

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall encourage the participation of all employees in community activities to advance the quality of living in the communities at large.

Community Service
All employees of the college are encouraged to support the public activities and organizations in their communities.

Community Service of College Administrators
College administrators and deans, or their designees, shall have their membership dues only in service organizations paid by the college. This procedure is limited to one representative per campus per organization unless specifically authorized by the President.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall encourage the development of a program of public events to enrich and supplement the college curriculum for the benefit of the students and the community-at-large.

Public Events Programs

Public events programs may include, but are not limited to, lectures and forums, fine arts programs, film series, exhibits, and other cultural activities.

External Organizations

In addition to college public events programs, the college encourages community organizations to present additional cultural programs on the college campuses.

Date of Adoption: Adoption of Manual- July 2008

References:
Public performance by college-sponsored student groups is endorsed and encouraged as long as such participation will not interfere with other educational requirements established at the college and with the stipulation that students shall not be exploited.

Public Performance by Students

The administration will determine whether participation before community groups and the attendant preparation and necessary travel for such a performance is consistent with academic or other regulations of the college and is in the best interest of the affected student(s).

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall prohibit the solicitation of funds or business on any campus for the benefit of non-college groups or private enterprise.

**Solicitation of Funds or Business**

The college is an institution supported by taxpayer funds and, as such, cannot endorse or appear to endorse any particular private enterprise.

Private enterprises, in the form of for-profit businesses, are prohibited from soliciting business on college property in person or by written brochures or pamphlets.

*Date of Adoption: Adoption of Manual- July 2008*

*References:*
The college shall establish procedures regulating the solicitation of funds or membership by non-profit organizations.

Solicitation by Non-profit Organizations on Campuses

Non-profit organizations with a mission of assisting people in distress may qualify as organizations allowed to solicit funds or membership on the campuses of the college. Such organizations must apply in writing to the office of the President to be placed on a list of qualified organizations.

Approved organizations will be allowed, within a definite time span, to place a table in a high-traffic facility selected by the campus dean in order to promote their causes. At no time should the activity by the organization disrupt college activities or interfere with the traffic flow of students and employees. Should such disruption occur, the campus dean will require that the organization leave the facility.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall establish procedures regulating the appearance of political candidates or political organizations on campuses.

**Appearances by Political Organizations on Campuses**

The college should be a forum for debate on almost all issues, and the appearance on campus by political candidates or organizations is encouraged.

Political candidates or organizations wishing to hold informational meetings on the campuses should apply in writing to the campus dean, who will make a recommendation to the President. The final decision will be made by the President. The application for appearance must identify in general the topics to be discussed or aired at the meeting.

The college must not endorse, or appear to endorse, any candidate or political position on any issue. Other than a press release or a marquee announcement of the meeting, no political or candidate signs are to be placed anywhere on the property of the college. Other than “get out the vote” documents or brochures, no written materials espousing political positions or candidates are to be distributed on campus.

*Date of Adoption: Adoption of Manual- July 2008*

*References:*
The college shall establish procedures regulating the appearance of religious organizations on campuses.

Appearances by Religious Organizations on Campuses

The college should be a forum for debate on almost all issues, and the appearance on campus by religious organizations is allowed.

Religious organizations wishing to hold informational meetings on the campuses should apply in writing to the campus dean, who will make a recommendation to the President. The final decision will be made by the President. The application for appearance must identify in general the topics to be discussed or aired at the meeting.

The college must not endorse, or appear to endorse, any religious organization or position on any issue. Other than a press release or a marquee announcement of the meeting, no religious signs or written materials are to be placed anywhere on the property of the college. Organizations are prohibited from proselytizing or encouraging membership in the organization.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall encourage residents of the college district to visit college campuses, provided that the visitors conduct themselves in such a way that the operation of the college is not disrupted.

**Visitors on Campus**

Mohave County residents and other visitors are encouraged to visit any of the campuses at almost any time. Campus deans will arrange for visitors to tour campuses and will also make arrangements for special groups.

**Visitors in the Classroom**

Except in emergencies involving the health and safety of those present, faculty and/or staff will not allow visitors into a classroom, laboratory, or other instructional facility while class is in progress. Only students who have been admitted to the college and are officially registered for the class and guests of the instructor who are invited for legitimate purposes of instruction may attend classes. No faculty and/or staff member is authorized to make an exception to this policy without prior approval of the Campus Dean or designee.

*Date of Adoption: Adoption of Manual- July 2008*

*References:*
The college shall maintain a speakers’ bureau to support informational delivery of a broad range of topics for county media and organizations.

Speakers Bureau

The marketing and public information office shall maintain a comprehensive listing of speakers available for public presentations and provide basic informational support for those speakers.

Topics for Speakers

No topic should be avoided as long as reasonable standards of decency and morals are maintained.

Choice of Speakers

No speaker whom the President or the President’s designee reasonably believes after sufficient investigation will advocate unlawful action and an imminent call to such action (for example, physical assault or intimidation of any person, including college personnel or students, destruction or seizure of college facilities, disruption of college classes or other college activities, or other disorder of a violent nature on college-owned or -used property) shall be allowed to speak on any college campus or other class location.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall provide a reasonable number of complimentary tickets to college events to citizens of the county.

Complimentary Event Tickets
To promote positive relationships between the college and the business, commerce, social, media, staff, and student communities served by the college, an appropriate percentage of event tickets will be designated as complimentary. The distribution of complimentary event tickets will depend upon the campus hosting the event.

Complimentary tickets will be clearly identified as “Compliments of the Mohave Community College Board of Governors,” or accompanied by a card with the same wording.

Complimentary tickets are to be provided to the following offices for distribution:
1. Office of the President
2. Offices of the Campus Dean

Date of Adoption: Adoption of Manual- July 2008

References:
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

The community college is an institution dedicated to the discovery, improvement, transmission and dissemination of knowledge through research, teaching, discussion and debate.

The role of the college is to provide an open environment for speech protected by the First Amendment, including ideas and opinions that may be unwelcome, disagreeable, or deeply offensive.

Date of Adoption: Adoption of Manual- July 2008

References:
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

Demonstrations on Campus

The college will ensure that demonstrations on the campuses of the college do not threaten persons or property.

Any demonstration on any campus of the college must occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling.

Occasionally, events take place which demand immediate public outcry, and it is not the intent of this procedure to limit individuals’ rights to protest such events.

The college supports the rights of individuals, faculty, staff and student organizations to demonstrate provided such activities do not disrupt normal activities or infringe upon the rights of others.

The College will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. Responsible dissent carries with it sensitivity for the civil rights of others.

The college will take whatever steps it deems necessary to:

1. Protect the right of any individual or organization to demonstrate and publicly proclaim any view, however unpopular.
2. Protect the freedom of speech, assembly, and movement of any individual or group that is the object of the demonstration.

The following guidelines apply to all demonstrations, rallies and/or equivalent activity:

1. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
2. Persons may not block or otherwise interfere with ingress and egress to campus buildings.
3. Persons shall not disrupt or attempt to force the cancellation of any event or activity sponsored by the college or by any users authorized to use college facilities.
4. Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
5. Persons shall comply with the directions of college officials performing their duties.
6. Classes or other scheduled activities shall not be disrupted.
7. Use of public address systems and amplified sound will not be permitted without prior written approval from the campus dean.
8. Where an invited speaker is the object of protest, persons may demonstrate outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into the building. College property must be protected at all times.

9. College property must be protected at all times.

10. Persons engaging in activities on college property are subject to and expected to comply with all applicable college policies and procedures as well as with city and county ordinances regarding noise and demonstrations.

Individuals, students, or student organizations sponsoring or organizing demonstrations, rallies or equivalent activities will be held responsible for compliance with this policy. Student organization sponsorship in no way relieves participating individuals of responsibility for their conduct. Complaints of violation of this procedure, or with federal and state law, may be grounds for disciplinary action against individuals and/or the sponsoring or participating student organizations and their officers.

Recognized college organizations, full or part-time students, current employees and individuals of the community who wish to schedule a demonstration, rally or equivalent activity, may submit a written request to the campus dean. Any such request must be made no less than five business days in advance of the activity. The office of the campus dean will respond within two business days to any reservation request. In the event a request is denied, an appeal may be made to the college President who shall respond within two business days to any such appeal.

Unscheduled demonstrations, rallies, or equivalent activities may be held by recognized college organizations, full or part-time students, current employees, and individuals of the community on the campus provided that the activity does not interfere with any functions for which that space has been reserved in advance. It is inappropriate for events that have been planned to circumvent the procedures by claiming to be spontaneous. In deciding whether a demonstration is spontaneous or planned, the college may consider any relevant evidence, including (a) whether signs or placards used at the demonstration were commercially produced, (b) whether participants used amplification equipment, (c) whether security was alerted, or media contacted, substantially in advance of the demonstration, or (d) whether other circumstances demonstrate advance planning by one or more organizations.

Date of Adoption: Adoption of Manual - July 2008

References:
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

**Committee on Free Expression**

The Mohave County Community College District Governing Board shall establish a committee on free expression. The committee on free expression shall submit an annual report on or before December 1 to the Governor, the Speaker of the House of Representatives, and the President of the Senate and submit a copy of the annual report to the Secretary of State. The college shall post a copy of the report on its website.

The annual report shall include:

1. A description of any barriers to or disruptions of free expression within the community college in this state
2. A description of the administrative handling and discipline relating to barriers to or disruptions of free expression within the community colleges in this state.
3. A description of substantial difficulties, controversies or successes in maintaining a posture of administrative and institutional neutrality.
4. Any assessment, criticisms, commendations or recommendations that the committee decides to include in the annual report.
5. An accounting of how student activity fees were allocated in the prior year. ["Student Activity Fee" in this instance means any fee that is charged to students by a community college in this state and that is used to support and facilitate expression and activities of student or student organizations.]

The committee established pursuant to this section ends on July 1, 2026.

*Date of Adoption: Adoption of Manual- July 2008*

*References:*
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

Free Expression and Orientation

MCC will include in its [freshman] orientation program information describing the policies and rules regarding free expression in a manner that is consistent with Title 15, Chapter 14, Article 6.

Date of Adoption: Adoption of Manual - July 2008

References:
The college shall regulate the posting and distribution of flyers and signs on the campuses of the college.

Posting and Distribution of Flyers/Signs

Recognized student organizations and college departments may place posters on stands and/or easels with the written permission of the campus dean. Posters in this instance shall be defined as signs, advertisements, handbills, announcements, banners, cards, and other informational devices. Posters may be placed on designated bulletin boards and other areas approved by the campus dean. The information displayed should be in good taste and not depict in written or graphic form any information that is demeaning or discriminatory to any individual or group of persons. There shall be no signs or posters placed on trees, utility poles, doors, or walls of the campus buildings, or on any painted surface of campus facilities.

The college allows for spontaneous distribution of literature in a public forum if the activity are lawful and do not disrupt the functioning of the college.

The following person may bring an action in a court of competent jurisdiction to enjoin any violation of Title 15, Chapter 14, Section 6 of the Arizona Revised Statutes:

1. The attorney general
2. A person whose expressive rights were violated by a violation of ARS 15-1861 through 15-1869

If the court finds that a violation of this statue occurred, the court shall award the aggrieved person injunctive relief for the violation and shall award reasonable court costs and reasonable attorneys’ fees. The court will also award damages of $1000 or actual damages, whichever is greater.

Date of Adoption: Adoption of Manual- July 2008

References:
In all matters dealing with students, the college shall be guided by the principles contained in the Student Bill of Rights adopted by the Board in 2005.

Student Bill of Rights

Principle Number One – Students will be given courteous and concerned attention to their needs and values.

Principle Number Two - Students will come before personal goals because students really are our most important customers.

Principle Number Three - The processes, rules and regulations of the college will be created or changed to assure that students are kept at the center of the institution.

Principle Number Four - Students can expect honest communication and will not be patronized.

Principle Number Five - Students will never be an inconvenience.

Principle Number Six - Students can expect a proper match between the product and the customer i.e., courses, the college and the student.

Principle Number Seven - Students deserve an environment that is neat, bright, welcoming and safe.

Principle Number Eight - Students are more than customers. They are professional clients.

Principle Number Nine - Students are not always right; but they are always treated right.

Principle Number Ten - Satisfaction is not enough and never the goal.

Principle Number Eleven - The College will not cheapen its education product or integrity by pandering. No easy grades.

Principle Number Twelve - The students' right to positive customer service will be paramount when staffing decisions are made at the college.

The Student Bill of Rights document shall be posted in appropriate facilities on each campus or outreach center of the college.

Date of Adoption: Manual Adoption: July 2008

References:
The college shall provide an effective and efficient organizational structure to provide services to the students of Mohave Community College.

The college organization for student services includes both college-level and campus-based offices.

College-level organization for Student Services is:

- College President
- Dean of Enrollment and Student Services
- Associate Deans:
  - Enrollment Management/Registrar
  - Student Success
- Directors:
  - Recruitment
  - Communications
  - Enrollment Management
  - Financial Aid
  - Advising & Testing
  - Student Success Centers
- Managers:
  - Enrollment Management
  - Financial Aid
  - Brand & Project (MPIO)

Campus-level organization for student services

- Managers:
  - Campus Office Managers (Customer Service)
- Advisors
- Coordinators, Student Success
- Recruiters
- Technicians

**Date of Adoption:** Manual Adoption: July 2008

**References:**
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

Mohave Community College does not discriminate on the basis of sex, color, race, religious preference, age, disability, national origin, or any other legally protected class in any of its policies, practices, and procedures, and it is an equal opportunity employer. For more information, contact the Dean of Enrollment and Student Services, 1971 Jagerson Ave., Kingman, AZ 86409. Full grievance procedures are available in the Student Handbook, on the Mohave Community College website and in the Student Services offices at each campus.

Date of Adoption: Manual Adoption: July 2008

References:
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

The college’s specific policy and procedures with respect to the Americans with Disabilities Act (ADA) are found in Section 5.110 of this manual.

Disability Services

The Compliance Office coordinates assistance to persons with disabilities. The office provides disability related accommodations, information and referral services. It serves as a connecting link between students with disabilities and the college.

1. The college shall facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities.

2. The Americans with Disabilities Act (ADA) of 1990 focuses attention on disability access to facilities, programs and services. The Americans with Disabilities Act, specifically Title II, prohibits discrimination against individuals with disabilities in all services and programs offered by public entities such as Mohave Community College.

3. The Chief Student Services Officer and the Compliance Officer will act as ADA coordinators to oversee compliance in the area of student accommodations.

4. The procedure for requesting accommodations: If a student with a disability wants or needs reasonable accommodation, it is the responsibility of the student to request such accommodation in writing, as well as to provide the college with documentation of the disability to the Compliance Office. (Medical reports of records, diagnostic evaluations, a letter(s) from a qualified medical professional or completion of the disability verification form are examples of such documentation). Students needing accommodations should contact the Compliance Office/ADA Coordinator before registering for classes. Mohave Community College requires up to six weeks’ notice to provide disability related "reasonable accommodation" or assistance to the person requesting accommodation, provided the accommodation does not create an undue hardship on the financial or structural operation of the college. Wherever possible, the college may provide reasonable accommodation(s) with less than a six-week period provided an undue hardship on the financial or structural operation of the college does not exist.

5. Under the ADA, an "individual with a disability" is someone with a physical or mental impairment that substantially limits one or more major life activities. An individual is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability.
It is college's intention and obligation to provide "reasonable accommodation" to qualified students with disabilities provided the accommodation does not create undue hardship on the financial or structural operation of the college. Reasonable accommodation is the provision of an auxiliary aid, or modification of the facility, service or program, which may allow access by a student with a documented disability.

6. Evaluation and provision of accommodations: It is the responsibility of the student with a documented disability to inform the Compliance Office of his or her need for special assistance or accommodation.

When the request for assistance or accommodation is received, the Compliance Office will:

1. Determine if the individual is qualified by taking appropriate steps. Request documentation of the disability to include completion of the disability verification form by a physician or qualified health professional.
2. Consult with the qualified student with a documented disability who has identified his or her need for assistance and evaluate reasonable accommodation.
3. Research available accommodations and resources. Consult with the Compliance Officer in considering types of reasonable accommodations.
4. Consider the preference of the student with a documented disability. In most cases, the college is free to choose the readily achievable accommodation. This could be the least expensive or the easier to provide; however, if accommodation avenues are equal, the student’s preference will be provided.

*Date of Adoption: Manual Adoption: July 2008*

*References:*
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

Grievances and Appeals

ADA Section 504/Title II grievance procedures provide for the prompt and equitable resolution of complaints pursuant to and in accordance with 34 C.F.R § 104.7(b) and 28 C.F.R § 35.107(b).

The Americans with Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities of a public entity. Mohave Community College strives to maintain the highest standards of integrity and fairness in its policy of nondiscrimination on the basis of disability. Mohave Community College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the ADA and Section 504 of the Rehabilitation Act of 1973. Students who believe they have been discriminated against on the basis of disability by Mohave Community College may file complaints pursuant to the following procedures.


ADA Grievance Procedure

MCC has established a complaint procedure for disabled students under the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act ("Section 504"). Under this procedure a disabled student may file a complaint regarding any determination that has been made by the College, or its employees or agents, concerning a student’s disability, including the following: (1) whether a student is a disabled student; (2) whether an accommodation, academic adjustment and/or an auxiliary aid or service is reasonable and/or timely; (3) whether a student is being discriminated against in violation of the ADA and/or Section 504; or (4) whether a student is being subjected to unlawful retaliation in violation of the ADA and/or Section 504.

Any of the time frames set out below may be extended for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the student filing the complaint and the ADA/Section 504 Coordinator.
Definitions:

Day/Business Day - shall refer to a college business day (8:00 am – 5:00 pm, Monday – Friday, Fall through Spring Terms; 7:00 am – 5:00 pm, Monday – Thursday, Summer Term) unless otherwise noted.

Student - all persons enrolled in any College courses, regardless of where courses are taught, whether they are enrolled full-time or part-time, for credit or non-credit or not-for credit or contract education, and whether or not s/he is planning to earn a degree, certificate of achievement or other certification. Persons who are enrolled in online or hybrid courses are also considered 'students'.

Complainant - means any person who submits a complaint alleging a violation of ADA/504 and any person who believes that s/he has been a victim of discrimination based on his/or her disability.

Parties – include all accused students and the complainant(s) for any given conduct code allegation.

Date of Adoption: Manual Adoption: July 2008

References:
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

Level 1 - Informal grievance resolution process

The College encourages informal resolution of student concerns and complaints. If a student has a concern or complaint regarding any of the matters set forth in the first paragraph of Section I above, the student must first attempt to resolve the problem through an informal discussion with the student’s DS Specialist. To be timely, the student must initiate this informal discussion with his or her DS Specialist within twenty (20) school days of the alleged act that gave rise to the complaint. If the grievance is satisfactorily resolved at the conclusion of the conference, the matter will be considered closed with no need for advancement to formal grievance process. If the conference is unsuccessful, the aggrieved party has the right to proceed with the formal grievance process within five business days. Failure of the aggrieved party to initiate Step 1 of the formal grievance procedures within the time allowed may constitute waiver.

The Compliance Office will document all informal grievance conferences by memorializing the date, time, persons present, issues in dispute, and agreements reached. Copies will be submitted to Compliance Officer and the Chief Student Services Officer within five (5) business days of the conclusion of any conference.

Date of Adoption: Manual Adoption: July 2008

References:
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

Level 2 - Formal grievance resolution process—Compliance Officer.

A student may file a formal complaint by contacting and filing a written complaint with the ADA/504 coordinator, the Compliance Officer. To be timely, within thirty (30) working days of the Level 1 resolution being offered, a student wishing further action on the grievance must complete and return an ADA grievance resolution form. This form is available from an advisor and in the student forms repository on the MCC website. The form must be completed and must be returned to the advisor. The advisor will forward a copy of the ADA Student Grievance Resolution form to the Compliance Officer at the district office. The student must keep a copy of his/her completed complaint form. Within ten (10) working days of the receipt of the written complaint, the director will work with all parties involved to resolve the grievance and notify the student in writing of the decision. Any or all of the parties involved may have a person accompany them during any discussions.

An investigation, as may be appropriate, shall follow the filing of a complaint. The ADA Coordinator will conduct the investigation. These rules contemplate informal, but thorough, investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint. Notification will be sent to the aggrieved party and all parties named in the complaint that the formal grievance process has been initiated. By the same notification, the parties will be advised that an investigation of the allegations will be conducted, the nature of the investigation and the expected time of completion.

The investigative process will include, but not be limited to, interviews of all interested parties and witnesses and the collection and indexing of pertinent documents, written statements and other evidence. The notes or transcriptions of the interviews and the evidence collected will be compiled in a record to which the investigator’s findings and conclusions will be attached. The record will remain confidential (to the extent allowable by law).

A written determination as to the validity of the complaint and a description of the resolution if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 30 calendar days after filing. The ADA Coordinator shall maintain the files and records for Mohave Community College relating to the complaints filed. The complainant may request a reconsideration of the case if s/he is dissatisfied with the resolution. The request for reconsideration should be made within 10 calendar days to the ADA Coordinator.
OTHER REMEDIES: The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA Complaint with the responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

RULE CONSTRUCTION: These rules shall be constructed so as to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Mohave Community College complies with the ADA and the implementing regulations.

OTHER PROCEDURES: The procedures provided herein are in addition to, and not in lieu of, any other procedures or remedies available under the law or otherwise.

Date of Adoption: Manual Adoption: July 2008

References:
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

Level 3 – Appeal to College ADA Coordinator—Chief Student Services Officer

In the event that the student is dissatisfied with the written decision of the Compliance Officer Services, he or she has the right to file a Level Three Grievance with the Chief Student Services Officer. Within ten (10) working days of the Level 2 resolution being offered, a student wishing further action on the incident must submit a copy of his/her completed grievance resolution form to the Dean. The Chief Student Services Officer reserves the right to refuse to investigate Grievance Appeals filed more than (10) working days after the date of the written decision of the Compliance Officer.

Upon receipt of a Level Three Grievance, the Chief Student Services Officer or his/her designee shall investigate the matter and inform in writing the student, all parties named in the complaint, the Compliance Officer and ADA Coordinator. Investigation will ordinarily involve interviewing relevant individuals and reviewing reasonably available documents.

The Dean may take one or more of the following actions:
1. Offer a resolution to the grievance.
2. Dismiss the grievance.
3. Take appropriate action

Upon completion of the investigation, the Chief Student Services Officer will issue the student a written determination which will specify findings and, if appropriate, the resolution of the matter. Such written determination shall ordinarily be issued within thirty (20) working days of the date of the request for review. Circumstances which may prolong the response of the College ADA/504 Coordinator include the intervention of a semester break and such other circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.

The College ADA/504 Coordinator shall maintain files and records relating to all Level Three Grievances. The right of the student to an equitable and timely resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal or state department agency.

NOTE: Any time limit herein may be extended by five (5) college working days by the ADA coordinator with notice to the student. Timelines may be further modified by mutual agreement.
Date of Adoption: Manual Adoption: July 2008

References:
To enhance the college experience, students are encouraged to participate in the cultural, social, enrichment, leadership and recreational activities offered through Mohave Community College.

Student Life at Mohave Community College complements and enhances the College academic experience. Through cultural, social and recreational activities, events and programs, students find camaraderie and personal growth opportunities to expand their horizons and further develop leadership skills, engagement and enrichment at MCC.

Date of Adoption: Adoption of Manual: July 2008

References:
To enhance the college experience, students are encouraged to participate in the cultural, social, enrichment, leadership and recreational activities offered through Mohave Community College.

Student Competitive Teams

Student competitive teams are comprised of students that externally compete under guidelines established by the National Junior College Athletic Association (NJCAA), National Association of Collegiate Esports (NACE), or equivalent nationally recognized organizations. Competitive teams are approved by the College President and are managed by designated MCC employees. Students may be selected based on skill level. Funding will come from the District, as approved by the President, sponsorships, and/or donated funds.

Establishing a Student Competitive Team

Student Competitive Teams shall be approved by the College President, and with approval, may be formed district-wide or at individual campuses.

District Organization of a Student Competitive Team

Student Competitive Teams are organized and directed by designated MCC employee(s). The employee(s) may: determine the eligibility of students to participate, determine the Team Student Leadership positions (Captain, co-captain, etc.), have authority over the action of the team in all matters involving MCC policy or national organization regulations, set the team budget and approve all expenditures, ensure that the team bylaws are enforced, set the practice and competition schedule for the team, oversee team practices, attend all team sponsored activities or obtain a qualified substitute, coordinate team travel arrangements and submit travel expenditure requests, delegate responsibilities as necessary. Specific roles defined by individual team by-laws.

Student Leadership Roles for Student Competitive Team

Team Student Leadership roles such as Team Captain, Co-Captain or Manager may be responsible for activities such as: Directing the team during competitions, representing the team at campus and community events, Serving as the main mentor to new team members, Assist the designated MCC employee with scheduling and arrangements for team practices and competitions, upholding team bylaws and MCC student code of conduct, delegating responsibilities as necessary. Specific roles defined by individual team by-laws.
Funding Model for Student Competitive Team

Student Competitive Teams are funded by the District via the budget development and adoption procedures (Policy 5.065), by sponsorships and/or by donated funds (Policy 5.035). Due to Team’s administrative structure, they are not classified as a student-led club or organization under the umbrella of Student Activities Councils and are ineligible to utilize funds acquired by Student Activity Fees.

Annual budgeting: is a year-long collaborative process coordinated with all departments and divisions of the college that focuses on the college mission, goals and objectives for the upcoming fiscal year(s). The adoption of a budget by the Mohave County Community College District Governing Board will occur no later than June 20 for the subsequent fiscal year starting July 1.

Sponsorships and donations: Anyone engaged in planning a solicitation of donations of any kind must have the effort pre-approved by the MCC Office of Advancement before the fundraising activities start. Solicitation of donations is where a donor is asked to provide cash, merchandise, service or anything else of value for which they do not receive something of comparable value in return.

Selection of Team Members

In order to be a team member, the student shall:

• Maintain good academic standing as defined in the MCC college catalog and abide by the Student Code of Conduct as defined in the MCC Student Handbook.

• Meet all eligibility requirements as outlined by the presiding national association/organization.

• Participate in the selection (try out) process

• Sign a team member agreement prior to the beginning of the season.

It shall be so stated as part of MCC team membership that there shall be no form or type of discrimination in the group, whether it be due to one’s race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, or veteran’s status.

Tryouts shall be open to all students who meet the team member qualifications outlined, held on MCC property with MCC equipment and advertised through the MCC website and/or social media, learning management system, and campus communications. Selection shall be conducted and decided by using an established rubric during tryouts. The season will be defined in the MCC academic calendar.

Date of Adoption: Adoption of Manual: July 2008

References:

Mohave Community College Policy and Procedure Manual
To enhance the college experience, students are encouraged to participate in the cultural, social, enrichment, leadership and recreational activities offered through Mohave Community College.

Student Clubs

The Student Life Handbook provides guidelines and resources as to how to establish and maintain a student club at MCC. The handbook can be found on the student life page under policies and procedures at mohave.edu

Establishing a Student Club or Organization

When MCC students, staff or faculty wish to create a student club, they need to notify the campus dean on their designated campus and establish/maintain an advisor, adequate club members/officers, a club constitution and acceptable behavior in order to function within the College. Without one or more of the components, the club will become inactive.

Organization Officers and Membership

Currently enrolled students at MCC are encouraged to be active in student life at MCC. A club at MCC must have and retain at least four members and at a minimum, two officers (president and secretary or treasurer) to keep the club’s recognition at MCC. Discrimination in determining club membership on the basis of age, creed, color, race, sex, religion, national origin or disability is strictly prohibited.

Inactive Student Clubs

All student clubs and organizations (“clubs”), at MCC need to maintain an advisor, adequate club members/officers, a club constitution and acceptable behavior in order to function within the College. Without one or more of the components, the club will become inactive.

Further, a student organization is considered inactive when it is dormant for two semesters. After this time, the student activities council advisor on the club’s designated MCC campus will attempt to contact the president listed and faculty/staff advisor to let them know the organization will be dissolved within two weeks of the notification.

Any existing funds will be allocated, per the dissolved club’s request as long as the funds are spent/allocated in accordance with MCC’s policies and procedures and the decision is made with at least one student representative of the dissolved club involved. If a decision is not made or proper representation cannot be found, the funds will be moved to the current student activities council account to be used on future student activities and events.
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Date of Adoption: Adoption of Manual: July 2008

References:
Student activities councils shall be approved by the College President, and with approval, may be formed at individual campuses for the purposes of providing a channel of communication between students and the professional staff of the College and providing a learning experience through participation in student leadership including the sponsorship of student clubs, activities and events.

Student Government/Organizations

MCC has a Student Activities Council (SAC) at each campus that serves as an umbrella to all other student clubs and organizations. Campus SACs provide possible assistance in funding and additional guidance in establishing events and activities that foster leadership and growth. All registered students are members of the campus SAC and may be eligible to run and be elected to hold office, provided they meet the established requirements per the MCC Student Life Handbook which is found in the Student Handbook located at: http://catalog.mohave.edu/

The Student Code of Conduct is located in the MCC Student Handbook.

Date of Adoption: Adoption of Manual: July 2008

References:
To finance the various projects undertaken by the student activities councils, an annual budget and student activity fee shall be approved by the Board of Governors.

Student Activities Funding

Student activity fees, which all students contribute to when they register for classes at MCC, largely support student life activities, events and programming at the College. The funds are managed by the Student Activities Council (SAC) on each campus.

The fee is provided to improve the co-curricular environment for students, encourage activities that will complement academic programs, provide students with opportunities for leadership and cooperative planning and encourage social and cultural interests. All expenditures have a common denominator – the money is used for the benefit of the MCC student body.

College clubs can approach the campus SAC for funds for activities and programs that support student life at the College. The SAC, under the supervision and guidance of the campus dean, will review the request and make a decision regarding available funds.

Date of Adoption: Adoption of Manual: July 2008

References:
Student Activities Councils will operate according to the MCC Student Activities Council constitution and By-Laws, which can be found in the MCC Student Handbook.

Date of Adoption: Adoption of Manual: July 2008

References:
Residency requirements are established by state statute [ARS 15-1801-15-1807] and the Mohave Community College Governing Board. Students who are not considered residents are assessed out-of-state or WUE tuition and fees when registering for classes.

A student’s Arizona state residency status with the college will determine how tuition and fees are assessed. The following information explains and defines who qualifies for resident status.

Every student is assumed to be only eligible for out-of-state tuition until Mohave Community College receives proof to the contrary. To receive In-state or WUE tuition Mohave Community College verifies that a student is a citizen of the United States or has lawful immigration status. If a student does not have lawful immigration status, the student is charged out of state tuition at Mohave Community College.

Mohave Community College also verifies that a student has been a resident of Arizona for at least 12 continuous months prior to the first day of the semester or that the student meets the criteria of an exception provided in Arizona State Statute [ARS 15-1802]. When both conditions are met, citizenship/lawful presence and a minimum of a 12 month residency, a student is given in-state tuition.

Seasonal Students/Winter visitors who have not established Arizona as their permanent domicile, even though they may be here for more than a year, are still considered out-of-state or WUE.

Date of Adoption: Adoption of Manual: July 2008

References:
Residency requirements are established by state statute [ARS 15-1801-15-1807] and the Mohave Community College Governing Board. Students who are not considered residents are assessed out-of-state or WUE tuition and fees when registering for classes.

In-state Student Status [ARS 15-1802]

A. Except as otherwise provided in ARS 15-1802, no person having a domicile elsewhere than in this state (AZ) is eligible for classification as an in-state student for tuition purposes.

B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

1. The domicile of the person's parent is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.

2. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.

3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aide at a school within that school district. For the purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.

4. The person's spouse has established domicile in this state for at least one year, has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

C. The domicile of an un-emancipated person is that of the person's parent.

D. Any un-emancipated person who remains in this state when the person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which the person is currently enrolled, as long as the person maintains continuous attendance.

E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student.
Residency Requirements

In-State Residency

A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona board of regents. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person’s state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board. For the purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

H. A person who meets any of the requirements prescribed in subsection K of this section shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.
Residency Requirements

In-State Residency

I. A person who is a member of an Indian tribe recognized by the United States department of the interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

J. A person who has participated in the AmeriCorps program or the volunteers in service to America program for at least one year in this state is entitled to classification as an in-state student.

K. A person who meets any of the following requirements is entitled to immediate classification as an in-state student if that person has demonstrated objective evidence of intent to be a resident of this state as prescribed in subsection H of this section:

1. The person is a veteran as defined in title 38 of the United States Code who, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran.

2. The person does not meet the requirements prescribed in paragraph 3 or 4 of this subsection and, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or remains continuously enrolled beyond the three-year period following the discharge of the veteran.

3. The person, while using benefits under the Marine Gunnery Sergeant John David Fry Scholarship prescribed in 38 United States Code section 3311(b)(9), enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board.

4. The person, while using transferred Post/911 G.I. Bill benefits pursuant to 38 United States Code section 3319 during a time in which the transferor is a member of the uniformed services serving on active duty, enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board.

5. The person is otherwise described in 38 United States Code section 3679(c).

Date of Adoption: Adoption of Manual: July 2008

References:
Residency requirements are established by state statute [ARS 15-1801-15-1807] and the Mohave Community College Governing Board. Students who are not considered residents are assessed out-of-state or WUE tuition and fees when registering for classes.

Western Undergraduate Exchange

Mohave Community College participates in the Western Undergraduate Exchange Program (WUE), a program of the Western Interstate Commission for Higher Education (WICHE). Residents of eligible states (currently Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming) will be charged significantly reduced WUE tuition.

Note: Mohave Community College excludes some Allied Health programs from WUE provisions. See MCC Catalog and Student Handbook for current eligibility.

Full-time enrollment under WUE status does not count toward establishing Arizona residency for tuition purposes. Students must be enrolled in three-quarter time or less to be eligible for a tuition rate change (11 credit hours or less). Students enrolled full-time can only qualify for a tuition rate change once they enroll in 11 credits or less for one full year. Eligible students will be automatically given WUE status.

Date of Adoption: Adoption of Manual: July 2008

References:
Residency requirements are established by state statute [ARS 15-1801-15-1807] and the Mohave Community College Governing Board. Students who are not considered residents are assessed out-of-state or WUE tuition and fees when registering for classes.

Determinations of Location for State Authorization

Mohave Community College is required by federal regulations to determine a student’s location prior to enrollment in online courses and in an academic program that leads to professional licensure. The determination for location is made based on the verified state address provided by the student to the college at the time of admission/readmission. Along with the initial application, any changes to verified state address should be submitted to the college by completing a student information update form, available on the student portal.

For determination of student location where conflicting information may be present (i.e. discrepancies on location provided on admission vs. FAFSA) the college will review all student address submissions within the current academic year to identify the most recently provided address provided by the student and that state will be identified as the current location for state authorization notifications.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision: October 23, 2020
References:
Tuition and fees are established annually by the Governing Board.

**Tuition**

Please refer to the current academic year catalog for the following tuition rates.

- In-State Tuition Rates
- Out of State Tuition Rates
- Western Undergraduate Exchange Tuition Rates
- In-State Senior Citizens Tuition Rates
- First-Time Student Tuition Rates
- Active Duty Military Tuition Rates

**Course and/or Program Fees**

A number of degree programs have course and/or program fee that are in addition to tuition and the other fees listed above. Please refer to the current academic year catalog for the most up-to-date and accurate information.

**Course, Studio and Laboratory Fees**

Some courses have studio, laboratory or supply fees associated with them. Please refer to the current academic year catalog for the most up-to-date and accurate information.

**Prior Learning Assessment Credits**

Please refer to the current academic year catalog for the prior learning assessment credit fee.

**Auditing Credit Classes**

Students auditing a class are responsible for any associated course fees regardless of waived tuition.

Conditions for Auditing a Credit Class: An audited course may be repeated beyond the stated limits of the repeat rules. The class must have had enough regular credit students to be offered. There must be space available for the student auditing the class. Enrollment is allowed only during the drop/add period. No audits are allowed in medical or special courses unless the student is enrolled in the program as a formal student.

Note: The auditing fee per credit hour is determined by the student’s classification under the established tuition rates, in addition to the Student Activity Fee, the Technology Free, and all course fees. Students will not receive financial aid or VA educational benefits for audited courses.

**Non-Credit Fees**

**Community Education and Corporate Outreach Courses**

Fees are established for community and corporate outreach offerings based on the length and nature of the offering. The fee will be clearly stated in the schedule of offerings. There is no difference in the fees charged in-state and out-of-state participants in community education and corporate outreach offerings, except for senior citizens. Any senior citizen discounts would be applied during registration.
English Language Acquisition for Adults (ELAA) & GED

Please call the campus Pre-College Studies Office for current fees for Adult Basic Education (ABE), English Language Acquisition for Adults (ELAA) and General Education Development Programs.

Non Course Fees

Student Activity and Technology Fee

Please refer to the current academic year catalog for student activity and technology fees.

Testing and Administrative Fees

Some services and activities at MCC have additional fees associated with them. Please refer to the current academic year catalog for testing and administrative fees.

Date of Adoption: Adoption of Manual: July 2008

References:
Tuition and fees are established annually by the Governing Board.

Due upon Registration
Students are responsible for the full amount assessed as a result of enrollment. Payment in full must be received by the published due date. Published due dates for each semester are listed in the Mohave Community College student information system.

Methods of Payment
MCC accepts online payments with a credit or debit card, mailed payments with a check or money order, or in-person payments. Other means of settling student accounts include: MCC Payment Plan, Federal Financial Aid, Scholarships, Veterans Educational Benefits, and Third Party.

If payment is not made or the above payment options are not secured by the published due date, course(s) will be dropped and the student will need to re-enroll in the course(s) when a payment method is established. The college is not responsible if any course is full and the student’s schedule cannot be duplicated. To avoid this, students should ensure that payment arrangements are made by the payment due date.

Date of Adoption: Adoption of Manual: July 2008

References:
Tuition and fees are established annually by the Governing Board.

Tuition & Fee Refund Policy for Credit and Non-Credit Courses

If a student DROPS a class during that class’s official Add/Drop period, the student may receive a refund of 100% of tuition and applicable fees paid to the college. This does not include any fees designated as “non-refundable”.

The college will provide full refunds for any classes the college cancels. Refunds require approximately ten business days to process after the Add/Drop period.

Refunds under Special Circumstances

Approval for special circumstance refunds must be obtained from the chief student services officer. In special circumstances, a student may request to be dropped from all courses after the official add/drop period within the current semester, for one of the following reasons and receive a refund (if applicable) of tuition and net fees (except fees for instruments, tools, or uniform costs):

1. Serious illness of student or student’s spouse, parent, child, legal guardian or sibling as long as the request is made prior to the end of the semester in which the illness occurs. The student must produce a verifiable doctor’s statement certifying that their illness or the illness of the relative prevents the student from attending classes.

2. Death of student*, student’s spouse, parent, child, legal guardian, or sibling if the request is made prior to the end of the semester in which the death occurs. The student or the student’s representative must provide a death certificate or newspaper obituary notice as well as proof of relationship (birth certificate, marriage license).

3. Military service/deployment, if the student who belongs to the armed forces or National Guard is called to active duty and assigned to a duty station distant from the campus. A copy of the military orders must be provided.

4. Jury duty that requires five days or more of consecutive service. A copy of the court order must be provided.

If the student requesting the special circumstances drop has paid for their current courses with financial aid, the student must pay back the financial aid that was received. The special circumstances process does not grant forgiveness for federal Title IV financial aid funds. Student needs to meet with an advisor to request a special circumstance refund.

*Death of the student should trigger a loan discharge process.

Refunds for Programs Provided by Third Parties

For students using military tuition assistance:

Unearned tuition assistance (TA) funds will be returned on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.
When a Service member stops attending due to military service obligation, a special circumstances drop may be requested by the student.

16-week Course Withdraw submitted
Before or during weeks 1-2 100% return
During weeks 3-4 75% return
During weeks 5-8 50% return
During weeks 9 40% return
During weeks 10-16 0% return

12-week Course Withdraw submitted
Before or during weeks 1-2 100% return
During weeks 3-4 80% return
During weeks 5-6 60% return
During week 7 40% return
During weeks 8-12 0% return

8-week Course Withdraw submitted
Before or during week 1 100% return
During week 2 75% return
During weeks 3-4 50% return
During week 5 40% return
During weeks 6-8 0% return

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

Evaluation of Prior Post-Secondary Credits

Students who have attended other post-secondary institutions must provide Mohave Community College with an OFFICIAL TRANSCRIPT of all work completed. In order to have these official transcripts evaluated by the Registrar’s Office, the student must:

- Complete a MCC Admission Form
- Receive an official MCC ID number
- Have declared a degree program

The Office of the Registrar will evaluate transcripts to determine how much credit will be granted for transfer courses toward satisfying MCC degree and certificate requirements. Only courses with a “C” or better will be considered for transfer credit. Courses being evaluated for transfer to MCC that fall short of MCC’s semester hour equivalents may not be eligible for transfer.

There is no time frame limit for transfer for any courses that are being used to satisfy an AGEC certificate, unless otherwise specified by the program. Science, health professions and skilled trades courses (other than Computer Information Systems related) taken ten or more years ago do not transfer without permission of the program director or department lead. Fire Science, Administration of Justice Studies, and Early Childhood Education courses taken five or more years ago do not transfer and must be retaken. Transfer credit for EMS students must be approved by the program director.

Transfer credits must have been acquired through a regionally accredited college or university, or listed in The Guide to the Evaluation of Educational Experiences in the Armed Services. If a student believes that a transcript evaluation should be re-assessed, the student must file a Re-evaluation Petition.

The Registrar has final authority in the decision of course transferability into an MCC certificate or degree program. If a student’s cumulative GPA was below 2.0 at a previous college, he/she will be admitted to MCC on academic probation (refer to the section on Academic Standards).

Note: One-third of the credits needed to earn an associate’s degree or a certificate of proficiency must be completed at MCC.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision: December 21, 2020
References:
The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

Credit for Formal Military Education and Training

Mohave Community College complies with the transcript evaluation requirements of Title 38, CFR, Sections 21.4253(d)(3) which require Mohave Community College to make every effort to evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly. Students may order official Joint Services Transcripts electronically, or may deliver a written record of previous courses taken, for placement into their student file. Students must then follow existing Transcript Evaluation Request Procedures as required by the Registrar’s Office.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

Credit for industry certification and life experience certification

Mohave Community College’s students come with a vast array of work experience and training, and MCC recognizes not all learning has resulted from traditional classroom attendance. The Prior Learning Assessment (PLA) process provides students with the opportunity to earn credit for learning outside the confines of a traditional classroom. This nontraditional learning is generally acquired through work experience, travel, workshop or conference participation, advanced high school courses, volunteer work, in-service training, adult or continuing education, recreational activities or hobbies, self-initiated reading and study, non-accredited course work, and involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience – not for the experience itself.

The department faculty associated with the academic area in which the experience was gained determines credit for prior learning. The student must provide detailed information through a formal, professional, written portfolio, and a completed application form. The portfolio outlines, in-depth, the knowledge gained outside the college classroom and shows the relationship to college-level learning. Included in the portfolio should be any official certificates or licenses that have been issued to the student. Note: One-third of the credits needed to earn an associate’s degree or a certificate of proficiency must be completed at MCC.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

International Students

Mohave Community College does not evaluate transcripts from institutions of higher learning outside of the United States. Students wishing to have credit from such sources applied to their degree/certificate at MCC must have their transcripts evaluated by a foreign education credential service. An official, sealed copy of the evaluation must be submitted directly from the credential service to MCC’s Office of the Registrar. Final determination of transfer credit will then be made by that office. A list of providers can be found at the National Association of Credential Evaluation Services. The student is responsible for verifying that the company they plan to use is approved to perform comprehensive evaluations for transfer to U.S. regionally accredited institutions.

If a student has had his or her transcripts evaluated by another service, he or she should contact the Office of the Registrar to determine if that evaluation will be considered. All required documentation must be received by the appropriate deadline in order for an international student to be considered for admission into MCC. Acceptance into specific MCC programs (i.e. nursing, dental hygiene) does not constitute acceptance into MCC as an F-I Visa international student. This designation comes only from the Registrar’s Office.

Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

Assessment Screening Required

Mohave Community College requires the following categories of students to take the assessment:

- Students planning to register for credit classes for the first time who have not previously taken skills assessment at MCC;
- Students receiving financial aid
- Students whose educational objective is a degree, a basic technical or advanced certificate, or transfer to another educational institution.
- All students seeking dual enrollment.
- All students who took a placement examination more than two years ago and whose scores have not been used for placement decisions.
- All students who took a placement examination more than two years ago whose scores were used for placement, but who have not yet passed the course in the corresponding subject area.

Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students’ readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

Assessment Instruments

ACCUPLACER© is a computer adaptive test developed by College Board© and is administered on a computer. It consists of three sub-tests focusing on Writing, Reading and Mathematical skills.

Instructions and questions are shown on the computer monitor and answers are selected using the keyboard or the computer mouse. The computer automatically determines which questions are presented based on the test taker’s responses to prior questions. This technique “ zeroes-in” on just the right questions to ask without being too easy or too difficult. The greater the demonstrated skill level, the more challenging will be the questions presented. The computerized assessment process is not timed, and may be repeated.

ACCUPLACER© is used to determine what a student remembers and maybe has forgotten, about a subject. It is not a pass/ fail tests, but an assessment instrument used to determine the best class for a student.

Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

**Multiple Measure Placement**

To view the criteria for placement refer to the MCC Placement Guide, located in the Academic Catalog.

*Date of Adoption: Adoption of Manual: July 2008*

*References:*
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

Assessment Screening Waiver

Assessment screening may be waived if the student provides the following:

1. A transcript or diploma that shows completion of an accredited associate’s degree (or higher) at the time of registration.
2. A current Compass or ASSET assessment screening score.
3. An official transcript listing the equivalent English or math courses with a grade of “C” or better,
4. Documentation showing appropriate ACT/SAT score for English and math.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
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<td>ACT English</td>
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Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

The Assessment Process
Applicants who to take the assessment are scheduled by Advising or Testing personnel. Before the test is administered the tester must:

- Complete an Application for Admission
- Pay a fee, if required
- Submit a picture ID
- Present personal calculators for inspection to assure guidelines are met.

Assessment test scores are saved in a database file after the testing session. Scores are posted in Jenzabar EX as part of the applicant's computerized permanent record.

The scores made by a student on the assessment test will be considered valid for placement purposes for a period of two years from the date of the most recent assessment.

Each tester will have a follow-up session with an advisor. The advisor will provide the tester with an interpretation of his/her assessment scores, complete information about his or her academic standing and the various MCC programs available.

Preparation for Assessment Screening
An Assessment Guide that provides information on the assessment screening procedure is available at each campus Student Services Office. A copy of this guide is also available on the Mohave Community College web site at www.mohave.edu.

Students may review sample questions that are available on the ACT/Compass web site at: www.act.org/compass/sample

Students may use their own Internet access or use computers in the MCC library or Student Learning Commons to view the sample questions online.

Assessment Screening Fees
Mohave Community College currently charges an assessment screening fee for the COMPASS.

Assessment Fee Collection
Varies by campus.

Assessment Retake Policy
Assessment screening may be retaken at the discretion of a student services specialist, local assessment coordinator, campus student services manager or admissions counselor. The scores on the subsequent retake will be recorded and the highest score received within a period of two years will be used.
Assessment Guidelines

The following guidelines must be adhered to before, during, and/or after taking a test. Test takers must refrain from the following:

- Giving or receiving assistance from other examinees.
- Submitting another person's work as your own, such as having your test taken by someone else.
- Taking or attempting to take a test for another person.
- Working on or reading the test during a time not authorized by the test center staff.
- Removing or attempting to remove a test book, a test question, or a portion of a test in any format from the testing room.
- Using or having books, notes, earplugs, headsets, rulers, listening devices (including Bluetooth), paging devices (beepers), cellular phones, recording or photographic devices, papers of any kind, or other aids unless specifically authorized.
- Forging signatures, presenting false identification, or falsifying information on an official academic document, grade report, letter of authorization, transcript, test scores or any other official MCC document.
- Reproducing, circulating, or otherwise obtaining advance access to test materials.
- Creating a disturbance or any disruptive behavior.
- Attempting to bribe a member of the test center staff to obtain a copy of a test or any confidential information about the test.
- Attempting to remove scratch paper or notes of any kind from the testing room.
- Attempting to tamper with a computer.
- Failing to follow directions issued by a member of the test center staff.
- Gesturing to another candidate in an attempt to communicate.
- Entering the testing room with food and/or drinks.
- Refusing to adhere to any other regulation.
- Attempt to use personal calculators that do not meet the established ACT guidelines.

Individuals who exhibit any of the above mentioned behaviors will be subject to appropriate action as specified in the College’s Code of Conduct of MCC’s Students’ Rights and Responsibilities Handbook. Incidents will be reported to the appropriate College Official for review and to the department or agency that is associated with the testing program.

Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

Precollege Studies Assessments

Adult Basic Education (ABE) Test of English Language Acquisition for Adults (BEST)

The BEST is the state mandated test for speakers of other languages and is a requirement for those who are taking an English Language Acquisition for Adults (ELAA) ABE grant-funded course. These courses lead to improved skills in listening, speaking, reading and language arts.

A pre-test is given during orientation and an appropriate course level is assigned.

Students are required to complete a post-test at each level to determine educational gains.

If a student is returning after an absence of more than two semesters, the orientation and BEST must be retaken to establish the appropriate course enrollment.

Test of Adult Basic Education (TABE)

The TABE is the Test of Adult Basic Education and is a requirement for taking a non-ELAA ABE grant-funded course (including GED classes) that leads to improved skills in reading, language arts and math.

The state mandated pre-test is taken during the orientation course and the post-test follows in the respective class.

If a student is returning after an absence of two semesters or more the orientation course and the TABE test must be retaken to establish the appropriate course enrollment.

MCC Connect (866-664-2832) can provide information on GED preparation and testing.

Date of Adoption: Adoption of Manual: July 2008

References:
The college provides timely and effective academic and career advising programs for all students.

Academic Advising for New Students

New students need to schedule an advising session with an advisor. Information (e.g. high school transcripts, assessment scores and other evaluative data) will be used to assist students in pursuing a program consistent with their educational goals and level of preparation.

Academic Advising for Continuing Students

When a student has completed the prerequisite course(s) at MCC, he/she can register without a signature. The following students must meet with an academic or faculty advisor:

- All financial aid students
- Students using VA Educational Benefits
- Students who have not met prerequisites for their classes
- First-time transfer students, or students who will meet prerequisites with SAT or ACT scores
- Graduating students at least a semester before commencement
- Students who are changing their degree, major or catalog year
- Transfer students
- Students who would like to review their progress

MCC Advising Faculty and Staff Program

Most faculty/staff have had experience with academic advising and are aware of its function and value. Thus, the description of this program is largely to remind faculty/staff of the constant need to provide for the supportive service, education, and retention of MCC students. What follows is a description to organize, standardize, and document the academic advising process. To faculty and staff advisors, the process is not complex, but it does require care and attention to detail.

Method and Implementation

When possible, students are paired with faculty/staff advisors whose expertise matches the academic major. Students will be distributed among faculty/staff advisors with every effort made to achieve equitable advising loads. Advisors are given a list of advisees currently enrolled.

Students who stop out for two consecutive semesters (excluding summer school), need to complete a new degree declaration, declare a program in the current catalog and be assigned a new faculty or student services specialist.
Expectations of Faculty and Staff Advisors

Students who declare a major are assigned an advisor from the campus faculty or staff. Students meet with their advisor as needed each semester to plan the following semester and to allow for early registration.

The advice which faculty/staff advisors are expected to offer is limited to educational advising, which is defined as:

- Advice which is specifically relevant to students achieving their educational and career goals.
- Helping students plan what courses they will take
- Helping students realistically assess their career plans in relation to their preparation, ability, and commitments.
- Helping students consider all aspects of their lives as they take on educational commitments.

Student and Advisor Responsibilities

Students are responsible for knowing the degree requirements and for knowing that the courses in which they enroll will meet the degree requirements. To gain a total college experience, advisors should encourage their advisees to familiarize themselves with MCC’s campus, services, activities and resources.

During each advising session students should be encouraged to become familiar with the class schedule, the college catalog and the student handbook. And also, to participate in programs, classes and activities that help them develop and grow academically.

The college catalog outlines the required courses to satisfy requirements for a certificate or degree at MCC. Program requirements sometimes change, and continuing students need to meet with their assigned advisor to determine the best catalog year for graduation requirements.

Date of Adoption: Adoption of Manual: July 2008

References:
The college provides timely and effective academic and career advising programs for all students.

Catalog Choice

In determining certificate or degree graduation requirements, Mohave Community College students may use only one edition of the Catalog. Students maintaining on-going enrollment at MCC or any other public Arizona community college or university may graduate from Mohave Community College according to the requirements of the catalog in effect at the time of initial declaration of degree and/or certificate or according to the requirements of any single Mohave Community College catalog in effect during subsequent terms of on-going enrollment, dependent upon the availability of the courses and programs being offered at Mohave Community College at that time. The student may not choose a catalog from a previous academic year.

A semester in which a student earns at least three course credits will be counted toward on-going enrollment. Adult education courses, non-credit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of on-going enrollment for catalog purposes.

Students who do not meet the minimum enrollment standards stipulated above are no longer considered enrolled in an on-going status and must meet requirements of the Mohave Community College catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of on-going enrollment after readmission.

Students admitted or readmitted to Mohave Community College during a summer term must follow the requirements of the current catalog or any single catalog in effect during subsequent terms of on-going enrollment. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

Students who complete a degree program and elect to pursue another degree are subject to the degree requirements of the catalog at the time they select the new degree. Students admitted into an MCC specialized program are subject to the degree requirements in effect at the time of their program admission, e.g., Dental Hygiene, Nursing, Paramedic and Truck Driving programs.

Date of Adoption: Adoption of Manual: July 2008

References:
The college provides timely and effective academic and career advising programs for all students.

Advising for Transfer Students

Students intending to transfer to another institution should meet with a faculty/staff advisor to learn about the resources available and to facilitate transfer of MCC credits to the university. Among these resources are transfer guides developed by each university for their majors; the Course Equivalency Guide, which is used to determine transferability of MCC courses; and AZCAS, an on-line resource for transfer students. Students may also obtain the MCC Transfer Planner on-line.

Arizona Higher Education Course Equivalency Guide

The Arizona Commission for Postsecondary Education, in conjunction with the Arizona Board of Regents, publishes the Arizona Higher Education Course Equivalency Guide (CEG) online at: www.az.transfer.org. The CEG “equivalency” does not mean that the community college course is identical to the university course or vice versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. The evaluations of transfer credit in the CEG refer only to community college courses and their acceptance at the respective four-year institutions in the state of Arizona. Students should consult with the appropriate transfer institution’s academic department for major course requirements before deciding on current class schedules.

Date of Adoption: Adoption of Manual: July 2008

References:
The college provides timely and effective academic and career advising programs for all students.

Career Services

The career services program offers career counseling for students at Mohave Community College via the campus student services department. Students are guided as they discover areas of occupational interest, develop plans for training and/or employment and take steps that will lead to entry into the job market.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Registration and Enrollment Services policies ensure open admissions and appropriate registration into courses that the student is qualified for and to comply with any College, state, and federal regulations. Procedures include: admission requirements; residency requirements; registration information; placement, proficiency and prerequisites; catalog choice and ongoing enrollment; student classification and standing; transcripts; and transferring credits to and from the College, including reverse transfer, and other related procedures.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Admission Requirements (ARS 15-1805.01)

A. Admissions to the community colleges in this state may be granted to any person who meets at least one of the following criteria:

1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is at least eighteen years of age and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Each community college district shall adopt policies regarding the admission of students who are under eighteen years of age that include, at a minimum, student completion of course prerequisites and the following requirements:

1. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
   (a) A composite score of 720 or more on the PSAT.
   (b) A composite score of 720 or more on the SAT.
   (c) A composite score of twelve or more on the ACT.
   (d) A passing score on the relevant portions of the statewide assessment.
   (e) The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
   (f) Is a graduate of a private or public high school or has a high school certificate of equivalency.

2. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.

C. Homeschooled students are exempt from subsection B of this section.

D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student’s admission is in the best interest of the student.

Date of Adoption: Adoption of Manual: July 2008
Reviewed: June 24, 2020
References: ARS 1805.01
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Registering for Classes

Definition: MCC defines Registration as the process of choosing classes, enrolling in courses and paying/making payment arrangements for appropriate tuition and fees for the selected classes.

Registration as a Commitment: Registration is regarded as a commitment to comply with all regulations of the college. Students may not attend classes until they are officially registered in those classes.

Ongoing Registration: Registration for current and upcoming semesters is ongoing during specific times through the academic year either on ground or online.

Completion of the Registration Process: Registration is complete when all tuition and fee payment arrangements have been made. Payment arrangements must be made by the dates listed on the inside front cover of this catalog and posted at each campus registration area.

Date of Adoption: Adoption of Manual: July 2008
Reviewed: June 24, 2020

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Adding, Dropping or Withdrawing From a Course

A student may add a course during the first week of the term. A student may drop a course and receive a refund, if applicable, previous to and during that course’s official Add/Drop period. (See section on Refunds for more information.) The current catalog lists the specific Add/Drop dates.

Withdrawal (W Grade)

1. It is the student’s responsibility to withdraw from a class. Ceasing to attend the class does not constitute a withdrawal. Students who stop attending their classes and do not follow the withdrawal procedure will receive the grade earned for all assignments and exams given during the entire course. This grade could be an “F” or a “U”.

2. Debts owed to the college must be cleared by the Bursar before the student will be officially withdrawn from any course. These debts include, but are not limited to:
   - Library Fees
   - FACTS Loans
   - Financial Aid Obligations

3. The current catalog lists the specific withdrawal dates for this academic year.

4. MCC may withdrawal dual enrollment students from their current courses if a signed withdrawal form or letter is received from the student’s high school registrar stating that they are no longer a student at that specific High School. The last day of attendance must be present in the provided documentation from the high school registrar.

Withdrawal Procedure

Note: This process can take four business days; please plan ahead.

The last day that Enrollment Services will accept withdrawal forms is the official course withdrawal date of the current MCC catalog. If a form is received after the withdrawal date, regardless of the dates on the signature lines within the form, the student will not receive a withdrawal grade, but will, at the end of the semester, receive the grade he/she has earned for the course.

1. The student contacts a Student Services Specialist who is an expert in Financial Aid to find out how they will be financially impacted by withdrawing from class.

2. The student e-mails or speaks with the instructor to inform them of intent to withdraw from the class.

3. Student logs onto their JICS account and completes the withdrawal form.

4. The date the form is submitted serves as the last date of attendance.

5. Enrollment services will process the withdrawal, assign the withdraw grade.
6. Enrollment services sends an e-mail to the student, the instructor, Financial Aid, and the LMS representative as notification of the completed withdrawal.

7. The withdrawal form will be moved into the student’s file.

8. Form must be submitted during the withdrawal period for student to be withdrawn from the class.

Reinstatement Procedure

Upon being notified of the student’s decision to withdraw from the course, if the faculty contacts the student and convinces the student that they can be successful in the class, the student can be reinstated in the class.

Date of Adoption: Adoption of Manual: July 2008
Reviewed: June 24, 2020

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Administrative Withdrawal (WR Grade)

The college reserves the right to withdraw students from classes at any time during the semester.

A student may appeal an administrative withdrawal by following the grade appeal procedure described in the current catalog.

A class where the student has received a WR grade can affect a student’s financial aid or VA education benefits.

A student may be administratively withdrawn for four reasons:

WR1  This grade is given by administration to a student for NON-PARTICIPATION  0
WR2  This grade is given by administration to a student for NON-PAYMENT.  0
WR3  This grade is given by administration to a student for disruptive behavior.  0
WR4  This grade is given by administration when the student is deceased.  0

Administrative Withdrawal for Non-Participation (WR1)

A withdrawal for non-participation is submitted via an academic alert by the course instructor. The WR1 grade request may be initiated after three consecutive weeks of non-participation, following the first week of the class. Each request is based upon concrete evidence e.g., course gradebook, of non-participation provided by the instructor.

The student is notified of the non-participation request via their MCC email account and/or telephone by the instructor, program director, and/or an associate dean. If there is no response from the student to resolve the situation within 5 business days of the notification, the WR1 request may be signed by the designated program director or associate dean in order to be processed by the Registrar’s Office.

A Last Date of Attendance (LDA) is provided with WR1 request. Please see the Withdrawal section in the college catalog and/or student handbook in order to determine the Last Date of Attendance.

Administrative Withdrawal for Non-Payment (WR2)

The following is the process followed if a student misses a payment the student is contractually bound to make (payment plan or promissory note).

1. Student is notified via a regroup message by phone, text and emails that the student may make the missed payment before midnight on the 5th of the designated payment plan month.
2. If a student does not make the payment, the student will be administratively withdrawn from their 100-200 level classes and receive a WR2 Grade.
3. An e-mail informing the student that the student has (1) been administratively withdrawn for non-payment from all classes (2) that the account must be paid in full and (3) to contact the College as soon as possible is sent.
4. Each instructor receives an e-mail that the student has been administratively withdrawn for non-payment and is no longer allowed to attend classes.
5. Access to the Learning Management System is removed.
6. When the student satisfies the account in full, the WR2 grade is removed and the student is reinstated in classes via Enrollment Services.
7. The instructor will be notified by e-mail that the student has been reinstated in class.
8. In the next batch run, access to the Learning Management System is restored.

Administrative Withdrawal for Disruptive Behavior (WR3)

This grade is given by administration to a student for disruptive behavior. See 4.090 Student Code of Conduct.

Administrative Withdrawal for Student Death (WR4)

This grade is given by administration when the student is deceased.

Date of Adoption: Adoption of Manual: July 2008
Reviewed: June 24, 2020

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Non-Participation Drop

Students registered for on-ground courses must attend, or contact the instructor, during the first calendar week after the official start date, or within seven days of their registration if they register after the official start date. Students registered for online courses must participate, or contact the instructor, during the first week after the official start date, or within seven days of their registration if they register after the official start date.

Absence, non-participation, or lack of contact with the instructor about the absence or non-participation within the defined time frames will result in being dropped from the course. A student may appeal this action within a week of being dropped for non-attendance (On-ground) or non-participation (online) by contacting an Associate Dean of Instruction at the respective campus, the Associate Dean for Distance Education or the Program Director. In the event the course instructor is a program director or an associate dean, the appeal will be facilitated by the Chief Academic Officer. Faculty will verify their final student rosters by the fourteenth (14) day of the term to the Registrar’s Office.

Date of Policy Adoption: Adoption of Manual: July 2008

Date of Last Procedural Review: January 5, 2021

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Repeating Classes

Specific MCC academic programs and financial aid limit the number of times a credit course may be repeated. Where the requirements of those programs are more stringent, they supersede this procedure. Exceptions to the following course repeat limits require the written approval of the Dean of Instruction.

A student may repeat the following credit courses once after the initial attempt:

- Courses where the most current grade is a B, C, D or F.
- Courses in music and theatre performance.

Students may repeat as necessary:

- Precollege Studies courses, in order to raise the skill level for success in college-level work, as authorized by an advisor.
- Courses to acquire certification (e.g., First Aid). Note: This is not to be confused with earning an MCC Certificate of Proficiency.
- Courses to update knowledge and/or skills due to periodic content changes (e.g., Tax Preparation).
- Any course in which a “W” is received.
- Non-credit courses.
- Only the higher of the repeated course grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript. Credit courses at MCC will only be counted once toward fulfilling the credit requirements for any degree or certificate.

Date of Adoption: Adoption of Manual: July 2008

References:
4.065-G  Enrollment Services  4.065-G

Auditing Classes

The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Auditing Classes (AU Grade)

No credit will be given for audited courses; they do not count as part of the semester’s credit hour load or as credit toward graduation. Students will not receive financial aid or veterans educational benefits for audits. A course may be repeated beyond the stated limits of the Repeat Policy as an Audit. An Audit designation must be specified by the student during registration. Audited courses will appear on the transcript with an “AU” grade.

Date of Adoption:    Adoption of Manual: July 2008

References:
**The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.**

**Independent Study**

If a student wishes to take a class by Independent Study, he/she must meet with an advisor to see if the student meets the Independent Study application requirements. An associate dean or program director must approve the application before a student may register for the class.

**Date of Adoption: Adoption of Manual: July 2008**

**References:**
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Dual Enrollment Opportunities

The Dual Enrollment Program was designed to provide an opportunity for qualified high school students to enroll in college courses at high school locations, and to earn high school and college credits simultaneously. Mohave Community College has established agreements with local high schools to offer selected courses to students who have been identified as candidates for college-level work. Dual Enrollment courses are offered in both academic and occupational areas.

The Dual Enrollment program is primarily geared to high school juniors and seniors. However, select freshmen and sophomores academically prepared to take on advanced work may enroll in the program as well. The state (ARS 15-1821.01) has set a waiver limit which stipulates that no more than 25% of the students enrolled in a dual enrollment class can be freshmen and sophomores. A procedure to waive the class status of able learners is available to permit talented freshman and sophomore students enroll in dual enrollment courses.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success in courses undertaken, academic loads are controlled. The normal academic load is defined as 15-16 credit hours per semester. Students may enroll for up to 18 credit hours per semester without special permission. Enrollment in excess of 18 credit hours requires the approval of the Campus Dean.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Non-Credit Community Education
Non-credit Community Education classes are available to register:

1. Online at the College’s website, Mohave.edu
2. By phone by calling 866.664.2832
3. Visiting a campus

Fees: Tuition fees are due and payable at time of registration. The cost of each class is stated with the information about that offering. Fees vary in accordance with the number of sessions of a class and the supply costs. Community Education programs are sustained by student revenues, so classes must meet minimum enrollment. In the event of any administrative cancellation, you will receive a full refund of your tuition.

Refund/Cancellation Policies: The College does everything it can to ensure classes run; however, in the event of low enrollment, classes may be cancelled. Full refunds are provided up to the first class session. Refunds are not provided after classes have met.

The Community Education program accepts credit card payments only. All refunds of credit card payments will be issued to the same credit card as the original payment. Expired or closed credit card payments will be refunded. Please allow up to 10 business days for processing of all refunds.

Non-Credit Corporate Education
Please contact a Corporate/Community Education Coordinator for details regarding corporate education opportunities.

Other Non-Credit Enrollment
The College is not responsible for the enrollment in classes offered on its campuses by third parties.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain student records in accord with State and Federal requirements and the requirements of the Commission for Higher Education.

Office of the Registrar
The Office of the Registrar is the custodian of all official student records.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain student records in accord with State and Federal requirements and the requirements of the Commission for Higher Education.

Student Records Confidentiality

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to his/her education records.

A student has the right to:

1. Inspect and review the student’s own education records within 45 days of the day the college receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.

2. Request an amendment of the education record that the student believes is inaccurate or misleading. A student may ask the college to amend a record that is believed to be inaccurate or misleading. The written request should be addressed to the registrar, clearly identify the part of the record that is to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Two examples of authorized disclosure(s) without consent would be:

   Disclosure to school officials with legitimate educational interests

   A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Mohave Community College accumulates and maintains records containing information on the characteristics, activities and accomplishments of its students. Recognizing the student’s right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student’s permanent records and governing the conditions of its disclosure has been formulated and adopted. All members of the faculty, administration and clerical staff must respect confidential information about students which they acquire in the course of the work. At the same time the College must be flexible enough in its policies not to hinder the College’s employees’ legitimate educational interests in accessing confidential information. This policy reflects a reasonable balance between the responsibility for maintaining student privacy rights and the responsibility for providing efficient service to students and the effective functioning of the College’s operations.

Directory Information

According to the FERPA, its amendments and the final rule of the U.S. Department of Education, the only information which may be released without the student’s written consent is directory information. Directory information includes name, address, e-mail address, phone number(s), photographs, most recent previous school attended, MCC ID number, major field of study, campus attended, status (including current enrollment, dates of attendance, full-time/part, withdrawn, degrees awarded), honors received (e.g., Dean’s List, Honor’s List, PTK), participation in activities and sports and weight and height of athletic team members.

Students currently enrolled may withhold disclosures of “Directory Information” under the Family Educational Rights and Privacy Act of 1974, as amended. Written notification must be received in the Office of the Registrar prior to the first day of class each semester. Failure on the part of any student to specifically request that “Directory Information” be withheld indicates individual approval for disclosure.

Annual Notification:

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college catalog.

Violations:

MCC employees (including contracted temporary staff) who suspect there may have been a possible FERPA violation regarding any MCC student, past or present, must immediately report the suspected violation to their supervisor. Supervisors are expected to immediately notify the MCC Office of the Registrar.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall maintain student records in accord with State and Federal requirements and the requirements of the Commission for Higher Education.

Transcripts of MCC Credits

The record of a student’s academic performance in which a grade is received at Mohave Community College is the transcript. It contains all earned grades, including student initiated and administrative withdrawals. It excludes dropped courses. The transcript is maintained by the Office of the Registrar, with the Registrar being the official custodian. The Office of the Registrar processes the requests for official transcripts. Students may request a copy of their transcript at any time, so long as they are not indebted to the college. Any indebtedness with MCC must be cleared up before a transcript can be provided.

The Office of the Registrar may use technology to enhance a student’s ability to view and request their transcripts. Since constantly changing technology requires fluidity to processes, the college catalog shall be used to list the current procedure to request transcripts; including, but not limited to, costs, timeframes, and any special requests that may be available. That information may also be included in any other medium deemed useful for students. Students may view their unofficial transcripts by logging into their JICS student account. Students are encouraged to review their transcripts to ensure the accuracy of the information included. If the student believes the transcript contains an inaccurate grade, they must follow the Grade Grievance Policy as listed in the MCC Student Handbook. All other discrepancies must be brought to the attention of the Office of the Registrar within one calendar year of the completion of the course(s) in question.

Transcripts Received from Other Colleges or Schools

Transcripts received by Mohave Community College from other schools become the sole property of Mohave Community College. Neither originals nor copies can be released to any third party, including the student. The Registrar’s Office has final authority regarding the method of receipt of incoming transcripts. Please see the current Mohave Community College Catalog for further information regarding the method of receipt for incoming transcripts.

Other Student Documents

Documents submitted to Mohave Community College become the sole property of Mohave Community College. Neither the originals nor copies of these documents will be released to the applicant/student or forwarded to another institution or third party. This includes, but is not limited to, documents submitted to Mohave Community College in support of an admission application. Documents submitted in support of an admission application may include, but are not limited to: Social Security Cards, Driver’s Licenses, Permanent Resident Cards, Visas, Passports, Birth Certificates, or any other documents given to the institution to provide proof of residency, citizenship, or other necessary needs. If an applicant/student needs a copy of any documentation that they or any other entity have submitted to Mohave Community College, the applicant/student will be encouraged to contact the previous providing institution,
organization, or person directly. In cases of emergency, applicant/student can request an exemption from the Registrar’s Office.

Date of Adoption: Adoption of Manual: July 2008

References:
Students are primarily responsible for their own academic performance and it is expected that satisfactory progress, in terms of credit granted, will be made each semester during which the student is enrolled. A review of each student's progress will be made after each period of enrollment.

Academic Amnesty

1. Past academic performance may not, for a variety of reasons, be reflective of a student’s subsequent demonstrated ability.

2. The Mohave Community College academic amnesty policy permits students to have up to two consecutive semesters of coursework excluded from calculating their academic standing, cumulative grade point average and eligibility for degree or certificate completion. Academic amnesty can be granted only once and is irrevocable. Since the student’s complete record remains on the transcript, other institutions may consider all classes when a student transfers.

3. Petitions can be initiated by contacting an academic advisor who will assist in submitting a Request for Academic Amnesty to the registrar’s office.

4. Since academic amnesty may affect financial aid awards, students receiving financial aid should contact the financial aid office prior to applying for amnesty.

Academic Integrity

A 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. For complete details and regulations regarding academic integrity, see the college catalog.

Students Suspended or Dismissed by Other Colleges

The college shall honor the suspensions or dismissals of other colleges for at least one semester.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall establish a student code of conduct appropriate for the college and consistent with local, state and federal laws.

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 Mohave Community College 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 Student Code of Conduct found inside the MCC Student Handbook under “Student Rights and Responsibilities”

The MCC Student Handbook can be viewed at: http://catalog.mohave.edu/

Students are responsible for abiding by state and federal laws and laws governing the College and are expected to observe standards of conduct set by the College. MCC takes campus safety very seriously. Students who display behaviors of concern are promptly addressed through the Student Code of Conduct process

Honor Code Violations
When a faculty member reasonably suspects that a student under the faculty member’s supervision has violated the Honor Code, the faculty member will raise the “honor code violation flag” in MCC’s early alert system and follow-up with the student to discuss the issue. The resolution will be recorded in the Office of Instruction. If the student disagrees with the offered resolution, he/she needs to follow the grievance process found on the student tab inside jics.mohave.edu.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide a process for resolving student problems in an expeditious and equitable manner.

Student Problem Resolution Process

The College has created internal policies and procedures to address grade related and non-grade related problems and grievances. Submission forms are available on the MCC website.

Non-Grade Related Incidents

For non-grade grievances, see the Student Grievance Resolution Process listed in the current Student Handbook.

Grade Related Appeal

For grade grievances, see the Grade Relate Grievance – Grade Appeal process listed in the current Student Handbook.

Date of Adoption: Adoption of Manual: July 2008

References:
The Student Right to Know Act has been in effect since July of 2000. It requires institutions that receive Title IV funding to disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics.

Information disclosure required by the Student Right to Know Act can be located on the College’s Consumer Information webpage or by contacting Institutional Effectiveness.

Date of Adoption: Adoption of Manual: July 2008

References:
All individuals, whether currently enrolled or not, must abide by the College Code of Conduct, rules and regulations while on or using any college property, equipment or attending any college related function.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide students with non-academic services to facilitate their receiving the benefits of the college’s academic programs.

Food Services
All four campuses have food vending areas.

Housing
Mohave Community College does not have dormitories; therefore, out-of-town students will need to make their own arrangements for housing.

Parking
Student parking is provided at MCC campuses. Student and guest driving behavior should be consistent with laws and regulations established by the state and with those established by the college. Vehicles parked illegally will be towed at the owner’s expense.

Student E-mail
MCC students have MCC student e-mail accounts. Students will be assigned their student e-mail account after they have registered for classes and paid all tuition and fees. These e-mail accounts will give students access to up-to-date information throughout the semester (such as class schedules, special events, on-campus activities, etc.). Students are encouraged to use their MCC student e-mail account for all correspondence between them and faculty and other students. Please remember e-mail messages may be subject to public record inquiries.

Student Information System
MCC has developed an online student information system that allows current and near-current students to review their college information. Using the system, students are able to view their current class schedule, grades, unofficial transcripts and demographic information. In addition, students are able to print their student history (unofficial transcripts). Official transcripts may be requested online.

Date of Adoption: Adoption of Manual: July 2008

References:
The mission of the Financial Aid Office is to provide prompt, accurate and courteous financial aid assistance. Although primary responsibility for educational costs rests with the student and his/her family, MCC, the federal government and the state of Arizona can assist the student in pursuing higher education.

Financial Aid Processes

Federal Regulations are continuously updated and financial aid processes are revised on an ongoing basis as the regulations are enacted and guidance is provided by the Department of Education via the Code of Federal Regulation (CFR), Higher Education Act (HEA), the Federal Student Aid Handbook and various other communications such as Federal Registers, Dear Colleague Letters and Electronic Announcements.

The district financial aid office maintains internal standards & processes to deliver Title IV financial aid in compliance with Title IV regulation. Standards & Processes for financial aid will be housed in the district financial aid office, and posted as required by Title IV regulation in the academic catalog, student handbook and MCC website where appropriate.

At a minimum, Standards & Processes on the following topics will be maintained:

- Satisfactory Academic Progress (SAP)
- Returns to Title IV and HEA Programs
- Consumer Information
- Verification
- FWS Selection and Awarding of Students
- FSEOG Selection and Awarding of Students

In addition, Standards & Processes for overall administration of Title IV aid will also be maintained on the following topics by the appropriate campus department:

- Admissions / Admissions
- Refunds / Bursar
- Attendance / Registrar & Academics
- Withdrawals, official and unofficial / Registrar

Date of Adoption: Adoption of Manual: July 2008

References:
The mission of the Financial Aid Office is to provide prompt, accurate and courteous financial aid assistance. Although primary responsibility for educational costs rests with the student and his/her family, MCC, the federal government and the state of Arizona can assist the student in pursuing higher education.

Veterans Educational Benefits

MCC provides services to veterans, widows and dependents who may be eligible for educational assistance from the U.S. Department of Veterans Affairs. Services offered include application for educational benefits, tutorial assistance and services for disabled veterans.

Per Title 38 United States Code Section 3679(e), MCC will not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual’s inability to meet the financial obligations to the institution due to the delayed disbursement of eligible funds from VA under chapter 31 or 33. A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. Covered individuals must have a certificate of eligibility on file and have requested to use entitlement by submitting an enrollment certification request form.

Principles of Excellence

Executive Order 13607, Principles of Excellence was enacted by President Obama on April 27, 2012 to ensure “...that Federal military and veterans educational benefits programs are providing service members, veterans, spouses, and other family members with the information, support, and protection they deserve...” (Executive, 2012, para. 1).

Under the Principles of Excellence, Mohave Community College agrees to:

• Provide students with a personalized form covering the total cost of an education program
• Provide educational plans for military and veteran education beneficiaries
• End fraudulent and aggressive recruiting techniques and misrepresentations
• Accommodate service members and reservists absent due to service requirements
• Designate a point of contact to provide academic and financial advice
• Ensure accreditation of all new programs prior to enrolling students
• Align institutional refund policies with those under Title IV, which governs the administration of federal financial aid programs.

Date of Adoption: Adoption of Manual: July 2008
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*References:*
The college shall establish tuition waiver procedures as required for college preparatory services students.

Tuition Waivers, College Preparatory Services

State regulations provide that adult education programs shall not assess students a tuition charge for instruction or fees for books, instructional supplies, or materials used in the program for specified courses. The college offsets tuition by using grant funds, and it is important that the college provide tuition waivers to remain in grant compliance. The fee for assessment testing prior to assignment within the program will be charged to the student, but the cost of post-testing will be borne by the college.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall establish and monitor a tuition waiver process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition waiver program shall be subject to the limitations of available budget funds.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1808, ARS 15-1809.01 (June 24, 2020)
4.130  Tuition Waivers
Persons Identified in State Law

The college shall establish and monitor a tuition waiver process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition waiver program shall be subject to the limitations of available budget funds.

Pursuant to ARS 15-1808, the Mohave County Community College District after verification by the Arizona peace officers memorial board, by the Arizona fallen firefighter memorial committee, by the adjutant general of the national guard or by the Arizona department of veterans' services that a person is (1) the child or the spouse of (2) a peace officer, correctional officer, firefighter, emergency paramedic, national guard member or member of the United States armed forces who was a (3)resident of Arizona or stationed in Arizona and (4) who was killed in the line of duty or who died from injuries suffered in the line of duty while traveling to or from duty, shall provide the person who qualifies and who otherwise meets the qualifications for admission with a tuition waiver scholarship at any community college under the jurisdiction of the district.

The tuition waiver scholarships shall be limited to children who are thirty years of age or younger or a spouse who has not remarried and shall be limited for a spouse or for any one child to **not more than sixty-four credit hours** at Arizona community colleges and a total number of credits including any transfer credits from an Arizona community college equal to the number of credits required for a baccalaureate degree at Arizona universities for that student's initially declared course of study.

A member of the Arizona national guard who received a purple heart citation on or after September 11, 2001 or a former member of the Arizona national guard who was medically discharged from the Arizona national guard due to an injury or disability suffered during status under title 10, United States Code, in weekend training status, in annual training status or in response to a state of emergency declared by the governor is eligible for a tuition waiver scholarship provided for in this section.

The Mohave County Community College District, after verification by the Arizona department of veterans' services that a person is a member or former member of the United States armed forces who received a purple heart citation, who was a resident of the state of Arizona or was stationed in Arizona at the time of the injury that resulted in the purple heart citation and whose disability rating determined by the United States department of veterans affairs is fifty percent or more, shall provide the person who otherwise meets the qualifications for admission with a tuition waiver scholarship at any community college under the jurisdiction of the district. A person who is convicted of a felony is ineligible for a tuition waiver scholarship provided for in this subsection.

**Date of Adoption:** Adoption of Manual: July 2008

**References:** ARS 15-1808 (June 24, 2020)
4.130-A  
Tuition Waivers  
Persons in Foster Care

The college shall establish and monitor a tuition waiver process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition waiver program shall be subject to the limitations of available budget funds.

Pursuant to ARS 1809.01, each community college district shall provide a tuition waiver scholarship at any community college in that community college district to any person who meets all of the following conditions:

1. Resides in this state.
2. Either:
   (a) Is currently in foster care and is at least fourteen years of age.
   (b) Was in foster care when the person was at least fourteen years of age.
   (c) Was adopted from foster care and the adoption was finalized after the person attained fourteen years of age.
3. Is a United States citizen or is a noncitizen who is lawfully present in this country.
4. Has total personal assets, not including scholarships or grants received by the person that are worth less than $10,000.
5. Is under twenty-three years of age.
6. Is accepted into a community college under the jurisdiction of a community college district. The person must demonstrate continuous progress toward a degree or certificate to remain eligible for a tuition waiver scholarship issued pursuant to this section.
7. Completed and submitted to the United States department of education a free application for federal student aid before each year in which the person receives a tuition waiver scholarship pursuant to this section.
8. After the first academic year in which the person receives a tuition waiver scholarship pursuant to this section, annually completes at least thirty hours of volunteer service during the previous academic year.
9. Remains in good standing with the policies established by the university or community college at which the person is enrolled.

B. A tuition waiver scholarship provided pursuant to this section shall be reduced by the amount of any other federal aid scholarships or public grants and any other public aid received by that person from or through the university or community college at which the person is enrolled, except that a tuition waiver scholarship may not be reduced by the amount of federal grants received by the person from the department of child safety under the Arizona education and training voucher program.

C. If the tuition waiver scholarship is terminated before a tuition waiver scholarship recipient obtains an associate degree, a baccalaureate degree or a certificate and before the recipient reaches twenty-three years of age, that person shall continue to be awarded a tuition waiver scholarship until the person reaches twenty-three years of age or obtains a baccalaureate degree, an associate degree or a certificate, whichever occurs first, if the person continues to meet the scholarship criteria prescribed by this section.
D. For the purposes of this section, "tuition" means tuition and mandatory fees charged by the university or community college.

**Date of Adoption:** Adoption of Manual: July 2008  
**References:** ARS 15-1809.01 (June 24, 2020)
The Board is authorized under statute to employ a President as the chief executive officer of the college and may enter into an employment contract for a duration of more than one year but no more than five years. Under the same statute, the Board has the authority to remove any officer or employee of the college if in the Board’s judgment the interests of education in the state are not met. (ARS 15-1444).

The President of the college shall be responsible for the complete organization and administration of the college. The board delegates to the President, as its chief executive officer, its authority for administering the laws and policies governing the college. The Board shall be responsible for conducting an evaluation of the College President annually.

The President may delegate any powers and duties entrusted to him/her by the board, but he/she shall be specifically responsible to the board for the execution of such delegated powers and duties.

President’s Specific Functions

Among other duties, the President shall:

1. Document and report to the Board at least semi-annually on the efficiency and effectiveness of all college operations.
2. Act as the professional advisor to the Board.
3. Have the power to act in areas where no policy exists, subject to review by the board at the next regularly scheduled board meeting.
4. Prepare the board meeting agenda in consultation with and on advisement of the president and secretary of the Board.
5. Have timely prepared for adoption minutes of board meetings.
6. Attend all board meetings unless excused by the president of the Board.
7. Sign, when legally allowed, all documents which otherwise would require the signature of the president and/or secretary of the board subject to the limitations imposed by law or regulation (ARS 15-1444 and the Arizona Administrative Code).
8. Establish a college management structure that ensures the college is demonstrably managed in an efficient and effective manner and that such committees, councils, and advisory groups as deemed necessary are in place.
9. Keep the citizens of the county informed on a timely basis via a public information program.
10. Lead the development of programs and curriculum.

11. Participate in the selection of faculty and staff. The office of the President may promulgate office-specific procedures which provide incentives for recruitment of persons to fill in-demand positions at the college.

12. Appoint faculty and staff, subject to subsequent ratification by the Board.

13. Lead in the evaluation of faculty and staff.

14. Make final determinations regarding promotion, retention, and/or discharge of employees.

15. Be responsible for presentation of the annual budget to the Board.

16. Provide leadership for physical plant development and maintenance.

17. Serve as the official representative of the college at professional meetings.

18. Keep the board informed on important matters that pertain to the general welfare of the college.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1444
The President shall, upon Board direction or established need, promulgate policies for Board consideration and possible adoption (ARS 15-1445).

Governing Board Policies

As necessary, or at the direction of the Board, the President will frame new Board policies based upon best practices, extensive research, and legal review for presentation to the Board.

Policies presented to the Board shall be general in nature and designed to establish what the Board desires to be accomplished by the college.

The Board will receive new policies for review at a regular meeting of the Board and consider such policies for adoption at a second meeting.

In special or emergency circumstance, the Board may adopt new polices after presentation in a single meeting. In such cases, the Board will ratify the adoption at a subsequent meeting.

The Policies and Procedures Manual of the Governing Board shall be made on the college website, and at such other public places as may be appropriate.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
Purpose:
To outline the procedures for new and existing policy and procedure planning, development, review, approval, implementation, assessment, and revisions.

Definitions:
Policy: An expansive document that communicates broad principles of operation and standards on a particular subject to guide actions and decision-making. It communicates the College’s official position statement of what is expected on issues that have College-wide application. Policies may be in place because of a law, regulation, a risk to the College, students or others, or an organizational requirement.

Procedure: An operational set of specific action steps and processes required to support the implementation of the policy, where needed. Procedures may identify roles and assign responsibilities for the activities.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) planning.

Planning

1. Identify need

Policies may be developed when there is a need for clarity and consistency on an issue and/or a need to control, direct, or inform all or some members of the College community on matters such as health and safety, human resource issues, a legal liability, a licensing or regulatory requirement, issues where there may be serious consequences, accountability, and/or where the institution is at risk. The policies have College-wide application and are mandatory to those identified in the scope, or extent of the influence or relevance, of the policy and/or procedure in the operation of the College.

The need for College-wide procedure(s) related to the policy will also be determined by the individual or department developing the policy. Not all policies require procedure(s). However, procedures will be developed where there is a need to provide specific operational instructions on steps to take when a situation occurs. Some policies may require more than one procedure to address different situations.

In addition, existing policies and related procedure(s) (where applicable) will be reviewed periodically, at least every five years, and updated as required.

The administrator, manager, or director responsible for the policy and/or related procedure(s) (where applicable) will outline the rationale for the new policy and procedure(s) or for the update to the policy and procedure(s) (where applicable) to the department and division for approval to proceed through the committee approval process.

The administrator, manager, or director will consult with the appropriate Chief, Dean, or the President before beginning the development process. The Administrator will keep the executive team apprised of policy and procedure proposals in development.

2. Develop a Plan

The policy/procedure originator will develop a plan with phases and timelines that typically include the following: analysis, research, drafting, consultation with department and committee(s), review, revision, editing, finalization and approval, and implementation. Key stakeholders for consultation and approvals will be identified in the plan. Stakeholders will be comprised by those impacted by the policy and related procedure(s).

3. Research
The originator will, in conjunction with their team, conduct research on issues, legislation, and best practices related to the policy and procedure and will present findings during the consultation phase of the development process. Research finding (where applicable) will be presented during the finalization and approval phase.

*Date of Adoption: Adoption of Manual: July 2008*

*References: ARS 15-1445*
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) development.

Development

1. Draft

All policies and procedures (where applicable) will be documented on the Policy and Procedure template following the instructions embedded in the forms. Policy statements should be clear, concise, and specific. They should be written in simple language and include what the policy is and what is expected of the users. Where the policy and procedure body is lengthy, sections within the policy body should include subsection headings and numbering.

2. Consult

The initial draft policy and procedure(s), if applicable, will be presented to the appropriate stakeholders in the College for review and feedback. This may include:

Human Resources, Financial Aid, Business Services, Advancement, Institutional Research, Information Technology Facilities, Compliance Accreditation, Marketing and Public Information, Registrar, Student Success, Safety Sub-committee, Dean’s Council, Curriculum, Assessment, and Academic Standards, Dual Enrollment Advisory Councils

3. Revise

The policy/procedure originator will review the feedback with the development group and revise the policy and procedure(s) (where applicable) as required. If a legal review is required, the policy and procedure(s) will be sent to legal counsel by the Office of the President for review.

Develop communication and implementation strategy

Prior to review, recommendation, and approval, the originator and team will develop a strategy communication and strategy plan to roll out the new policy and procedure(s) (e.g. document update plans like the catalog, student handbook, etc.) which may include presentations to key stakeholders, training, emails, discussions in CCC meetings, etc.

Date of Adoption: Adoption of Manual: July 2008
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<tr>
<th>5.010-B</th>
<th>Administrative Procedures</th>
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<td>Development</td>
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References: ARS 15-1445
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) approval.

*Classification: Final classification and number of policy and procedures will be determined by the Office of the President.

1. Initial Review and Recommendation

Policy and Procedures (P&P) committee is the committee established in the College communication/committee structure for initial review and recommendation of College policies and procedures.

The policy/procedure developer will complete a submission form and forward this with the new or revised policy and/or procedure language to P&P for review one week in advance of the next scheduled meeting.

Policies and any related procedures that are not purely regulatory changes will be review by both P&P and the President’s Cabinet. Note: Where minor changes are required only to a procedure, modifications will be completed by the appropriate department/division and submitted to P&P without the application of the formal review and approval process.

The originator will present the policy and procedure to the committee and will consider input from the members and modify as required. Where changes are required, the committee chair will review any revised policy and procedure and will forward the revised document(s) by email to its committee members for comment.

Once reviewed by the committee, the chair will record the committee’s recommendation and forward the recommendation to the President for consideration at President’s Cabinet.

2. Subsequent Review and/or Approval

The President will schedule the policy and procedure on an upcoming President’s Cabinet’s (PC) meeting as soon as possible after receipt. The policy originator, Chief, or Dean will be invited to present the policy and/or procedure(s).

The policy originator, Chief, or Dean will present the policy and procedure to the PC. The policy originator, Chief, or Dean will consider input from the Cabinet and will modify as required. Where changes are required, the President will review the revised policy and/or procedures and will forward the revised document(s) by email to the council members for comment.
Once finalized, the President will indicate approval by dating and initialing the Policy and Procedure Submission and Approval Form.

3. Policy Approval, Board of Governors (where applicable)

The President will request Board of Governor’s (BOG) approval on College on new and revised policies.

The policy originator, Chief, or Dean, as appropriate, may be asked to present the policy to the Board of Governors. The BOG may provide feedback on any modifications to policy development group or the President. Modifications will be made as requested by the Board of Governors.

The secretary to the BOG will complete the Policy and Procedure Submission and Approval Form notating the date approved by the Board.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) implementation.

Implementation

1. Final Copy

Once final approval is obtained, the approved document will be returned to the Office of the President. The President’s executive assistant will retain a copy of submissions and approvals with all review and approval signatures. Final classification and number of policy and procedures will be determined by the Office of the President.

2. Implementation

The policy originator, Chief, or Dean will implement the communications and implementation plan to ensure students, employees, and other stakeholders impacted by the policy understand the content.

3. Posting

The President’s executive assistant will publish the final copy in the MCC Policy and Procedure Manual and will post proceeding/minutes from President’s Cabinet and/or Board of Governor’s meetings.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

Periodic Review

Monitor: The administration will monitor the implementation of the policy and related procedure for compliance and to ensure that it is understood. Further training, clarification, or communication may be required if any issues are identified in the monitoring.

Policy Review: The policy holder and administrator will initiate a review of the policy and procedure based on the specified timeframe established in the development process and noted on the policy or earlier, if there is a change in legislation or requirements. Policies and procedures must be reviewed at least once every five years.

Update: The same procedure will be followed as outlined previously to update a policy and/or procedure.

Note: Where minor changes are required only to a procedure, modifications will be completed by the appropriate department/division and submitted to P&P without the application of the formal review and approval process.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

Mission Statement Review

Mohave Community College has a stated mission that was approved by the Board of Trustees at a regularly called session of the Board. The Mission Statement provides for overall guidance to all strategic and operational decisions. This mission is reviewed, revised, or updated by a formal process that coincides with the review of the strategic plan and occurs every three to five years. Any changes to the Mission Statement are presented to the Board for its approval based upon the recommendation of the President of the College.

Mission review may occur under other conditions as well. The catalysts for Mission review are detailed as follows:

1) Planned formal review as a part of the Strategic plan review every 3-5 years. This process involves a wide range of participants including students and community members as well as college personnel. If there are recommended changes or revisions the revised mission statement goes thru the approval process as described below.

2) Annual indices regarding the efficacy of the Mission statement are collected and reviewed in various formats including: an assessment of learning outcomes, enrollment indications of program viability, formal program review, the core metrics of the visioning statement for Arizona, community influences, as well as other pieces of annual data. These data are collected annually and presented to the Chief Academic Officer and the President’s Cabinet for an annual discussion in support of the current mission statement.

3) Unplanned events may necessitate Mission review at midterm or other intervals throughout the three year review timeframe. Events such as a dramatic change in the Board of Trustees, major administrative changes, or mission changes that may be influenced by the economy or various state agencies may require that a closer look at the mission statement be undertaken. If such should occur the administrator in charge would initiate a review process as described below.

The process for change would require that any requested changes or revisions be vetted by the faculty Council and the Institutional Effectiveness and Alignment Committee before coming to the Policy and Procedure standing committee; once approved it is to be forwarded to the President’s Cabinet for review and approval and then presented to the Board of Trustees for approval prior to becoming official.
**Administrative Procedures**

**Mission Statement Review**

*Date of Adoption:* Adoption of Manual: July 2008

*References:* ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Principles

Two fairly distinct yet interrelated structures inform management. One is the line structure of full, direct authority and administrative responsibility. The other is the channel of communication, or committee (including councils and work groups), structure that is the mechanism for allowing broad participation in institutional discussions, problem solving and recommendations for continuous improvement. The principles supporting an effective committee structure include:

1. The college is one unified institution and is managed by one college management team.

2. The college President is responsible for overall leadership and management of the institution. The President is assisted by all members of the management team, inclusive of all employees.

3. Program delivery is centered on the four primary geographic locations of the college, with recognition of varied delivery modalities, including virtual, as they enhance service to the District.

4. Management decisions regarding the use of all available resources for all purposes at the college are made using standard best practices guidelines to ensure efficiency and effectiveness.

5. Structural revisions to the management process will be taken only to address impediments to the role and mission achievement.

6. The entire focus of communication and effort is upon identifying and meeting, in a professional and timely manner, existing and new students’ needs.

Every committee and council, and work groups as appropriate, shall have an authorizing charter, which shall include the general and specific purposes, membership roster, meeting frequency, reporting structure, Higher Learning Council’s guiding Criteria and Strategic Plan alignment. Charters shall be reviewed and updated periodically as changes demand.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Definitions and Glossary

ADVISORY COMMITTEE – A group of volunteers with unique knowledge that meets regularly to provide non-binding strategic advice, guidance and/or support to the institution. Where an advisory committee is affiliated with a college academic program, college staff have an obligation to recognize and consider, but not necessarily implement, such advice and guidance as pertains to the program, the community, and specific accreditation or licensing objectives. Example: Academic Program Advisory committees.

ADVISORY COUNCIL – A group of people brought together for discussion and strategic and/or operational recommendations pertaining to a well-defined set of parameters.

AT LARGE - Representing the whole of a body rather than one specific division or part of it.

COLLABORATE/COLLABORATION - Collaboration is the process of two or more people, departments or organizations working together to realize shared goals, solving problems and creating solutions. Collaboration is very similar to cooperation, and both are an opposite of competition. Collaboration does not mean just splitting up the work.

COMMITTEE - "Two or more individuals working together toward a common purpose" (P. Senge).

CONSSENSUS - Collective judgment or belief; general agreement; accord; a way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a group using consensus is committed to finding solutions and recommendations that everyone actively (or at least neutrally) supports.

CONSULT - To seek guidance or information from; to refer to for information; to have regard for (a person's interest, convenience, etc.) in making plans.

DEPARTMENT WORK GROUP - Two or more individuals from the same functional (department or work area) who work together for a common purpose; department committees align priorities and resources with the District's annual plan of work; strive to meet student/customer needs; seek continuous improvement and engage in professional development and training.

EX-OFFICIO - By virtue of an office or position.
PROJECT WORKGROUP - Two or more individuals from differing functional areas working cross functionally together for a specified period of time on a common purpose to accomplish a particular outcome; committee has beginning and ending dates; retain same membership from beginning to end of project, and reports directly to the president.

RECOMMEND - To counsel or advise (that something be done).

STANDING COMMITTEE - A cross-functional committee convened for an On-going purpose; may have rotating terms for members. (See Standing Committee Purpose Statements).

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Responsibilities of committee members
Committee members usually attend meetings because they represent some constituency or have some particular expertise or responsibility in an area. At a minimum, members should:

1. Notify the committee chair if they cannot attend a meeting.
2. Prepare for the meeting by reading the agenda and materials.
3. Contribute to discussion.
4. Report back to their constituencies, if applicable.
5. Carry out any follow-up action required of them.

Responsibilities of chairs of committees
The chair of the committee is responsible for ensuring that committee business and meetings are effectively managed, that quality recommendations and decisions are made, and that follow up actions are completed. In particular, the chair/co-chair is responsible for:

1. Chairing the committee meetings in a fair, objective, efficient and collegial manner.
2. Instruct members to the committee role, responsibilities and processes.
3. Determining attendance of non-members
4. Developing agendas in conjunction with the committee recorder.
5. Establishing any subcommittees/workgroups/action teams and determining their objectives.
6. Reporting committee recommendations and decisions to other relevant bodies.
7. Ensuring that decisions are effectively communicated and carried out.

Responsibilities of committee recorders
Recorders are responsible for the day-to-day administration of the committees. Their main tasks are:

1. Developing a meeting schedule and establishing deadlines for meeting agendas
2. Maintaining up-to-date list of committee members
3. Arranging for room bookings; Setting up conference calling and technical equipment
4. Communicating with the Chair regarding committee business, preparing & distributing the agenda and materials in a timely manner.
5. Taking notes at the meeting and writing the proceedings; posting the proceedings, if required
6. Keeping record of all committee related documents.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

The following list constitutes the majority of the current (FY21) communications structure of the college.

<table>
<thead>
<tr>
<th>Governing Board</th>
<th>Current Chair</th>
<th>Meeting Frequency **</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Cabinet</td>
<td>Elected Annually</td>
<td>Monthly</td>
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<table>
<thead>
<tr>
<th>Standing Committees</th>
<th>Current Chair</th>
<th>Meeting Frequency **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies &amp; Procedures</td>
<td>Chief HR Officer</td>
<td>Monthly</td>
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<tr>
<td>Curriculum, Academic Standards, and Assessment</td>
<td>Chief Academic Officer</td>
<td>Monthly (Academic Year)</td>
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<tr>
<td>Finance, Audit and Budget</td>
<td>Chief Finance Officer</td>
<td>Monthly</td>
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<tr>
<td>HLC Steering Committee</td>
<td>Accreditation Liaison Officer</td>
<td>As Needed</td>
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<tr>
<td>Institutional Effectiveness and Alignment</td>
<td>Chief Advancement Officer</td>
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<tr>
<th>Councill</th>
<th>Current Chair</th>
<th>Meeting Frequency **</th>
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<tbody>
<tr>
<td>Campus Communication Councils</td>
<td>Dean(s) of Engagement</td>
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<tr>
<td>Community Advisory Councils</td>
<td>Dean(s) of Engagement</td>
<td>Monthly</td>
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<tr>
<td>Staff (Non-Faculty) Council (Constituency Group)</td>
<td>Elected Annually</td>
<td>Monthly</td>
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<tr>
<td>Faculty Council / Faculty Association* (Constituency Group)</td>
<td>Elected Annually</td>
<td>Monthly (Academic Year)</td>
</tr>
<tr>
<td>Executive Advisory Council</td>
<td>Elected Annually</td>
<td>Quarterly</td>
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<tr>
<td>Student Activities Council</td>
<td>Elected Annually</td>
<td>Monthly (Academic Year)</td>
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<tr>
<th>Committees</th>
<th>Current Chair</th>
<th>Meeting Frequency **</th>
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<tbody>
<tr>
<td>Enrollment for All</td>
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<td>Workforce &amp; Partnerships</td>
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<td>Holistic Student Success</td>
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<td>Organizational Foundations</td>
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<tr>
<th>Standing Subcommittees, Work Groups, Taskforces</th>
<th>Current Chair</th>
<th>Meeting Frequency **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Enrollment Planning</td>
<td></td>
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<td>Grants Management</td>
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<td>Data Analytics</td>
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<td>Guided Pathways</td>
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<td>Crisis Management, Safety &amp; Risk</td>
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<td>Facilities &amp; Information Technology</td>
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<th>Constituency Advisory Committees</th>
<th>Current Chair</th>
<th>Meeting Frequency **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Discipline Program Advisory</td>
<td>Associate Dean/Program Director</td>
<td>Annually</td>
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<tr>
<td>Dual Enrollment Advisory</td>
<td>Chief Academic Officer</td>
<td>One per Semester</td>
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<tr>
<td>Distance Education Advisory</td>
<td>Chief Academic Officer</td>
<td>One per Semester</td>
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<tr>
<td>5.015-C</td>
<td>Communication Structure</td>
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<td><strong>5.015-C Communication Structure</strong></td>
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<tr>
<td><strong>Current Communication (Committee) Structure</strong></td>
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*Date of Adoption:* Adoption of Manual: July 2008  
*References:* ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Academic Program Advisory Committees

Mohave Community College requires Advisory Committees for CTE/Allied Health and other programs that are required by statute (including accompanying regulations) or accrediting body requirements be convened at least annually. Committee guidelines are to be established and maintained in the Office of Instruction, and provided to and followed by all academic departments and other academic personnel as appropriate.

1. General Guidelines will provide guidance regarding committee size and membership designation and agenda requirements, including a Conflict of Interest requirement for all members.

2. Advisory Committee guidelines shall outline the establishment of the committee and the process for invitations, hosting meetings, agendas and minutes.

3. A standard meeting agenda format shall contain a welcome, introductions, discussion of purpose, program updates, community membership feedback and suggestions, and a closing participant roundtable. Agendas shall include curricular reviews and where required by program licensing and/or accreditation (including, but not limited to, PTA, SGT, EMS), curricular approval.

4. Minutes must include a record of any formal vote(s) with corresponding numbers such that HLC, federal, state and other program authorization requirements are addressed.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The President shall provide an annual report to the Board at the end of each fiscal year.

President's Annual Report

Requires that this report be delivered to the Board at the end of each fiscal year prior to the President receiving a salary payment for June, for the June 30 estimated numbers for the past year's:

1. Total full-time equivalent students.
2. Actual total number of students.
3. Number of teachers regularly employed
4. Total number of students not residing within the district.

The report should additionally advise the Board on the efficiency and effectiveness of all college operations.

College's Annual Report

By December 1 of each year, each community college district shall make a report for the preceding fiscal year to the governor, the president of the senate, the speaker of the House of Representatives and the joint legislative budget committee and shall provide a copy of this report to the secretary of state. (ARS 15-1427)

The report shall contain the following information regarding the operation of the district:

1. The state of progress of the community colleges operated under this chapter.
2. The courses of study included in the curricula.
3. The number of professors and other instructional staff members employed.
4. The number of students registered and attending classes.
5. The number of full-time equivalent students enrolled during the year.
6. The total number of students not residing in the district, disaggregated by the county of residence for nonresident students who reside in this state and by the state of residence for nonresident students who reside in another state.
7. The amount of receipts and expenditures.
8. A general description of tuition and fees charged for credit courses.
9. A general description of tuition and fees charged for noncredit courses.
10. Such other information as the governor and the joint legislative budget committee deem proper.

Dual Enrollment Report

In each odd-numbered calendar year, the report shall also contain the following information regarding dual enrollment programs operated pursuant to section 15-1821.01:

1. Documentation of compliance with the requirements prescribed in section 15-1821.01, paragraphs 3, 4 and 5, including a list of the members of the faculty advisory committees of each community college.
2. Total enrollments listed by location, by high school grade level and by course.
3. A copy of each addendum to intergovernmental agreements or contracts executed pursuant to section 15-1821.01, paragraph 1.
4. Summary data by community college district and by individual community colleges on the number of scholarships or grants awarded to students.
5. Such other information as the governor and the joint legislative budget committee deem proper.
Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1427
             ARS 15-1821.01
The President shall be delegated the right to exercise the customary functions of hiring, promoting, transferring, disciplining and terminating employees of the college with ratification of those actions by the Board (ARS 15-1445).

Employment of College Personnel

The President has the final approval in regard to:

1. Hiring of new employees under the condition that final employment approval is based upon ratification by the Board at the next regularly scheduled meeting of the Board.

2. Reassigning employees from one position to another position with the same or comparable job classifications.

3. Promoting employees within the college.

4. Directing the workforce and determining its composition, organization, and structure.

5. Determining the extent and schedule of workforce operations and establishing reasonable job standards.

6. Maintaining the orderly conduct of the workforce.

7. Notifying all employees that they are responsible to the Board through the college President.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1427

ARS 15-1821.01
The President shall be delegated the right to exercise the customary functions of hiring, promoting, transferring, disciplining and terminating employees of the college with ratification of those actions by the Board (ARS 15-1445).

Fiscal Year 2021 Organizational Structure

Office of the President

Campus Leadership
- Bullhead City Campus
- Lake Havasu Campus
- Neal Campus Kingman
- North Mohave Campus

College Advancement
- Advancement

Employee Services
- Human Resources
- Payroll

Facilities Management
- Maintenance, Custodial, Grounds & Warehouse

Financial Services
- Business Services
- Student Accounts

Information Technology
- Information Technology
- Technology Support

Executive Vice President
- Institutional Research
- Instruction
- Student Services

Instruction
- Accreditation
- Career and Technical Education (CTE)
- Curriculum and Assessment
- Distance Education and CELT
- General Education
- Health Professions

Student Services
- Customer Service
- Enrollment Management and Registrar
- Marketing and Public Information
5.025-A  Employment of College Personnel  5.025-A
Composition, Organization and Structure

Recruitment
Student Success and Retention

Date of Adoption: Latest Revision: July 1, 2020

References:
ARS 15-1427
ARS 15-1821.01
The college shall maintain salary and pay schedules that remunerate college employees at levels as equivalent to comparators as possible for each employee classification (ARS 15-1444).

Salary and Pay Schedules

The college will:

1. Update the salary and pay schedules each year by reviewing the available and most recent local, regional, and national salary and pay studies for each employee classification.

2. Report the updated salary and pay schedules by employee classification for the next fiscal year to the Board.

3. Assure that new hires to be reported to the Board in the Human Resources Report for ratification by Board action are employed at the appropriate level and within the salary or hourly pay range provided in the salary and pay schedules.

4. Assure that the proposed budget for the next fiscal year includes salary or pay adjustments for all employees in conformance with the existing salary and pay schedules for the fiscal year since the Board’s adoption of the budget also ratifies pay adjustments.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1444
The college shall maintain salary and pay schedules that remunerate college employees at levels as equivalent to comparators as possible for each employee classification (ARS 15-1444).

Full Time Faculty Salary Advancement

Full-time faculty during the initial hiring process are placed on the salary scale according to their level of educational achievement. Full-time faculty who pursue advanced degrees may move up the salary scale upon achieving the requirements for the next grade by following the procedure outlined in this section.

Upon meeting the educational requirements for the next grade, the Full-time faculty member notifies human resources that they now qualify for salary advancement. Notification must be made by December 15 to receive advancement in January and by June 15 to receive advancement for August. Notification must be made in writing in the form of a letter or memo.

The faculty member must request official transcripts be sent to the Department of Human Resources documenting completion of the educational requirements. To be eligible for advancement in January, transcripts need to be received in human resources no later than January 15. To be eligible for advancement for August, transcripts must be received no later than July 15. It is the responsibility of the faculty member to ensure the necessary documentation is received in human resources in sufficient time to process the salary adjustment.

Human resources will review the transcripts and make a recommendation to the Chief Academic Officer regarding the faculty member having met the requirements for salary advancement to the next grade. This recommendation is made using the Salary Advancement Form (HR 0003) which documents the completion of the necessary degree or coursework from an accredited institution.

On approval of the salary advancement, salary adjustments will be made. In January, the adjustment will begin with the next available pay period. In July, the adjustment will begin upon the faculty member's return to work in August.

Requirements for each grade are indicated on the Faculty Salary Schedule which is available on the website or can be obtained from human resources.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1444

Mohave Community College Policy and Procedure Manual
The President is authorized to accept gifts in the name of the college (ARS 15-1444).

Gifts Presented to the College

The donor must relinquish all rights affecting the ultimate disposition of gifts to the college. If those rights are not relinquished, acceptance of the gift must be approved by the Governing Board.

Solicitation of Donations

Many parts of MCC are involved in soliciting donations, often from the same donors. Colleges and universities frequently discover that a student group asking for a small amount of support adversely affects the college president asking that same donor for a major gift. In addition, it is important that IRS regulations about providing receipts are followed, accurate accounting is made of the transactions, that donors are properly and promptly thanked, and that the Advancement Office has accurate records of everyone who makes a donation to the college or college related group.

Anyone engaged in planning a solicitation of donations of any kind must have the effort approved by the MCC Office of Advancement before the fundraising activities start. Solicitation of donations is where a donor is asked to provide cash, merchandise, service or anything else of value for which they do not receive something of comparable value in return. Approval from the MCC Office of Advancement must have been received before anyone is asked to donate.

Procedure to receive approval:

Send a description of what you want to do to the Office of Advancement:

Mail/deliver to Advancement, 1971 Jagerson Avenue, Building 2000, Kingman, AZ 86409

The description should include:

1. Your name
2. Organization name
3. Voice telephone number and best times to reach you
4. Email address
5. Date that the fundraising will start
6. Briefly describe the purpose of the solicitation. (For what will the funds be used?)
7. Who will be asked for donations (e.g. individual people, local merchants, foundations)
8. What do you expect to be donated (e.g. cash, checks, credit card, physical item, etc.)?
9. How will the cash or property be handled and safeguarded?
10. How will a record of the donations be kept?
11. How will you say “thank you” to the donors?
Approval will be based upon:

Who will be solicited and how that contact fits with other fundraising efforts already in place by the Office of Advancement, other senior officials of the college, and other MCC related clubs and organizations

1. How the solicitation will be conducted
2. What will be solicited and how the items or funds will be received
3. How records will be kept
4. How donors will be thanked

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1444
The college shall establish a fiscal year in conformance with state requirements (ARS 15-1473).

Fiscal Year

The fiscal year shall begin July 1 and end June 30.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1473
The college shall be responsive to the requirements of the annual audit of finances as required by the Auditor General of the State of Arizona (ARS 15-1473).

Audit

In cooperation with the office of the auditor general, the college will schedule annual audits of college finances.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1473
The college shall be responsive to the requirements of the annual audit of finances as required by the Auditor General of the State of Arizona.

The College shall be responsive to the requirements of the annual Full-time Student Equivalency (FTSE) audit in accordance of ARS 15-1466.01 and ARS 15-1466.02 as required by the Office of the Auditor General of the State of Arizona.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision(s): July 29, 2020
References: ARS 15-1466.01
ARTS 15-1466-02
The college shall maintain a process for the annual development of operations and maintenance and capital budgets in conformance with requirements of the State of Arizona (ARS 15-1461 and ARS 15-1461.01).

Budget Planning

Budget planning is a year-long collaborative process coordinated with all departments and divisions of the college. Annual budgeting focuses on the college mission, goals and objectives of all divisions, in an effort to optimize expenditures on human resources (including staff development), marketing, scholarships and incentives, instructional program development, student and community service needs, equipment and facilities. The budget process initiates in early fall of each year, with strategic planning, salary and benefit meetings, and actual-versus-budget analyses (student populations, actual revenues and revised cost forecasts), supported with the efforts of institutional effectiveness.

Budget Preparation and Adoption

The President and the Chief Financial Officer shall each year prepare an estimate of the revenue available for expenses to be incurred in the forthcoming fiscal year and an estimated expenditure budget for the operation of the college.

The President shall present a preliminary budget to the Board for review during the spring semester.

The Board shall hold an advertised public hearing before adoption of a final budget. Prior to the public budget hearing, the proposed budget shall be published online or in a newspaper of general circulation, not later than fifteen (15) days prior to the public hearing and a second time not later than five (5) days prior to the public hearing. Under the provisions of the Truth in Taxation legislation, the Board may also hold a Truth and Taxation hearing, also published in a newspaper of general circulation. The first publication shall be at least fourteen (14) days but not more than twenty (20) days before the date of the Truth and Taxation hearing. The second publication shall be at least seven (7) days but not more the ten (10) days before the date of the hearing.

Subsequent to the public hearing on the budget, and the possible hearing under Truth and Taxation, the Board shall hold a special meeting to consider adoption of the budget for the forthcoming fiscal year. The public hearings for Truth and Taxation and for the budget may occur on the same day as the special meeting to consider the budget.

Budget Timelines and Process

The Adoption of Budget will occur no later than June 20. The budget will be distributed to required organizations. Copies of adopted budget will be sent to the Property Tax Oversight Commission by July 1.
Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1461
            ARS 15-1461.01
Tuition and Fees

The college shall recommend tuition and fee rates to the Board since, under the provisions of Arizona statute, the Board must set the tuition and fee rates charged to students pursuing instructional programs at the college (ARS 15-1445).

Tuition

The college shall periodically prepare a study of tuition charges for the college in comparison with regional and national information and best practices as well as college needs. The President will recommend a tuition plan to the Board which may span a number of years.

Approval of a tuition plan typically occurs at the January meeting of the Board.

Fees

The college shall review program fees and course and laboratory fees annually and present a fee schedule for the forthcoming fiscal year for Board approval.

It is incumbent on every budget manager at the college to analyze and present accurate fee recommendations so as to avoid changes in fee rates throughout the year, and after catalogs and schedules have been created.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The College is committed to sustainability and the responsible stewardship of its natural, human and material resources.

Date of Adoption: Adoption of Manual: July 2008

References:
Mohave Community College will maintain and manage its records in accordance with applicable state and federal laws and regulations.

For purposes of this document, the term “record” is defined as any and all documentary material, regardless of format or characteristics, made or received in connection with the transaction of public business.

1. It is the responsibility of each department of the College, and its constituent members, to review and determine, on no less than an annual basis, which of its records need to be retained. Records may need to be retained on either a temporary or permanent basis. This review shall be done in consultation with the Arizona State Record Retention schedule for Higher Education, applicable state and federal regulations, with the guidance of the College’s record officer as needed.

2. Unless there is a compelling reason to retain records, they should be destroyed after the period specified by the schedule. When a record retained in accordance with a retention schedule can be destroyed, it is the employee’s responsibility to record the document destruction by completing a Certificate of Document Destruction. The completed form should be forwarded to the College’s Record Manager who will send it to the Arizona State Library and keep on file. If a litigation hold or other hold has been placed on a Record, the department responsible for the Record will be notified and will be responsible for labeling the Record for indefinite retention, until further notice is received.

3. The method of record retention will vary depending on several factors, including the format and expected length of storage. Permanent paper records will be maintained in accordance with the applicable state regulations to ensure their continued integrity.

4. All records containing sensitive information must have appropriate safeguards in place to protect against unauthorized access.

5. Emails are considered public records and must be retained appropriately. Emails are not considered a separate class of documents but rather the information contained within them are applicable to the usual range of records the institution may be expected to retain. Retaining messages must be accomplished in electronic format, if that was the method by which they were created.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Insurance

The college shall:

1. Annually review its liability and property insurance coverage.
2. The Chief Financial Officer or a delegate shall review and make insurance recommendations to the President, who shall make a final recommendation to the Board.
3. The President is authorized to settle all claims not covered by insurance in accordance with approved college procedures.

Risk Management

The college shall appoint a person to:

1. Serve as liaison to the insurance provider.
2. Evaluate conditions on the campuses that contribute to risk.
3. Maintain all records related to risk management.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1444
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Crime Incident Reports

The Clery Act (Student Right to Know) mandates the reporting of specific crimes by the college on behalf of any college employee, student or guest who is a victim or witness to a crime.

Any loss or damage to personal property of students, guests or employees should be immediately reported to the campus dean. A college employee is required to take the statement from the reporting victim/witness and complete the crime incident report form. The original completed form must be sent to the office of risk management within three days of occurrence or discovery. The college assumes no liability for the property of others.

Before leaving the premises, the victim/witness should be encouraged by the college employee to file a police report with the local authorities.

The information collected from these forms will be retained by the office of risk management and used by the office of institutional effectiveness to prepare a compilation of the statistical crime information that will be included in the college annual security report as mandated by the Clery Act.

The college strives to ensure that victims and witnesses to crime are aware of their right to report criminal activity to law enforcement and to report policy and conduct violations to the campus dean. However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Criminal/Injury Incident Reporting

In the event of a criminal incident (vandalism, robbery, violent altercation) or a personal injury on a campus of Mohave Community College, an employee should immediately call 911 and report the incident to authorities. After the 911 notification, the employee should report the incident to the office of the campus dean.

Incident Report Procedure

The college recognizes that effective reporting, recording, and investigation of college related incidents are an essential part of overall risk management.

This procedure identifies the minimum standards for reporting, recording and investigating incidents and the delineation of responsibility for employee compliance.
Date of Adoption: Adoption of Manual: July 2008

References: Cleary Act
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Workplace Safety

Any issues relating to workplace safety should be referred immediately to the campus dean.

Injuries to employees under State Workers’ Compensation

Employees who are injured during working hours may be eligible for workers compensation. All claims must be filed on a supervisor’s report of industrial injury for state compensation fund (SCF) of Arizona form that is located in each building. Each building will designate a person to maintain the forms. The direct supervisor of the injured worker is responsible for completing all forms. The original copy must be sent immediately to human resources which will provide a copy to the business services department and complete an employer’s report of industrial injury. The blue copy is provided to the injured worker for the doctor. The yellow copy is maintained by the supervisor in a confidential manner.

The injured worker must notify the human resources within three days of receiving treatment from a qualified health care provider. A delay in reporting an injury or in seeking medical attention may result in the state of Arizona disallowing workers’ compensation claims.

Personal details will not be disclosed to any third party without consent of the injured person except as required for reports to the enforcement authority or the college insurers in connection with any subsequent claim or any statutory inquiry.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Personal Injuries or Accidents of Students, Participants, or Volunteers

The personal /incident/behavior report is required for serious medical conditions or any accidents reported to college employees. The reporting form can be located on MCC’s Campus Safety webpage.

The employee reporting the accident or incident is required to complete the MCC report within 24 hours and submit to risk management. When appropriate, risk management will report the accident/injury to the insurance carrier.

Personal details will not be disclosed to any third party without consent of the injured person except as required for reports to the enforcement authority or the college insurers in connection with any subsequent claim or any statutory inquiry.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Automobile Incidents (College Vehicles)

Any accident involving a college vehicle or a college rental vehicle must follow very specific reporting requirements. Please refer to the documentation provided by the insurance company (available in MCC vehicle glove compartments) or the rental car agreement. Reports must be filed regardless of fault, injury or amount of property damage.

The completed documentation must be delivered to risk management within three days.

Do not discuss the accident with anyone except personnel in the Mohave Community College office of risk management, an insurance company representative, or the police.

Automobile Incidents (Personal Vehicles)

Accidents involving personal vehicles, even when used for business purposes, are the responsibility of the owner. All accidents must be reported to the insurer of the vehicle. The college does maintain non-owned and hired automobile liability coverage, which is in excess over personal coverage. This insurance would only apply if the personal automobile liability limits were exhausted and Mohave Community College was determined to be liable because the representative was conducting college business.

Heavy Equipment Operation

Only trained and qualified College personnel are authorized to operate heavy equipment such as tractors, powered platforms, forklifts, backhoes, etc. Campus facility managers will identify trained and qualified operators. Campus facility managers will keep readily available documentation on approved users. Failure to adhere to this procedure will result in disciplinary action.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Property Incidents

Property incidents include loss of or damage to property due to theft, vandalism, or destruction by natural causes.

Any loss or damage to college property should be immediately reported to the facilities manager or to the campus dean. An MCC property loss or damage form (MCC Form ADM 0002) must be completed and original sent to risk management within three days of occurrence or discovery. Law enforcement should be immediately called in case of thefts, vandalism and/or any other criminal activity.

When appropriate, risk management will notify the college’s insurer.

For any loss or damage to personal property of students, guests or employees see the crime incident reports section.

*Date of Adoption: Adoption of Manual: July 2008*

*References:*
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

**Universal Precautions**

Universal precautions shall be observed to prevent contact with blood and other potentially infectious material.

Gloves are to be worn when there is reasonable likelihood of hand contact with blood or other potentially infectious materials.

Face and eye protection including masks, goggles, glasses or face shields are to be used when there is a potential for splashing, spraying or splattering of blood or other potentially infectious material.

Eating, drinking, applying cosmetics or lip balm or handling contact lenses is prohibited in work areas where blood or infectious materials might be present.

**Blood-borne Pathogens**

The college requires compliance with all guidelines recommended by the Centers for Disease Control (CDC) and OSHA for preventing contamination and infection of workers at risk for occupational exposure to blood-borne pathogens.

All workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any person’s blood or body fluids that require universal precautions. Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear which can reduce the risk of exposure of the health care worker’s skin or mucous membranes to potentially infective materials.

In accordance with the recommended guidelines, the following procedures must be followed:

**Infectious Waste Management**

Infectious waste is defined as any waste, solid or liquid that is capable of producing an infection.

ALL BODY FLUIDS AND SECRETIONS ARE TO BE TREATED AS CONTAMINATED AND POSSIBLY INFECTIOUS.

1. All equipment and/or work surfaces contaminated with blood or infectious material will be cleaned and disinfected immediately. A chemical germicide or bleach solution diluted 1:9 is recommended.
2. Infectious waste will not be placed in regular trash but will be segregated from other waste by being placed in containers designated as biohazard and labeled or tagged with this identification.
3. After gloves are removed and disposed of properly, the employee must wash hands with soap and water after each contact or potential contact with a blood-borne pathogen.
4. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures.

5. To prevent needle stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

6. After they are used, disposable syringes, needles, scalpel blades, and other sharp items should be placed in puncture-resistant container for disposal. The puncture resistant container should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

Antibody Testing of Students and Faculty

The accidental exposure of an employee of the college while at work is treated in a similar manner to any type of incident occurring within the college. Report it immediately to the supervisor.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Automated External Defibrillation

The college has entered into an equipment user agreement with the Arizona Department of Health Services for the acquisition and use of automated external defibrillators (“A.E.D.”) as part of the rural access to emergency devices grant process (ARS 36-2261 et seq).

The college will comply with the following procedures:

Placement of Automated External Defibrillators

The automated external defibrillator will be placed in a location where it is accessible to trained personnel. This location may vary at each facility where the unit is stored. The location of the unit must be well publicized.

Defibrillator Training

Length of training – Training will consist of the American Heart Association Heartsaver A.E.D. C.P.R. or Healthcare Provider Course. If the individual is currently certified for longer than one year, they will be required to take the Heartsaver A.E.D. C.P.R. course as a refresher.

Retraining – Retraining shall occur at least once every two years in accordance with the certifying agency. Refresher training may occur on a yearly basis as determined. The individual may take either the American Heart Association Heartsaver A.E.D. C.P.R. or Healthcare Provider Course to recertify.

Personnel to be trained – A minimum of four individuals will receive formal A.E.D. training on each campus. Each individual shall maintain current certification in C.P.R. / A.E. D. and Healthcare Provider. These individuals shall be in “good health” and accept the responsibility of dealing with life and death issues. These individuals will not receive compensation for this added responsibility. Trained personnel shall be available during hours that the facility is open to the public.

Response procedures

Each facility shall establish a response protocol. This protocol shall include facility personnel notification, notification of 911, transport of the automated external defibrillator to the incident location, and trained personnel to operate the unit. This response plan may vary for each of the facilities.
Maintenance of equipment

Equipment will be maintained in accordance with manufacturer’s requirements. In addition a daily check of the unit will be conducted to ascertain that the unit is clean, the battery is functioning, and all items are included with the unit. A check sheet will be available. This sheet is to be completed and forwarded to the CE program administrator for EMS.

Recording documents

A written report must be submitted within five working days after the use of an automated external defibrillator. A form will be provided for this purpose. This form is to be forwarded to the CE program administrator for EMS.

Physician Agreement

The physician shall: 1) Establish quality assurance guidelines that include a review of each of the automated external defibrillator to evaluate performance. 2) Be proficient in emergency medical services protocols, cardiopulmonary resuscitation and the use of automated external defibrillators. 3) Ensure that each trained responder receives training in cardiopulmonary resuscitation and in the use of an automated external defibrillator by completing the heart saver automated external course for the lay rescuer and first responder, in effect as of December 31, 1998, adopted by the American Heart Association or an equivalent course that meets the same objectives.

EMS notification

911 is to be contacted immediately when it is believed that an A.E.D. is to be used. The dispatch is to be informed as to the nature and location of the incident. If personnel are available, someone should be sent to meet the responding personnel and escort them to the location of the incident.

Defusing / Debriefing Sessions

Immediately following the use of the A.E.D., a defusing/debriefing session will be provided for the individuals involved in the emergency response in order to provide feedback and discussion about operational procedures and resolution of the emergency.

Responder List

Trained personnel, organization and expiration dates – A list of trained personnel will be maintained indicating the following information: name of person certified, contact information, level of certification, date of certification, and date of expiration of certification.

Agreement

A copy of the Department of Health Services - Mohave Community College A. E. D. Services Equipment User agreement shall be filed with the office of risk management.
Date of Adoption: Adoption of Manual: July 2008

References: ARS 36-2261 et seq
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Good Samaritan Law

“Any person who, in good faith, renders emergency medical care or assistance to an injured person at the scene of an accident or other emergency without the expectation of receiving or intending to receive compensation from such injured person for such service, shall not be liable in civil damages for any act or omission, not constituting gross negligence in the course of such care or assistance.”

Civil Liability; Limited Immunity; Good Samaritan

The following persons and entities are not subject to civil liability for any personal injury that results from any act or omission that does not amount to willful misconduct or gross negligence if that person or entity complies with the requirements of A.R.S. § 36-2262:

1. A physician who provides supervisory services pursuant to § 36-2262. subsection B.
2. A person or entity that provides training in cardiopulmonary resuscitation and use of an automated external defibrillator.
3. A person or entity that acquires an automated external defibrillator pursuant to this article.
4. The owner of the property or facility where the automated external defibrillator is located.
5. A trained responder as defined in § 36-2262, subsection C.

Health Insurance Portability and Accountability Act

The Health Insurance Portability And Accountability Act, a federal law protecting the privacy of patient – Requires that specific health care information regarding the health status of a patient be held in confidence unless otherwise authorized for release by the patient. Providers of emergency services are required to comply with this law; however, confidential patient information may be shared with other emergency services personnel while in the performance of their life-saving duties.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 36-2262 et seq
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Registered Sex Offender Campus Notification

The college strives to provide a safe environment for its students, faculty and staff. To insure the safety and welfare of the campus, the college seeks to provide to the college community timely and appropriate notification of the presence of any registered sex offender who may be on or live near the campus. This notification will be in accordance with current applicable state and federal laws.

In Arizona, a sex offender is required to register with the sheriff in the county where he or she resides. A sex offender who is a student at a college, who is employed by a college, who volunteers at a college or who carries a vocation at a college is required to register this information with the sheriff in the county where the college is located (ARS 13-3821 and ARS 13-3826, et seq). For the purpose of this procedure, a “student” is defined as someone who is matriculated or otherwise enrolled to attend class full-time or part-time at the college.

Federal law requires institutions of higher education to advise the college community as to where law enforcement agency information concerning registered sex offenders may be obtained. Accordingly, the college has developed the procedures set forth below.

1. The Campus Dean will notify the college community according to the classification system used by the Mohave County Sheriff Department to identify all sex offenders who after June 1, 1996, have been released from jail or prison or sentenced to probation. The classification system assesses the risk of the offender committing another offense as follows: a level-one offender – low risk; a level-two offender – intermediate risk; and a level-three offender – high risk.

2. The Mohave County Sheriff Department will notify the college through the Campus Dean of any registered level three sex offender who resides near the college, or who is a student, employee, volunteer, or who carries on a vocation at the college. The Sheriff may, but is not obligated to, notify the college of any registered level-two sex offender who resides near the college, or who is a student, employee, volunteer or who carries on a vocation at the college. The Campus Dean will forward all notices to the Department of Institutional Research.
3. The Arizona Department of Public Safety (DPS) has also established a web site that contains the address and nature of the conviction of each registered level-two and level-three sex offender who has been released from jail or prison or sentenced to probation on or after June 1, 1996. At this website, one may enter a zip code and conduct a search for the home address of all registered level-two and level-three sex offenders living within the particular zip code. The website does not contain information as to whether a registered sex offender is a student, employee, volunteer or one who carries a vocation at the college. The website also does not identify level-one registered sex offenders.

Comparing Lists with Sheriff Department

Once each semester and summer session, at the end of the drop-add period, the office of the Department of Institutional Research will compare a list of college students, employees, and volunteers with the Mohave County Sheriff Department’s sex offender registration notices and the DPS’s sex offender website. The Department of Institutional Research will identify any names appearing on the Sheriff’s notices or the DPS list that are known or believed to be persons engaged in a program of instruction or employment on college property. Based on the above, the office of the Chief Student Services Officer will determine the following:

1. Whether any registered sex offender has listed his or her residence within one mile of the college’s campuses; or
2. Whether any college student, employee, or volunteer on college property is a registered sex offender.

Procedure if a Known Sex Offender is identified

1. If a known sex offender is identified, the Chief Student Services Officer will notify the appropriate Campus Dean.

2. From time to time, the Campus Dean may also receive other information from local or state law enforcement officials or members of the public that an individual living within one mile of the college’s campuses or who is a student, employee, volunteer or person carrying on a vocation at the college is a registered sex offender. The Campus Dean will verify the individual’s status with the Chief Student Services Officer.

3. After a sex offender is identified, the Campus Dean or designee will make reasonable and prompt efforts to meet with the registered sex offender and advise him or her of the procedure set forth in this policy.
Within ten business days of the Campus Dean’s receipt of a notice of an identified registered sex offender, the Campus Dean or designee shall be responsible for notifying the college community as follows:

1. A level-one registered sex offender (low risk): If the Campus Dean or designee receives information concerning a level-one offender, the Campus Dean shall maintain information about the offender.

2. A level-two registered sex offender (intermediate risk) or level-three (high risk) registered sex offender:
   
   A. The Campus Dean or designee will provide the Chief Student Services Officer with pertinent information regarding the offender.
   
   B. If the offender is an employee, volunteer, or person carrying on a vocation at the college, the Campus Dean or designee will also provide the office of human resources with pertinent information regarding the offender.
   
   C. The Campus Dean or designee will notify a marketing and public information officer that a level-two or level-three flyer should be posted on the college’s web site in the crime alert section. The website level-two or level-three flyer will contain the following information: (i) a picture of the offender; (ii) the exact address of the offender; (iii) a summary of the offender’s status and criminal background; and (iv) whether the offender lives within one mile of college property, is a student, employee, volunteer, or carries on a vocation at the college.
   
   D. The Campus Dean or designee will print level-two or level-three flyers that will contain the same information as the level-two or level-three flyer posted on the college website and, once each week for four weeks, printed level-two or level-three flyers will be posted on campus bulletin boards; and in the administrative offices of off-campus centers.
   
   E. The Chief Student Services Officer, with assistance from the office of public relations and marketing, will decide how further to disseminate the level-three flyer in local publications so as to alert the campus community to the offender’s presence near or on campus.
   
   F. The Campus Dean may hold group meetings to discuss concerns of the college community
Other Notifications

Nothing in this procedure will restrict the Campus Dean or other college administrators from making further notifications allowable under state and federal law, should he or she feel that a particular offender’s case warrants the giving of any additional notification not referenced above.

The Chief Student Services Officer will maintain records on all registered sex offenders covered under this policy. For any offender covered under this policy, the Campus Dean or designee shall be responsible for verifying each offender’s status on an ongoing timely basis. If at any time, the offender (i) no longer lists his or her residence within one mile of the college’s campus, or (ii) no longer is a student, employee, volunteer, or person carrying on a vocation on college property, this fact shall be so reflected in the offender’s record, and any and all information concerning the offender shall be removed from the college’s website.

The federal Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that might otherwise prohibit the disclosure of such information.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 13-3821 and ARS 13-3826, et seq
The college shall establish procedures to protect the health and safety of the employees of Mohave Community College.

In order to be properly recognized as a member of the Mohave Community College workforce and as a part of the College’s commitment and strategy to ensure the safety of employees, students, and the public, all employees will be required to obtain and carry a college-issued photo identification badge (ID) on their person during working hours. The ID badge may also be used to access areas on campus and for identification after hours or in an emergency. Employees may be asked to show their ID to public safety officers or other college personnel to verify their affiliation and purpose for being on campus.

Issuance

- The ID badges are issued in these categories:
  - ID badges for regular (FT & PT) employees will be issued without an expiration date or term validation sticker.
  - ID badges for adjuncts or temporary employees will be issued with a term validation for a maximum of one year.
  - A returning adjunct or temporary employee whose ID badge has expired must obtain a current term sticker from their department or Human Resources upon receipt of an updated employment authorization.

- ID badge photos will be taken on the first day of employment. Photos can be taken on any campus or in the Human Resources Office. Full facial photographs are required. Employees are not permitted to wear any article of clothing or eyewear that obscures facial features. Accommodations will be provided as required and allowed by applicable law.

Usage

- The MCC ID badge is the property of the college, administered through the Human Resources office and may be revoked at any inappropriate use. The ID badge may be used only by the individual to whom it was issued. Employees may not "loan" their ID badge to anyone for any reason.

- ID badges may not be altered in any way that obscures the person’s photograph or printed information on the badge. An ID badge holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID badge or its use as a key card.

- Unauthorized use, sharing, alteration or duplication for any purpose will result in immediate confiscation of the badge and may result in disciplinary action.

- ID badges may be used to access controlled areas on a campus. Depending upon location, photo identification badges are required to be visible, swiped, or tapped to gain access; non-compliance may result in removal from the premises.
• If an employee's ID badge is lost or stolen, it should be reported immediately to Human Resources, and a replacement obtained. The cost of replacement badges will be the employee's responsibility unless the replacement is necessitated by a legal name change or a change required by the College.

Return

• Upon separation from employment, employees are required to return their college ID. It is the supervisor's responsibility to ensure the employee's ID badge is returned for destruction before leaving the College.

Date of Adoption: Adoption of Manual July 2008

References: ARS 15-1445
The Mohave Community College Board of Trustees shall implement a program for Identity Theft Prevention. (Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003).

In accordance with the provisions outlined in the Federal Trade Commission’s Red Flag Rule, which implements Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003, the Mohave Community College District has directed the implementation of a program for Identity Theft Prevention. The purpose of the program is to provide information that will assist individuals in detecting, preventing and mitigating identity theft in connection with the opening of a “covered account” or any existing “covered account” or who believe that a security incident has occurred, and to provide information for the reporting of security incident.

A. The President shall designate a Program Administrator. The Program Administrator shall exercise appropriate and effective oversight over the Program and the Red Flag Taskforce and shall report regularly to the Risk Management Committee and to the President regarding program outcomes and to Governing Board (as required). The Program Administrator shall be responsible for developing, implementing and updating the Program throughout the Mohave Community College District. The Program Administrator shall be responsible for ensuring the appropriate training of college and district personnel, reviewing staff reports regarding the detection of Red Flags and implementing steps to identify, prevent and mitigate identity theft.

B. Mohave Community College remains responsible for compliance with the Red Flag Rules even in instances where services are outsourced to a third party. However, any written agreement between Mohave Community College and the third party provider shall require the third party to have reasonable policies and procedures designed to detect relevant Red Flags that may arise in the performance of their contracted activities. The written agreement or contract must also indicate whether the contracted third party provider is responsible for implementing appropriate steps to prevent and mitigate identity theft, and/or if the provider is responsible for notifying Mohave Community College of the detection of Red Flag events.

C. An employee who believes that a security incident has occurred shall immediately notify their immediate supervisor and the Program Administrator. After normal business hours, notification shall be made to the Chief Financial Officer.

D. The Program Administrator shall appoint a review committee, designated the Red Flag Taskforce, consisting of appropriate Mohave Community College administrators to review issues, assist with training, and monitor the policy for future issues. The Taskforce shall meet on at least a quarterly basis, during which time the Program Administrator will report on events, findings, issues, and trends to the Red Flag Taskforce for their understanding and advice.
E. The Program Administrator shall ensure that the Mohave Community College Identity Theft Prevention Program shall provide for appropriate responses to detected red flags in order to prevent and mitigate identity theft. Appropriate Responses would include:

1. Monitoring covered accounts for evidence of identity theft;
2. Denying access to a covered account until other information is available to eliminate the identified red flag, or close the existing covered account;
3. Notify the customer
4. Change any passwords, security codes or other security devices that permit access to a covered account;
5. Close an existing account;
6. Reopen a covered account with a new account number;
7. Notify law enforcement if suspected illegal activity;
8. Determine if no response is warranted given the particular circumstances.

F. The Program Administrator will provide for the detection of red flags in connection with the opening of covered accounts and the processing of existing accounts can be made through internal controls such as:

1. Obtaining and verifying the identity of a person opening and using an account;
2. Authenticating customers;
3. Monitoring transactions;
4. Verifying the validity of change of address request for existing covered accounts.

G. In order to identify relevant red flags, Mohave Community College takes into consideration the types of accounts that it offers and maintains, the methods provided to open accounts, the methods provided to access accounts, as well as previous experiences with identity theft and investigation of newly reported types of identity theft by federal, state and other agencies.

H. The following categories are identified as “red flags”:

1. Alerts, notifications or warning from a consumer reporting agency including fraud alerts, credit freezes or official notice of address discrepancies.
2. The presentation of suspicious documents such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application that appears to have been cut up, reassembled and photocopied.
3. The presentation of suspicious personal identifying information such as a photograph or physical description on the identification that is not consistent with the appearance of the student or individual presenting the identification; discrepancies in address, Social Security Number, Student ED, or other information on file; an address that is a mail-drop, a prison, or is invalid, a phone number that is likely to be a pager or answering service; and/or failure to provide all required information.

4. Unusual use or suspicious account activity that would include material changes in payment patterns, notification that the account holder is not receiving mailed statements, or that the account has unauthorized charges.

5. A request to mail something to an address that is not on file;

6. Notice received from students, victims of identity theft, law enforcement, other persons regarding possible identity theft in connection with covered accounts.

Definitions:

Covered Account – is a consumer account that involves multiple payments or transactions in arrears such as a loan that is billed or payable monthly. This includes accounts where payments are deferred and made by a borrower periodically over time such as with a tuition or fee installment payment plan.

Creditor – is a person or entity that regularly extends, renews or continues credit and person or entity that regularly arranges for the extension, renewal or continuation of credit. Examples of activities that would indicate Mohave Community College is a creditor would include:

1. Offering institutional loans to students, faculty or staff;
2. Offering a plan for payment of tuition or fees throughout the semester, rather than requiring full payment at the beginning of the semester;
3. Emergency loans.

Personal information—specific information that represents a legal or personal identity or that could result in public impersonation of identity or identity theft if such information were stolen or compromised. This would also consist of using information in combination with one or more data elements when either the name or elements are not encrypted or redacted. Sensitive personal information includes but may not be limited to the following:

1. Legal name (first, last, middle)
2. Full date of birth
3. SSN
4. Driver’s license Number
5. Enterprise ID
6. Financial account number
5.075  Identity Theft, Red Flag and Security Incident Reporting

7. Password
8. Home address
9. Gender
10. Race
11. Medical Information
12. Payroll information

Red Flag – a pattern, practice or specific activity that indicates the existence of identity theft or possible attempted fraud via identity theft on covered accounts.

Security Incident – a collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 13-3821 and ARS 13-3826, et seq
It is the intent of the Governing Board of the Mohave Community College District to adhere to the provision of the U.S. Copyright Law (Title 17, U.S.C., Section 101 et. seq.), including the Digital Millennium Copyright Act (DMCA) and The Technology Education and Copyright Harmonization Act (TEACH), and other federal copyright laws as they are adopted. The College will develop guidelines that clearly discourage violation of copyright law and inform employees and students of their rights, responsibilities and possible civil and criminal penalties in accordance with that law.

For the College’s full copyright procedures and processes, please see section 2.027.

Date of Adoption:  Adoption of Manual: July 2008

References:  Title 17, U.S.C., Section 101 et. Seq.
Digital Millennium Copyright Act
Technology Education and Copyright Harmonization Act
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

System of Accounts, Structure, and Classification

The accounting codes and systems of accounts outlined within the Uniform System of Accounts and Financial Reporting for Community Colleges of Arizona (USA FR) shall be followed.

The college will recognize the accounting principles, the fund classes, and the structure and classification of income and expenditures recommended in (1) College and University Business Administration, prepared under the auspices of the National Association of College and University Business Officers, published by the American Council on Education, Washington, D.C.; and (2) Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants under the auspices of the Committee on College and University Accounting.

Financial Reports

The Chief Financial Officer shall prepare monthly financial statements for presentation to the Governing Board at regular meetings. The financial statements shall include the year-to-date figures of revenue, expenditures, and available balances.

Collection of Funds

All collections of money shall be handled in accordance with USAFR regarding cash receipts and related safekeeping.

Deposit of Funds

All cash or checks received by the college shall be entered in the records as received using serial number receipts (or an electronic equivalent), a copy of which shall be made part of the records of the college. All monies received shall be deposited in a bank account according to the schedule prescribed for the campus.

Payment of Expenses

All expenses of the College shall be paid by check or warrant signed by the President and the Chief Financial Officer by actual signatures or by a facsimile plate signatures. Each supporting voucher shall state the budget account against which the warrant or check is drawn.
Processing Invoices
The Chief Financial Officer and/or designee shall be authorized to process invoices and issue
warrants and checks when due.

Financial Aid Funds
The President may delegate the responsibility of administrating these funds to the financial aid
office. The Chief Financial Officer shall be responsible for issuing checks and accounting for said
funds according to state and federal guidelines.

Student Organization Accounts
All income secured through student endeavors shall be deposited with the college immediately.
All requests for expenditures of these funds shall be made through appropriate procurement
procedures prescribed for the organizations.

Property Records
The college shall maintain a listing, updated annually, of all property and capital equipment
owned by the college in accordance with approved accounting standards practices. The primary
goal is to ensure that the capital assets are correctly accounted for using the approved accounting
standards. The capitalization threshold for any individual item buildings, equipment,
improvements other than buildings, and software is set at $5,000 or higher with an estimated
life of at least two (2) years. The estimated useful life of each category may differ. The
capitalization threshold for land, land improvements, and library book collections is $1. This
inventory listing should include the item description, cost and date of acquisition, location of item
and disposal information if applicable. Capital inventory items should be assigned a numbered
inventory tag with the details and corresponding number entered on the listing worksheet.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
ARS 15-1473
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

Forms and Information Repository

To ensure a professional look and consistency of official college forms and documents, all items must be approved by the Policy and Procedure office. Items to be posted on the website will be channeled through and maintained by the information repository manager (see website for current manager).

All forms and documents must be dated. All forms must also have a college number assigned. Documents do not require numbers. Documents to be posted on the website are to be provided to the information repository manager.

Any unauthorized forms found on the website will be removed and the appropriate content administrator will be notified of removal.

All college staff are to use only approved forms.

Forms and Information Repository Procedure

All new forms must be approved by the Policy and Procedure Committee prior to printing, using or posting on the website.

At any time in the creation process, a form number can be requested from the information repository manager.

Form numbers are to be left justified in a footer on the form, using 7 pt. Arial font. The correct format is: MCC Form ABC 0000 (dd/mm/yy)

Forms and Information Revision Procedure

When a form is revised, the format is: MCC Form ABC 0000 (rev. dd/mm/yy)

After approval, the form can be sent for printing or provided in electronic format to the information repository manager for posting on the website. Each form must have a responsible department contact. This is the individual who will be contacted when any changes or updates to the form are needed. This information must be provided along with the form when sent for posting on the website.

When changes or updates are made to the form, an updated file must be provided to the information repository manager.
Once the form has been posted to the Information Repository, the manager will provide the content administrator or the web content administrator with the appropriate information for linking to the form from any webpage. By following this procedure, all links to the form will be automatically updated whenever the form is updated and re-loaded into the information repository.

Multi-part forms will be posted with a disclaimer that the form must be obtained from the appropriate office. Each department still using multi-part forms is encouraged to examine such forms to determine the feasibility of making the form available in a downloadable format.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
ARS 15-1473
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

Intergovernmental Agreement (IGA) or Contract

A district entering into an agreement may appropriate funds, and may sell, lease, give, or otherwise supply for the benefit of the undertaking such services or personnel as is within its legal power to furnish. However, no district may exercise a power or engage in a business or enterprise that is not authorized by law. Likewise, an agreement does not relieve a district of obligations imposed on it by law, State Board of Education Rules, or the Uniform System of Financial Records (USFR).

A substantial number of services can be provided cooperatively through contracts or agreements, including, but not limited to, the following activities:

- Accounting
- Adult education
- Alternative schools
- Curriculum development and implementation
- Data processing
- Distance learning
- Driver education
- Equipment repair
- Grant program writing and management
- Health and safety management
- Mobile learning centers
- Purchasing
- Research and planning
- Shared staff
- Special education
- Staff development
- Teacher pools
- Technology
- Testing
- Transportation
- Vocational education
The process to be followed is:

1. Adopt a joint resolution of purpose and objectives with governing boards of other participating entities to form an IGA.
2. Prepare an IGA and review it with the district’s attorney.
3. Specify in the IGA which district is to act as fiscal agent, if necessary.
4. Ratify the IGA.
5. Submit the IGA to the Arizona Department of Education (ADE) to be forwarded to the Attorney General and State Board of Education for approval, as applicable.
6. File the IGA with the Secretary of State or county recorder, as applicable.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
            ARS 15-1473
Mohave Community College requires the performance of services by various individuals to carry out its activities. The college must evaluate whether a worker should be classified as an employee or as an independent contractor/consultant before services are performed or payments are processed. The IRS and other government agencies assess significant penalties for misclassification of workers. Misclassification can also create other potential liabilities. In addition, common standards are necessary to reduce overall risk and ensure equitable business practices that are cost effective. This document provides guidance and tools to help determine the correct classification of service providers.

The procurement of personal services requires an evaluation of how the service provider will be paid. The service provider may be classified as an independent contractor and paid through accounts payable if the criteria outlined in this procedure guide are met. Otherwise, the service provider must be paid as an employee through payroll with the associated fringe benefit costs, employer payroll taxes and insurance risks inherent with employee classification. The classification must be based on the IRS guidelines, not on administrative convenience or relative costs.

**Independent Contractor Requirements**

1. Independent contractor/consultant services are subject to the college’s procurement policies and procedures.
2. The IRS (Internal Revenue Service) requires the college to provide clear and convincing evidence supporting a decision to treat an individual as an independent contractor, usually in the form of the common-law 20 question test.
3. Verification of taxpayer identification number – The college is required to obtain FORM W-9 (Request for Taxpayer Identification Number and Certification) to confirm correct tax identification number and obtain appropriate certifications.
4. The college is required to obtain FORM 8233 (Exemption from Withholding on Compensation for Independent and Certain Dependent Personal Services of a Nonresident Alien Individual) from all nonresident individuals. Failure to provide FORM 8233 when requested shall be subject to an automatic 30% withholding rate (foreign-person withholding).
5. Nonresident alien issues – in order to comply with complex immigration and taxation laws, the college must provide adequate documentation prior to issuing payments to nonresident independent service providers.

Independent Contractor Descriptions and Definitions Temporary Employee Services:
A temporary employee is an individual who provides services to the college on an irregular or occasional basis. These services are provided on a substitute basis for activities normally performed by a college employee. Examples include:

1. Individuals who have academic appointments and provide non-clinical services such as lecturing, tutoring or teaching (associate faculty) on a sporadic or minimal basis are considered employees not independent contractors.
2. Individuals who provide sectional coverage for clinical activities are considered employees and not independent contractors.
3. Individuals who provide services normally performed by exempt or non-exempt staff for not more than six months in a calendar year are considered temporary employees not independent contractors.

Temporary employees must be approved by human resources and paid through the college’s payroll department.

Current and Former College Employees
If the service provider the department wishes to hire is a current or former college employee (paid through the college’s payroll within the previous 12 months), he/she will be classified as an employee and not as an independent contractor. Contact human resources for approval and processing steps.

Contracts
A contract establishes a mutually agreed-upon terms and conditions of the transaction, between the service provider and the college. An independent contractor agreement must be completed before engaging the service provider.

Misclassification - Risks and Other Costs
The common risks associated with incorrectly classifying a service provider as an independent contractor are:
1. Penalties assessed by the IRS and state taxing authorities for failure to withhold FICA taxes, federal income taxes and state taxes. Penalties can be assessed against the college even when the service provider fully paid his/her tax obligations, payroll taxes.
2. Penalties assessed by state unemployment and workers’ compensation agencies
3. Penalties assessed by Department of Labor and other regulatory agencies
4. Grievances and/or law suits filed by independent contractors asserting negligence for injuries, etc.

**Tax Issues**
The college must report payments to independent contractors of $600 or more during a calendar year on IRS Form 1099. The independent contractor is responsible for the following:
1. All estimated tax payments and other tax filing requirements.
2. All tax records, original business receipts, etc.
3. General liability and other insurance coverage for workers that work on his/her contract with the college.
4. All benefits such as health insurance, pension plan, etc.

**Services exempt from independent contractor review**
Certain types of payments to service providers may be processed without requiring independent contractor status approval. The services below may be exempt from independent contractor review; however, depending on the type of service, other rules, agreements and approvals may apply.
1. Certain professional service firms, including, engineering firms, architectural firms, law firms, accounting (CPA) firms.
2. Royalty – payment that represents compensation for sale or use of copyrighted or patented work of an author, composer or inventor.
3. Entertainers

**IRS Guidelines Used to Determine Employment Status**
Mohave Community College follows IRS guidance in determining employment status. Worker classification is based on facts and circumstances; no one factor is determinative. The IRS emphasizes three broad categories: behavioral control, financial control, and overall relationship. The burden of proof is on the taxpayer (college) when determining employment status.

1. Behavioral Control: Independent contractors determine how they will accomplish the task. If the college provides training and/or instructions about how to complete the task, the worker should usually be classified as an employee.
2. Financial Control: Independent contractors have significant investments in their businesses. A service provider who works at home generally does not have a significant investment in the business.
3. **Relationship:** Independent contractors have a broad customer base. If the worker works primarily for the college, the worker should be classified as an employee. If to the extent which the services performed are a key aspect of the regular business of the college, the worker should be classified as an employee.

Sponsored programs often require reports, presentations, and/or reviews by experts not employed at the college. These individuals have specialized knowledge directly related to the scope of a project. Although they generally do not operate businesses, they may qualify as independent contractors because the college does not control their activities.

*Date of Adoption: Adoption of Manual: July 2008*

*References:*

ARS 15-1445
ARS 15-1473
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

Honoraria Payments

An honorarium is a payment that is primarily intended to confer distinction or to symbolize respect, esteem or admiration. It is paid at the discretion of the college, is not a fee charged by a person being paid, and is not contractual in nature. Honoraria may be provided to individuals such as guest speakers or presenters who participate in educational events or projects. The value of an honorarium is not related to the performance of services.

Requests for payment of honoraria are exempt from independent contractor review and can be paid via a requisition through accounts payable. However, an honorarium paid to an employee of the college is treated as additional compensation and must be processed through the college’s payroll department.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
ARS 15-1473
The college shall assure that its procurement procedures adhere to all applicable state statutes and regulations (ARS 15-1445). The Board has the authority to set appropriate parameters for the President’s signature limits on purchases and to define the formal procurement threshold for the college.

The College maintains a stand-alone Procurement Manual covering the following procedures:

**MCCC Procurement Organization:** Basis for Procurement Procedures, Assignment of Procurement Authority, Delegation of Procurement Authority, Procurement Goals

**Source Selection and Contract Formation**

- Request for Purchase: Requisition Authorization Levels
- Specifications: Quality Standards
- Bid List and ProcureAZ: Vendor Selection
- Methods of Source Selection: Small Dollar Purchases, Request for Quotations (RFQ), Competitive Sealed Bidding or Invitation for Bids (IFB), Competitive Sealed Proposals or Request for Proposals (RFP)
- Special Source Selection Methods: Sole Source Procurement, Emergency Procurement, Other Procurements Which cannot be met by Normal Competitive Methods
- Procurement of Construction Services: Design-Bid-Build, Construction Manager-at-Risk, Design Build, Job Order Contracting
- Procurement of Professional Services
- Procurement of Consultants/Independent Contractor Services

**Protest of Solicitations and Contract Awards:** Content of Formal Protest and Appeal Letter

**Contract Administration:** Procurement Record Maintenance and Retention Policy, Monitoring Contractor Performance and Corrective Actions, Receiving, Invoicing and Shipment Products and Services, Contract Modification, Termination and Closeout

**Intergovernmental Procurement:** Educational/Institutional Cooperatives, State Procurement Contracts

**Materials management:** Management and Disposal of Surplus Property

**Ethics in Public Contracting:** Code of Ethics, Donations, Unauthorized Purchases, Conflict of Interest, Gifts and Gratuities
Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
The college shall assure that its procurement procedures adhere to all applicable state statutes and regulations (ARS 15-1445). The Board has the authority to set appropriate parameters for the President’s signature limits on purchases and to define the formal procurement threshold for the college.

The college may implement a Purchasing Card (PCard) program. A PCard Policy Manual will be maintained in the Business Office covering the following procedures:

The P-Card Program: General Description, JPMorgan’s Smartdata, Compliance, Misuse, Internal Controls and Separation of Duties, Due Diligence, Record Keeping and Retention, Card Security, Reporting a Lost, Stolen or Damaged PCard and Fraudulent Use, Disputed Transactions, Purchase Rewards, Campus Procedures, Arizona Use Tax, Monthly Billings and Payments, Transaction Limits,

Categories of PCards and Users: Individual PCard

Responsibility for Program Administration: General Principle, Accounts Manager – Business Office, Administrators, Cardholder Supervisors, Approvers, Coordinators of Individual, PCards

PCard Applications: Initiating an Application, The PCard Application, Smartdata Access, Compliance Acknowledgement, Administrator Approval, Cardholder – Individual PCard, Submitting the Application, Issuing New PCards, Establishing a New PCard Account, Required Training by Business Manager, Activating the PCard

Making Purchases and Procedures After the Purchase: Making Purchases, Buyer PCard Purchases, Individual PCard Purchases, Other PCard Purchases, Account Code and Trip Encumbrance Numbers, Receipts Required, Restrictions on Purchasing Certain Items, College Address for Purchases, Purchases Exceeding Authorizations for Dept or Indv PCards, Procedures After the Purchase, Disposition, Filing and Retention of Transaction Documents, Smartdata and Electronic Transaction Document Files, Credits, Verification of Receiving


PCard Usage Restrictions

Faculty, staff and administrators holding positions at the Director or Associate Dean level and above are eligible to be issued a PCard in their name.
Purchasing Card (PCard) may be used for Travel Purposes. After travel has been pre-approved and finalized, the traveler may be issued a PCard for travel purposes. No travel arrangements may be booked until after official approval is received in the form of a completed purchase order (PO). A Travel PCard may be used for: hotels, flights, conference registration, parking, tolls, taxi and internet (work related only).

The PCard Policy Manual can be found in the Forms Repository, on the HR Employee Resource website, or requested directly from the Business Office.

*Date of Adoption:* Adoption of Manual: July 2008

*References:* ARS 15-1445
The college shall invest its surplus funds in conformance with the statutes and regulations of the state and in a manner that assures the greatest safety for the investment (ARS 15-1445).

The Chief Financial Officer and or designee shall be authorized to invest all funds not currently in use in a manner allowable under the statutes to obtain the best and most prudent return to the college.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college (ARS 15-1445).

Mohave Community College will:

1. Update the salary and pay schedules each year by reviewing the available and most recent local, regional, and national salary and pay studies for each employee classification.

2. Report the updated salary and pay schedules by employee classification for the next fiscal year to the Board.

3. Assure that new hires to be reported to the Board in the Human Resources Report for ratification by Board action are employed at the appropriate level and within the salary or hourly pay range provided in the salary and pay schedules.

4. Assure that the proposed budget for the next fiscal year includes salary or pay adjustments for all employees in conformance with the existing salary and pay schedules for the fiscal year since the Board’s adoption of the budget also ratifies pay adjustments.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college (ARS 15-1445).

During the initial hiring process, full-time faculty are placed on the salary scale according to their level of educational achievement and experience. Resident faculty who pursue advanced degrees may move up the salary scale upon achieving the requirements for the next pay grade by following the procedure outlined in this section.

Upon meeting the educational requirements for the next pay grade, the resident faculty member notifies human resources that they now qualify for salary advancement. Notification must be made by December 15 to receive advancement in January and by June 15 to receive advancement for August. Notification must be made in writing in the form of a letter or memo.

The faculty member must request official transcripts be sent to the Department of Human Resources documenting completion of the educational requirements. To be eligible for advancement in January, transcripts need to be received in human resources no later than January 15. To be eligible for advancement for August, transcripts must be received no later than July 15. It is the responsibility of the faculty member to ensure the necessary documentation is received in human resources in sufficient time to process the salary adjustment.

Human resources will review the transcripts and make a recommendation to the president regarding the faculty member’s salary advancement to the next pay grade.

On approval of the salary advancement, salary adjustments will be made. In January, the adjustment will begin with the next available pay period. In July, the adjustment will begin upon the faculty member's return to work in August.

Requirements for each pay grade are indicated on the Faculty Salary Schedule which is available on the website or can be obtained from human resources.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college (ARS 15-1445).

Upon transfer to a position classified at the same level, the employee’s pay grade will not be changed. Upon transfer from a part-time position into a full-time position at the same level, the employee’s pay grade will not be changed.

Upon transfer to a position classified at a higher level, the employee’s pay rate will be the appropriate pay grade of the salary/pay schedule.

Upon transfer to a position classified at a lower level, the employee will be placed at the appropriate pay grade of the salary/pay scale. Any employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will not receive a pay increase until such time as the salary/pay schedule is adjusted to exceed the current rate of pay.

Date of Adoption:  Adoption of Manual

References:  ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

In accordance with the Fair Labor Standards Act regulations, exempt employees are those who qualify under the job duty and compensation requirements as defined for executive, administrative, professional or computer employees. Exempt employees are not eligible for overtime pay. Exempt employees may not have their pay reduced for:

- Variations in the quantity or quality of work performed
- Jury duty
- Attendance as a witness
- Temporary military leave
- Absences caused by the employer
- Absences caused by the operating requirements of the business

Under the principles of public accountability, exempt employees may have pay reduced or may be placed on unpaid leave for:

- Absences of full or part days for personal or health-related reasons:
  - Before the employee becomes eligible to participate in the employee leave plan (i.e., in the initial 90 days of employment)
  - When permission to use leave has not been sought or permission has been sought and denied
  - After the employee has exhausted the leave entitlement under the leave plan
  - When the employee receives compensation according to the employer's sick leave plan. (In this case, the employee would not see a reduction in pay but rather the employee's leave benefit would be reduced by the number of days absent for which compensation from the plan was received).

- Fees received by the employee for jury or witness duty or military leave. These fees may be applied to offset the pay otherwise due to the employee for the week.
- Unpaid disciplinary suspensions of one or more full days in accordance with the College’s disciplinary policy
- Partial week employment during the first and last week of employment.

Mohave Community College Policy and Procedure Manual
• Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

Employees who believe their pay has been improperly reduced should contact the Payroll Department immediately to request an investigation. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions. Mohave Community College will review pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee’s pay, to determine if the allegation is correct. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee’s pay records.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
ARS 23-352
29 U.S.C. 2601, Family and Medical Leave
EMPLOYEE COMPENSATION

Overtime for Exempt Employees

The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

Exempt employees do not track, earn or receive overtime compensation or comp time for extra hours worked. Exempt employees are expected to perform all duties assigned without regard to the number of hours on the job.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
In accordance with the Fair Labor Standards Act regulations, nonexempt employees are those who do not qualify for exempt status under the job duty and compensation requirements as defined for executive, administrative, professional or computer employees. Nonexempt employees are eligible for overtime pay and will be paid on an hourly basis. As such, accurately reporting time worked is the responsibility of every nonexempt employee and the employee’s supervisor. Mohave Community College must keep an accurate record of time worked to calculate employee pay and benefits.

Time Worked
Time worked includes all time that an employee is required to be performing duties for the College. Time worked is used to determine regular and overtime pay required for nonexempt employees. The following provisions are included as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director.

- **Break time.** Rest periods of 15 minutes or less are counted as time worked.

Time Not Worked
Per the Fair Labor Standards Act (FLSA), the College does not count the following provisions as time worked:

- **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.

- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

Timekeeping – Employee Responsibilities
Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.
It is the employee’s responsibility to review the time card to certify the accuracy of all time recorded. Altering, falsifying, tampering with time records or recording time on another employee’s time card may result in disciplinary action, up to and including termination of employment.

**Timekeeping – Supervisor Responsibilities**
Time cards will be submitted electronically by supervisors responsible for payroll timekeeping for approval. Responsible supervisors must view, ensure that mandatory fields are filled in correctly to reflect accurate reporting of time categories, and approve each time card. Accurate reporting includes, but is not limited to:

1. Mandatory fields are filled in correctly
2. Hours are rounded to the nearest quarter hour
3. Pay period is correct
4. Dates of pay are correct
5. Date of supervisor signature corresponds to the due date of the timecard/time sheet
6. Date of employee signature must correspond to their last day worked within the pay period for time card

Any corrections after submission must be made by contacting the payroll office.

Supervisors must be aware of timelines and deadlines for submission of payroll files including periods of time in which the college is closed and must anticipate for meetings, vacations or any absences that can occur causing to miss submission of payroll file. Supervisor signatures predated to allow for absences are not acceptable to auditors. Supervisors must have a designated substitute to fill in for any absences (same level of authority or higher) and payroll shall have on file a list of approved substitutes; however, the ultimate responsibility for payroll submission will be that of the supervisor.

Supervisors missing payroll dates will be subject to discipline.

**Date of Adoption:** Adoption of Manual

**References:**

ARS 15-1445

The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

More hours worked does not equal greater productivity. Quality and productivity suffer when employees work unreasonable hours. Supervisors should reserve the use of overtime for genuine scheduling emergencies. Departments that regularly incur overtime must re-evaluate their time management and project scheduling practices

Definitions
- FLSA—Fair Labor Standard Act, the federal law which governs minimum wage and overtime compensation.
- Exempt—employees are paid an agreed amount for performance of all duties assigned, regardless of the amount of time or effort required to complete the work, and do not record hours of work on a time record/sheet.
- Nonexempt—employees are paid for each hour worked and record each hour worked on the time record/sheet.
- Overtime—Any amount of time worked that increases the total compensable hours during the workweek above the weekly hours assigned in the term appointment.
- Workweek—For purposes of determining eligibility for overtime pay as mandated by applicable state and federal laws, the work week shall be deemed to commence at 12:01 a.m. on Sunday and end seven days later on Saturday at midnight. The full-time workday for employees is eight hours per day with a one-hour unpaid lunch period except for summer hours in which may vary based upon administrative directive.

Approval of Overtime
Overtime shall be used only after other alternatives have been exhausted, such as rescheduling priorities, reassigning work, re-balancing workloads, offsetting excess hours in one day with reduced hours in another day in the same workweek, and revising the work schedule so the work can be performed on the weekend as a regular part of the affected workweek.

Supervisors are responsible for obtaining authorization and scheduling overtime in advance; therefore, a nonexempt employee shall not work overtime unless the supervisor has secured authorization in advance. To obtain authorization, a supervisor must request approval of overtime from the chief Human Resources Officer using the appropriate form. The request must include the estimated number of hours of overtime.
needed, the date range over which the overtime work will be performed and a rationale as to why the overtime is needed.

Employees are expected to work overtime when requested to do so.

**Overtime Compensation**

Employees will be compensated at the regular rate of pay when the time actually worked during a workweek, including any overtime hours, is less than forty (40) hours.

Employees will be compensated at a rate of one and one-half times the employee’s regular rate of pay for only those hours which an employee is required or is permitted to work in excess of forty (40) hours in a workweek. Personal time off, sick leave reserve, paid holidays and other absences, paid or otherwise, do not count toward the forty (40) hour workweek for determining the number of hours compensated at time and a half. An employee may not waive the right to compensation for overtime.

**Unauthorized Overtime**

If an employee works overtime without supervisor’s authorization, the college is responsible for compensating the employee. Employees who work unauthorized overtime and supervisors who assign unauthorized overtime may be subject to disciplinary action.

**Compensatory Time Off in Lieu of Overtime Payment**

Supervisors may give compensatory time off (comp time) in lieu of overtime payment under the following circumstances:

- Cap at 80 hours, must be used within 13 pay periods (6 months) of earning.
- Any overtime over the 80 hours of comp time must be compensated with pay.
- Any compensatory time on the books at the time of separation from employment must be compensated with pay as per FLSA requirements.
- Both employee and supervisor must agree to compensatory time.
- Supervisors are expected to plan for and manage employee compensatory time.

For purposes of this—

- Compensatory time is applicable to non-exempt (hourly) employees only
- the term “overtime compensation” means the compensation required for hours worked physically worked in excess of 40 hours during a single work week
the terms “compensatory time” and “compensatory time off” (comp time) mean hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee’s regular rate.

**Funds for Overtime**
Supervisors will be responsible for insuring availability of overtime funds in their department budgets.

**Date of Adoption:** Adoption of Manual

**References:**
- ARS 15-1445
- ARS 23-391
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

Resident Faculty
The instructional load for resident faculty in any given academic year (fall and spring semesters) is not less than 15 credit hours per semester, dependent upon teaching assignments. Normal load (30 credits for 9 month faculty, 36 credits for 12 month faculty) is established for each resident faculty member at the beginning of each academic year by the respective associate dean or program director. Normal load is annotated on the top half of MCC Form EDU 0003, in the Normal Load Information section, during the fall meeting with faculty. The associate dean of instruction or program director and the faculty member sign the form for the first time during this meeting to indicate the agreed upon normal load for the year.

An overload (up to 36 load hours per academic year) will be considered with approval from the Chief Academic Officer. Overloads above 36 load hours in an academic year will not be considered without significant rationale. If an overload condition exists, the associate dean of instruction or program director will complete the bottom half of MCC Form EDU 0003, Overload section, annotating only the overload course(s). This form will be signed by the associate dean of instruction or program director and each faculty member during their spring meeting. This form must be signed a second time by both parties regardless of load. Once signed, the form is to be routed for approval.

Overload payment is based on the associate faculty salary schedule and will be calculated once a year, in the spring, after load for the academic year has been established. Upon approval by the Chief Academic Officer, the overload calculations will be transmitted to the payroll office for processing. A separate payroll will be processed for overloads and will be paid out two weeks after the final resident faculty pay of the academic year.

Overload courses will only be assigned to faculty who demonstrate successful teaching strategies, with an average course success rate from the previous semester equal to or above one standard deviation below the average college-wide success rate. Faculty members whose average success rate is below one standard deviation below the average college-wide success rate are ineligible for course overload assignments, until their success rate improves.
**Associate Faculty Load**

The teaching load for associate faculty shall not exceed 9 hours per term of appointment. Associate faculty may not under any circumstances teach more than 18 hours in any academic year (fall, spring and summer semesters).

**Date of Adoption:** Adoption of Manual

**References:** ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

The college shall adhere to state and federal statutes relative to the requirements for deductions to be made from any employee’s paycheck.

**Mandatory Deductions**
The College is required by law to make certain deductions from employee's gross earnings, including income taxes and social security taxes. In addition, for certain benefit programs which require payments by participants, the College may specify payroll deduction as the only acceptable method of payment.

**Voluntary Deductions**
Clerical, administrative, and data processing expenses are associated with each payroll deduction made. In an effort to minimize such costs and assure optimal use of the College’s data processing resources, voluntary payroll deductions will be made available to employees without charge only in circumstances which are regarded by the College as supportive of or beneficial to the College’s goals and objectives, including fringe benefit programs for employees.

The college has authorized participation in tax-sheltered annuity programs for employees. An employee who has purchased a tax-sheltered plan with a legally-qualified insurance company may authorize the college to reduce his/her salary by an amount to be applied to the tax-sheltered annuity.

**External Payments to College Employees**
An employee may be granted leave to participate in a professional, patriotic, or civic duty without loss of salary. If, as in temporary military service or jury duty, compensation is received for these outside services which is less than that earned normally, the salary paid by the district will be the difference between the amount received and the regular salary, or the employee may turn over to the district remuneration received for the approved outside services.

**Stipend for College-Approved Activity**
When staff members are absent from the college to engage in a college-approved activity for which they receive a stipend, they will either remit the stipend to the district or a pay deduction will be made for the period of absence.
**Honorarium**
Whenever tasks are performed in accordance with the customary and usual responsibilities of the employee’s job specifications, the employee is not permitted to accept an honorarium. College personnel are permitted to accept an honorarium for performance of specialized tasks for which they are uniquely qualified and which are performed during their personal time. Honoraria are not a condition of or an expectation of regular employment at Mohave Community College. Written approval from the vice President of instruction must be received by the employee before an honorarium may be accepted.

**Unapproved Absence of Employees**
Unapproved absence for personal reasons will result in loss of salary. Such absences include holidays other than those on the school calendar. Should employees be required involuntarily to appear in court and be reimbursed for such appearances, their pay for time missed will be the difference between their salaries and the compensation received.

*Date of Adoption: Adoption of Manual*

*References:*
ARS 15-1445
ARS 23-352
Mohave Community College provides pay through direct deposit and paper paychecks for all new and current full- and part-time faculty and staff and temporary employees. The college strongly encourages direct deposit of payroll payments for all employees due to increased security and efficiency.

**Paper Paychecks**
Paper paychecks will be mailed to the home address on file for the employee. It is the employee’s responsibility to ensure the accuracy of the home address on file. In certain cases the final pay for a terminating employee will be provided by paper paycheck. Final paychecks will be sent to the home address on file via certified mail and will require a signature.

**Direct Deposit**
Under the direct deposit program, employee pay will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with banks or credit unions that support direct deposit and employees must provide required documentation of the account. An employee may set up multiple accounts at the same or different banking institutions for receipt of direct deposits.

**Date of Adoption:** Adoption of Manual

**References:**
ARS 15-1445
ARS 23-351
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

Per Diem Rates: Statutes relating to travel policies and regulations - ARS 15-1406 permits community college district governing boards to establish travel policies for their districts, but ARS 38-623 and 38-624C limit reimbursement rates for meals, mileage and lodging to the levels set by the department of administration.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
            ARS 15-1406
            ARS 38-632
            ARS 38-624, C.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

A. Meal Allowances: Per diem meal reimbursement rates (in and out-of-state) are established by the Arizona department of administration, and qualifying meal costs may be reimbursed only up to the authorized limits (inquire with business services department for current per diem limits and rates for breakfast, lunch and dinner). In the event that the traveler chooses to submit receipts for reimbursement instead of per diem rates, gratuities will not be included in reimbursement.

B. On days of departure, breakfasts are reimbursed only for travel initiated prior to 7:00 am. On days of departure or return, lunches are reimbursed only for departures prior to 11:00 am or returns after 2:00 pm. Dinners are reimbursed for departures prior to 5:00 pm and for returns after 7:00 pm. No meal receipts are required for reimbursement if per diem rates are used (with the exception of next paragraph).

C. No reimbursement shall be allowed for meals provided at no out-of-pocket cost to the traveler (e.g., prepaid conference luncheons). However, if circumstances prevent participation in a provided meal, reimbursement to the maximum per diem allowance for that meal may be approved. In such case, a receipt and written explanation (attached to the travel claim) is required. Conference agendas must be attached to the travel claim form to confirm if meals are included at the event or activity.

D. Lodging Allowances: Lodging rates are established by the Arizona department of administration, which generally adopts the federal Runzheimer Index, and lodging costs incurred while in travel status may be reimbursed up to those authorized limits. The college qualifies for special government or educational lodging rates. Current per diem rates are available through the link provided on the travel request form. Traveler is personally liable for any cost in excess of the allowable expense.

E. When a conference or event is scheduled to take place in a particular hotel (a “host” hotel) offering special rates for participants, reimbursement of such lodging may be authorized in full, even if in excess of the Runzheimer Index. However, such excess must be approved in advance of travel and make clear business sense. To be reimbursable, lodging costs MUST be documented with original bills. Documentation by credit card slip alone is NOT sufficient.
F. Occasionally, prevailing hotel rates exceed the maximum allowable reimbursements rates, despite reasonable efforts to locate alternatively priced accommodations. In these situations, the Chief Financial Officer or a designee may grant exceptions to the established reimbursement rates for travel that requires an overnight stay. This request will only be considered IN ADVANCE of travel. Exception requests should document the circumstances of the request, including a minimum of 3 inquiries with hotels normally offering economical rates. Travelers must attach such documentation to the travel request indicating the city, hotel name, telephone number, room availability and rate. If approved by the normal travel request form authorized parties, such lodging costs may be fully reimbursable. Reimbursement for lodging at other than a commercial establishment is not allowed. When lodging is shared with an individual not on college business (e.g., spouse), reimbursement shall not exceed the single-room rate.

G. Reimbursement for lodging at other than a commercial establishment is not allowed. When lodging is shared with an individual not on college business (e.g., spouse), reimbursement shall not exceed the single-room rate.

H. Mileage Allowance for Use of personal Vehicle: The IRS establishes a maximum mileage reimbursement rate excludable from ordinary income tax and the Arizona department of administration sets maximums for the state and community colleges within that limit. As a result, college reimbursement rates may be below the IRS limits. The mileage rate shall be that which is currently in effect, and which can be obtained from the business services department. Mileage reimbursement rate is considered full compensation for gasoline, vehicle maintenance, depreciation and all other costs of vehicle operation. No other costs for personal vehicle operation (repair, etc.) may be borne by the college.

I. For out-of-state travel, total mileage reimbursement for personal vehicle use is limited to the total of: 1.) the cost of economy-fare commercial airline service to and from the destination and 2.) The cost of taxi service between the destination airport and the hotel. Travelers desiring this option must contact the business services department in advance of the trip to confirm the airline cost. Travelers must obtain the approval of their supervisor, campus dean and the President before driving a personal vehicle out of state (Las Vegas is considered in-State) on business and must pre-agree on the reimbursement amount. Such pre-agreed amounts must be clearly indicated and approved on the travel request form.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445

Mohave Community College Policy and Procedure Manual
5.095-A  Travel  5.095-A
Requests and Allowances

ARS 15-1406
ARS 38-632
ARS 38-624, C.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

A. Expense Claims and Reimbursements: Upon completion of travel, the employee shall submit the claim portion of the travel form directly to the business services department at accountspayable@mohave.edu. A pre-approved travel voucher requires only supervisor approval. A claim not having a pre-approved request must be processed through the established purchase request system. An expense claim form must be completed and submitted for every approved travel request. If no expenses were incurred it must be noted on the claim form.

B. Travelers may be reimbursed only for those allowable expenses previously approved on a travel request form. Individuals may submit a travel expense claim only for themselves. Claims for trips MUST be submitted within five working days after completion of the trip. Claims for prior fiscal year travel will not be considered outside of this five working day requirement. All claims must be submitted no later than the 2nd Friday in July. Excess advances or travel balances owed to the college after completion of a trip MUST be reimbursed to the college within ten days following completion of the trip. Balances not reimbursed within the above time limit may be deducted from salary, wages or any other reimbursement due the traveler.

C. Reimbursement is allowed only for pre-approved college business-related expenses and for meals and lodging in accordance with the current department of administration procedures. Original receipts for all expenses (except meal per Diems), MUST be attached to all travel expense claim forms. Receipts altered by the traveler may not be accepted (explanatory notes, however, are permitted). Advance funds not supported by receipts within 10 days of return will be reimbursed to the college by means of billing the traveler.

D. Other Allowable Expenses: Other allowable expenses regardless of amount, require documentation (invoice, bill or receipt).

E. The college may reimburse the cost of calls or faxes made for official college business. The reimbursement claim must clearly indicate the purpose of the business communication and include receipts when possible. All possible calls should be made from the traveler’s cell phone if they receive a cell phone allowance from the college. Long distance calls shall be made “collect” wherever possible or through the college’s 1-800 numbers.
F. Other reimbursable professional travel expenses include parking fees, conference registration fees, highway tolls, postage, taxis, rental cars and fax charges. Questions regarding allowable expenses should be directed to the business services department. No gratuities will be considered for reimbursement.

G. Non-Reimbursable Expenses: Items NOT considered travel expenses, for which there is NO provision for reimbursement include: Laundry, gratuities, valet services, entertainment, private telephone calls, alcoholic beverages, and servicing of personal vehicles (gas, motor, body or tire repair, etc.).

Date of Adoption: Adoption of Manual: July 2008
References: 
ARS 15-1445
ARS 15-1406
ARS 38-632
ARS 38-624, C.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623 and 38-624C).

Mileage Reimbursement

A. Persons commuting from home to an assigned campus are not eligible for travel reimbursement.

B. Mileage reimbursements may be authorized regardless of travel status; i.e., within 100 mile radius of the college. If a traveler maintains a daily log for a vehicle, accounting for travel by date and location and clearly indicating business related use, he or she may summarize mileage on the travel claim form. Odometer readings must be supplied or traveler may use standard default rates (call business services department for standard mileage rates).

C. 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. Exception: if the total amount to be reimbursed does not meet a minimum of $5.00 and the activity is expected to continue and accumulate, employees should wait until that minimum level is reached to submit their mileage reimbursement.

D. Associate Faculty: Associate faculty are eligible for travel reimbursement if they are recruited for teaching assignments that require travel in excess of thirty miles round trip from their legal residences, to a maximum of one hundred fifty (150) miles round trip. The first thirty miles is to be deducted from the total (e.g. 65 miles round trip less 30 miles equals 35 miles round trip allowed for mileage). Reimbursement will be at the current mileage allowance approved for the college. Associate faculty teaching classes via distance education modalities are not eligible for travel reimbursement to meet students. Associate Deans and Program Directors are expected to recruit local associate faculty whenever possible to minimize travel cost.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
ARS 15-1406
ARS 38-632
ARS 38-624, C.
5.095-B  Travel  5.095

Claims and Reimbursements
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

Vehicles

1. The College shall acquire and maintain a fleet of vehicles to be used for approved and necessary travel by certain college employees in the performance of their duties. Fleet cars shall only be used by assigned employees for daily use. North Mohave campus will retain a fleet car for campus use due to remote location. The office of procurement shall solicit bids for rental vehicle services, and the successful vendor shall be utilized during that fiscal year to supplement the college fleet of cars.

2. College cars and vehicles rented for college use are intended only for the conduct of official college business and may be driven only by employees having a valid driver’s license. Students, work studies, aides, volunteers and the like are not eligible.

3. For in-district travel employees will be expected to use a personal car but may arrange a rental car for out-of-district travel. If personal circumstances will not allow for use of a personal car for in-district travel, a Vehicle Request form may be filled out and signed by the supervisor authorizing such arrangements.

Vehicle Assignment

1. Absent justifiable need, travel within the service area of the lower three campuses by term employees will be conducted using personal vehicles. Travel to and from Colorado City as well as travel outside the southern campus service areas may indicate the use of a rental vehicle.

2. The North Campus Dean shall designate a staff member to monitor and manage the vehicle assignments.

3. Faculty and staff members who travel for the purpose of conducting college business must receive approval on the Travel Form prior to the trip.

4. Travelers must submit the approved Travel Form to the Business Office at: accountspayable@mohave.edu

5. Any passengers carried must be listed on the vehicle request form. Only persons having an appropriate college function or business relationship may be carried as passengers.
6. The best use of college resources, considering the length of the trip, number of passengers and the days the vehicle will be in use, shall govern the vehicle assignment. The order of preference shall be determined by the Business Office.

7. The Business Office shall review the approved travel request and make a rental reservation as necessary. No vehicle will be assigned without proper approvals.

8. If a personal vehicle is approved for use by the college president at the request of the traveler for personal comfort or convenience, the maximum reimbursement shall be the actual mileage rate for the miles driven, or the regular daily rental rate from the contract vendor, whichever is less.

Exceptions:

Associate faculty members shall be reimbursed for the use of private vehicles for travel between campuses for the purpose of teaching a scheduled class. Rental vehicles will not be used for this purpose.

Vehicle Use

1. The campus office shall issue a gasoline credit card for the trip, and the driver shall be responsible for refilling the college vehicle or rental vehicle prior to return. College fuel cards shall not be used for privately owned vehicles. Fuel cards, when inserted in the fuel pumps, will request the vehicle mileage and the user pin number. The MCC six digit employee number is the correct pin number for access. Fuel cards for rental vehicles may be obtained from the campus dean’s secretary. The fuel cards used for rental vehicles use a different pin system. Pin numbers will be issued by the campus dean’s secretary at the time they are issued.

2. When college cars are used for business travel, the college’s auto and liability insurance provides the primary coverage in accordance with state law. A certificate of coverage and an accident report form should be in the glove compartment of every college vehicle.

3. Compact class cars from rental agencies shall be used, unless the circumstances of the trip, i.e., number of travelers, hauling of supplies or unimproved roadways, justifies a larger vehicle. Field trips for students may require vans. The Business Office will make arrangements directly with the rental car agency.

4. The rental contract and associated paperwork will be forwarded to the business services department as soon as possible after the trip for proper payment.
5. Insurance coverage offered by the rental agency is not approved. The college’s automobile insurance coverage is primary when rented cars are used for college business. Always rent in the name of the college. Always take a copy of the college’s certificate of coverage and an accident report form with you when renting an automobile.

6. Any use of the rented vehicle which may appear to be personal may negate college insurance coverage and incur liability to the driver.

7. Use of Private Vehicle: When a private car is used for college business, the driver’s personal automobile insurance provides primary coverage. The college’s auto liability insurance may extend that coverage in the event liability costs exceed the traveler’s policy limits. In accordance with ARS 28-1251, employees driving personal vehicles for college business must have personal auto coverage and submit proof of coverage to the business services department.

8. Any traffic or parking citations resulting from the use of a college car, or one rented by the college for approved travel, become the responsibility of the employee driver. The college will report to the requesting law enforcement agency the identity of the employee driver upon request for “speed camera,” or “red light camera,” violations received.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
ARS 15-1406
ARS 38-632
ARS 38-624, C.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623 and 38-624C).

Field Trips

1. Field trips must be planned in conjunction with the associate dean and chief academic officer for credit and non-credit courses prior to discussion with students.
2. No core courses will require a field trip.
3. Monday through Friday field trips will be avoided, or the trip must be completed within the regular class or lab times.
4. The notification that “field trips may be a required part of the class” will be included in the catalog, schedule, and syllabus.
5. The following rules apply:
6. The transportation fee paid by the student is that listed in the current catalog and schedule.
7. No mandatory field trips will require the student expenditure of funds beyond meals, unless the costs are identified in the schedule.
8. Additional costs of a field trip (entrance fees, lodging) shall be identified in the schedule and the syllabus.
9. No mandatory field trips shall be scheduled on days the college is closed.
10. The syllabus shall contain a firm listing of the times and dates of field trips.
11. Students shall be made aware of the consequences of missing field trips.
12. No class will be offered with required field trips if the above requirements for listing in the catalog, schedule, and syllabus have not been met.
13. Proof of medical insurance is required for all field trip participants.
14. Arrangements should be made for students with special needs.
15. An instructor must accompany the field trip for it to be college sanctioned.
16. A travel request form must be completed whether or not there is a claim for reimbursement.
17. Any necessary pre-reservations must be made before the class starts.
18. All students under 18 years of age must have permissions slips signed by a parent or guardian prior to any field trip.
19. Field trips by college clubs will be funded from club revenues.
20. All students must complete the field trip release form and return it to the instructor prior to attending the field trip.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445, ARS 15-1406
ARS 38-632, ARS 38-624, C.

Mohave Community College Policy and Procedure Manual
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

Accident or Illness while in Travel Status

Whenever travelers on college business fall ill, suffer an accident or emergency, they should immediately notify proper legal authorities, if applicable and their immediate supervisor. If the supervisor cannot be reached, the traveler should notify the business services department, who will forward the information.

In case of an accident while in college travel status, travelers must submit a full, written report as soon as possible to the business services department. The report must indicate all important facts, names and addresses, police report numbers, witness information, extent of injuries, damages incurred and any other pertinent information.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445, ARS 15-1406
ARS 38-632, ARS 38-624, C.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

Job Applicant Travel Reimbursement

In order to support the college’s efforts to attract qualified job applicants, the college shall reimburse certain interviewee travel costs.

Applicants are eligible for reimbursement if they have been invited to participate in an on-campus interview for a full-time regular job opening. Reimbursement is limited to applicants traveling more than 100 miles one way in order to participate in the interview and the applicant is interviewing for a position categorized as professional staff, administrative staff level 1 or resident faculty.

The President may waive any restriction within this policy whenever, in his judgment, special circumstances so justify.

Applicants may be told, at the time of the invitation for a personal interview that the college may reimburse for interview expenses, upon approval of the President for the following:

1. Lodging, meals, and least expensive method of transportation consistent with scheduled interview date. Transportation costs may consist of: parking fees, shuttle and/or taxi fare, airline ticket, mileage reimbursement for use of personal car (odometer readings will be required), rental car to and from destination.

2. The college will reimburse candidates up to the authorized limits for lodging, meal rates and mileage rates in accordance with the levels established by the Arizona Department of Administration.

3. Lodging and meals will be reimbursed to a maximum of two days.

4. Other expenses as approved by the President.

5. Original, itemized receipts are required for reimbursement of covered expenses, excluding meals. Receipts and request for reimbursement must be submitted to human resources no later than 30 days from the date of the interview to be eligible for reimbursement.

6. The college will not reimburse for personal expenses such as in-room bar/snack service, movie rentals, phone calls, valet service, etc.

Date of Adoption: Adoption of Manual: July 2008
5.095-G
Travel
5.095-G
Applicant Travel Reimbursement

References:  
ARS 15-1445, ARS 15-1406
ARS 38-632, ARS 38-624, C.

Mohave Community College Policy and Procedure Manual
Personal Time Off with Business Travel

Occasionally an employee may take a trip that includes both approved personal and business travel or the trip may originate from another location because of personal reasons. A combination trip does benefit the traveler to some extent, therefore, travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal.

When combined personal and business travel occurs, the following rules apply:

Approval(s): The traveler must have prior supervisory approval and Paid Time-Off (PTO) approval to extend the stay of business travel. The Business Office staff only facilitates travel arrangements, they do not provide advice, approval, or recommendations. Seek advice, approval, and recommendations from your supervisor.

Air Travel: A cost comparison is required if the stay at the business location is extended prior to or after the dates of the business mission. Additional expenses resulting from the added time, i.e., parking, lodging, fixed meals, etc., are not reimbursable and are the traveler’s expense. If any other destination is included on the ticket that does not pertain to the business purpose (other than normal connecting airports to get to the business destination), the amount reimbursed/paid by the college will be the fare directly related to the point(s) of business based on the economy/coach fare.

Ground Travel: The traveler must pay for car rental and gas for travel other than that directly related to business based travel.

Lodging: Any additional days of lodging beyond the business dates is considered personal and is not reimbursable.

Per Diem for Meals: Fixed meal allowance is paid to staff while traveling on official business. Fixed meal allowance is not paid for personal days.

Miscellaneous: Parking expense at the airport and hotels must be reduced for any personal days. Taxi and shuttle expenses during personal days are not reimbursable.

Insurance/Risk: Note: When on personal PTO days, you are not covered under college insurance policies specific to the institution such as worker’s compensation, liability coverage, and auto insurance and must have your own personal coverage as needed.
Travel

Personal Time Off with Business Travel

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445, ARS 15-1406
ARS 38-632, ARS 38-624, C.
The college shall assure that personnel practices of the college conform to all applicable state and federal statutes and regulations (ARS 15-1445).

Mohave Community College recognizes that dynamic and efficient staff and faculty members who are dedicated to higher education are necessary to forward the mission of the College. The College is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff members.

The College establishes, as human resources goals, the following;

- Ensuring that personnel activities involved in the treatment of employees or potential employees meet state and federal requirements.
- Recruiting, selecting, and employing the best-qualified personnel to staff the College.
- Maintaining an employee appraisal program that will contribute to the continuous improvement of staff and faculty performance.
- Professional development activities for employees that will improve their rates of performance and retention.
- Deploying available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.
- Cultivating human relationships necessary to obtain maximum staff performance and satisfaction.
- Maintaining a staff compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the College.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The college shall assure that the laws governing equal employment opportunity are followed by the college (ARS 15-1445).

Equal Opportunity

The college is committed to providing equal employment opportunity, educational opportunity, and advancement to individuals without regard to race, color, religion, sex, national origin, age, mental or physical disability, sexual orientation, or veteran status or any other legally protected class in any of its policies, practices, or procedures. The equality of employment opportunity for all persons must be consonant with all applicable provisions of state and federal laws. The college shall promote equal opportunity and treatment on a continuing basis through a positive and ongoing program.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

**Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Mohave Community College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, the College prohibits discrimination against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The college shall facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities.

The Compliance Officer and the Chief Human Resources Officer will act as ADA coordinators for the college to oversee compliance in the area of facilities, student, staff and faculty accommodations and employment practices.

*Date of Adoption: Adoption of Manual: July 2008*

*References: ARS 15-1445*

*Americans with Disabilities Act (ADA)*
The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

Requests for Accommodations

If an employee with a disability wants or needs reasonable accommodation, it is the responsibility of the employee to request such accommodation in writing, as well as to provide the college with documentation of the disability to the office of human resources. (Medical reports of records, diagnostic evaluations, a letter(s) from a qualified medical professional or completion of the disability verification form are examples of such documentation). Mohave Community College requires up to twenty-one working days’ notice to provide disability related "reasonable accommodation" or assistance to the person requesting accommodation, provided the accommodation does not create an undue hardship on the financial or structural operation of the college. Wherever possible, the college may provide reasonable accommodation(s) with less than a twenty-one day working notice provided an undue hardship on the financial or structural operation of the college does not exist.

Under the ADA, an "individual with a disability" is someone with a physical or mental impairment that substantially limits one or more major life activities. An individual is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability. It is college's intention and obligation to provide "reasonable accommodation" to qualified employees with disabilities in all aspects of employment, provided the accommodation does not create undue hardship on the financial or structural operation of the college. Reasonable accommodation is the provision of an auxiliary aid, or modification of the facility, service or program, which may allow access by the employee with a documented disability.

Evaluation and provision of accommodations: It is the responsibility of the employee with a documented disability to inform the office of human resources of his or her need for special assistance or accommodation. When the request for assistance or accommodation is received, the office of human resources will:

Determine if the individual is qualified by taking appropriate steps. Request documentation of the disability to include completion of the disability verification form by a physician or qualified health professional.

Consult with the qualified employee with a documented disability who has identified his or her need for assistance and evaluate reasonable accommodation.

Research available accommodations and resources. Consult with the relevant administrator in considering types of reasonable accommodations.
Consider the preference of the employee with a documented disability. In most cases, the college is free to choose the readily achievable accommodation. This could be the least expensive or the easier to provide; however, if accommodation avenues are equal, the employee’s preference will be provided.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
Americans with Disabilities Act (ADA)
The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

Mohave Community College is committed to providing reasonable accommodation pursuant to the American’s with Disabilities Act and other relevant laws. These guidelines provide information regarding the accommodation process for individuals using service animals.

Definitions:
Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Disability means a physical or mental impairment that substantially limits one or more of the major life activities of a person. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Process:
Short-term visitors and members of the public: In the event that a member of the community is attending an event or using the library, the individual will not be asked to document a disability to bring a service animal onto campus. Questions or concerns regarding the appropriateness of a service animal being on campus should be brought to the attention of the Compliance Office.
Students: Students who are planning to be accompanied by a service animal on campus are encouraged to complete the disability services application process with an advisor. Although not required, documenting the need for services increases communication and organization between the student and the College, which allows the institution to review the need to make any arrangements or modifications in a classroom or lab. Students accompanied by a service animal may also be eligible for other accommodation services. The submission of documentation may assist the College in determining further accommodation services for which the individual may be eligible.

Employees: As with any other accommodation, Mohave Community College employees who use a service animal on campus are required to speak with MCC Human Resources and engage in an interactive accommodation process, which may require certain documentation.

General Requirements for Individuals Using Service Animals on Mohave Community College Campus:

These are the general requirements for the use of service animals on MCC property.

Except for licensing and vaccination requirements, MCC will make reasonable accommodation for individuals who are not able to comply with these requirements due to disability.

1. A service animal will be permitted to accompany a person with a disability unless:
   a. The animal poses a direct threat to the health or safety of others
   b. The animal fundamentally alters the nature of the place, services or activities.
   c. The animal poses an undue burden.
   d. The animal is unruly or disruptive.
   e. Except in an immediate safety situation, the Compliance Officer or ADA Coordinator should be contacted prior to excluding a service animal.

2. The animal must be immunized in accordance with the county and/or city requirements where the animal is being brought on to MCC property.

3. The animal must be licensed in accordance with the county and/or city requirements where the animal is being used, and must display the license as required by that county or city.

4. The user must be in control of the animal at all times while on MCC property.

5. The care and control of the animal is solely the responsibility of its user.

6. The user must clean up the animal’s waste.

7. The use is responsible for damage caused by the animal.
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<th><strong>Service Animals</strong></th>
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*Date of Adoption: Adoption of Manual: July 2008*

*References:*

- ARS 15-1445
- Americans with Disabilities Act (ADA)
The College prohibits all forms of sexual misconduct by students and employees.

The College does not tolerate sexual misconduct. This policy explains what conduct is prohibited, how the College responds to such misconduct, what resources are available to victims and how victims may file a complaint.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
The College prohibits all forms of sexual misconduct by students and employees.

Prohibited Conduct

The College prohibits all forms of sexual misconduct by students and employees, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the College community or someone against outside the community. Such behavior will result in discipline and may also be a criminal violation.

Prohibited conduct ranges from acts of non-consensual sexual intercourse and non-consensual sexual contact, to sexual misconduct including, but not limited to, harassment of a sexual nature, sexual exploitation, stalking, relationship violence, voyeurism, exposure, video or audio taping of sexual activity, and sexual activity resulting from emotional coercion. The College may also discipline students and employees for inappropriate sexual behavior and forms of sexual misconduct that are not specifically listed here.

Active consent is needed to engage in sexual activity. For the purpose of this policy, consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. It is incumbent upon both parties to both obtain and give active consent prior to any sexual activity. Consent may never be given by those not yet eighteen years of age, those who are incapable of giving informed consent as a result of alcohol or other drug consumption (voluntary or involuntary), those who are mentally incompetent, those with impairments to reasoning or judgment, or those who are unconscious, unaware or otherwise physically helpless. Effective consent may never be obtained as a result of coercion, intimidation, threat of force, or force.

Any member of the College community found responsible for violating this policy is subject to disciplinary action. Complaints of alleged dating violence, domestic violence, sexual assault or stalking shall be handled according to the procedures specified in this policy. All other complaints of sexual misconduct shall be handled under the policies that govern discipline of students and employees. Disciplinary action may be taken regardless of whether criminal charges have been filed and without regard to whether the conduct occurred on or off the College campus.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
The College prohibits all forms of sexual misconduct by students and employees.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

**Quid Pro Quo:** Quid Pro Quo occurs when employment, pay, benefits, student status, grades or other opportunities for advancement are conditioned on the submission to unwelcome sexual conduct whether the conditions are explicit or implicit.

**Sexual Harassment:** Sexual Harassment is unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Mohave Community College’s education program or activity.

**Sexual Assault:** Sexual assault is any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Included within this broad term are rape, attempted rape, statutory rape and incest, and, where active consent is absent, groping, forced kissing, sodomy, sexual assault with an object and fondling. Under Arizona law, the definition of “sexual assault” is “intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.” A.R.S. § 13-1406(A). “‘Oral sexual contact’ means oral contact with the penis, vulva or anus.” A.R.S. § 13-1402(1). “‘Sexual intercourse’ means penetration into the penis, vulva or anus by any part of the body or by any object or masturbatory contact with the penis or vulva.” Id. at § 13-1402(3).

**Stalking:** Stalking is engaging in a course of behavior, directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of that person’s immediate family member or the safety of others, or suffer substantial emotional distress. Stalking includes unwanted and repeated harassing behavior, such as following a person; appearing at a person’s home, class or work; making frequent phone calls, emails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person’s property; and threatening, intimidating or intrusive behavior, and physical violence A.R.S. § 13-2923(A).

**Dating Violence:** Dating violence consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Relationship violence includes sexual or physical abuse or the threat of such abuse. There appears to be no specific definition of "dating violence" in Arizona's criminal code. Some forms of dating violence would constitute “domestic violence,” discussed hereafter, which includes acts committed within a previous or current “romantic or sexual relationship.” A.R.S. § 13-3601(A) (6).
Domestic Violence: Domestic violence consists of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under Arizona law; or by any other person against an adult or youth victim who is protected from that person’s acts under Arizona law.

In addition to dating violence and domestic violence, relationship violence includes any pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

Unwelcome is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision: August 20, 2020
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
The College prohibits all forms of sexual misconduct by students and employees.

References:

A.R.S. § 13-3601(A): The crimes that may be charged as domestic violence offenses where one of the above relationships is present include: all classifications of homicide; endangerment; threatening or intimidating; assault or aggravated assault; custodial interference; unlawful imprisonment; kidnapping; sexual assault; unlawful distribution of images; criminal trespass; criminal damage; interfering with judicial proceeding; certain types of disorderly conduct; using electronic communication to terrify, intimidate, threaten, or harass; harassment and aggravated harassment; stalking; and surreptitious photographing.

The domestic violence statute reference several other sections of the criminal code and converts these crimes to domestic violence offenses where any of the following is true:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
   a. The victim and the defendant have a child in common.
   b. The victim or the defendant is pregnant by the other party.
   c. The victim is related to the defendant or the defendant’s spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
   d. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
   e. The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship.

A.R.S. § 13-1401: "Without consent" includes any of the following:

   a. The victim is coerced by the immediate use or threatened use of force against a person or property.
   b. The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.
   c. The victim is intentionally deceived as to the nature of the act.
   d. The victim is intentionally deceived to erroneously believe that the person is the victim’s spouse.
5.112-C  Sexual Misconduct
References

Date of Adoption: Adoption of Manual: July 2008
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
The College prohibits all forms of sexual misconduct by students and employees.

Reporting Sexual Misconduct

The College encourages students and employees to report incidents of sexual misconduct as soon as possible. To report such an incident, the victim may contact the Title IX Coordinator (information below) or a Title IX designee under the Title IX Team Contacts at: www.mohave.edu/about/safety

Employees and students who have been the victims of sexual misconduct also have the option of reporting the misconduct to local law enforcement officials. Victims are not, however, required to report such conduct to law enforcement. Victims of sexual misconduct should take care to preserve evidence of the misconduct. For example, victims should not shower or otherwise clean themselves before reporting the misconduct.

Danette Bristle (Title IX Coordinator)
Accreditation Liaison/Compliance Officer
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Date of Adoption: Adoption of Manual: July 2008

References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Each College employee is obligated to report incidents of sexual harassment, sexual assault, and sexual misconduct of which we become aware and is subject to College disciplinary actions for a failure to report. This obligation extends to all due to the College’s responsibility Under Title IX to:

1. Stop the conduct
2. Prevent its re-occurrence
3. Remedy its effects
4. Provide care and support for the reporting person
5. Take steps to insure the safety and security of our community.

The College has adopted the term “mandatory reporter” to describe this obligation that extends to all individuals “who a student could reasonably believe has the authority or responsibility” to address these incidents. (U.S. Department of Education Office for Civil Rights: REVISED SEXUAL HARASSMENT GUIDANCE: HARASSMENT OF STUDENTS BY SCHOOL EMPLOYEES, OTHER STUDENTS OR THIRD PARTIES). By reporting what you know to the appropriate College officials especially trained to respond, you support students and others who have experienced this conduct. You also protect yourself from potential liability because when you know, the College is also considered to know. The College’s obligation to respond begins the moment the College is on notice that a member of our community has experienced sexual misconduct, sexual harassment or sexual assault.

An employee who has reasonable cause to suspect abuse of a child (individual under the age of 18) that the employee has come into contact with during the course of employment must make a report to peace officer or the department of child safety (A.R.S. 13-3620).

Date of Adoption: Adoption of Manual: July 2008
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

**Reporting: Person Who Requests Confidentiality:**

As mandatory reporters, we can no longer have confidential conversations with students or other reporting persons about their experiences with sexual misconduct, sexual harassment, or sexual assault. The College recognizes the significant trust relationship with students and the difficult situation you are placed in when a student requests that you keep the disclosure confidential. To help mitigate this challenge, students have been informed that all faculty, staff, and administrators must share their information with the College, and that they can report confidentially to designated organizations if they do not want their information to be shared. These confidential reporting sources are listed in the Mohave Community College: Community Resource Guide.

If you believe a student or other reporting person is about to disclose to you his/her experience of sexual harassment, sexual misconduct, or sexual assault, you can explain to that person, before she/he makes the disclosure, that you must share the information with the College so that she/he can receive care, support and resources and learn about the options for having the situation addressed and resolved within the College. You can explain that even though you are obligated to share the information with College officials especially trained to respond, her/his privacy will be respected; identities and details will be shared only with those who need to know to support the reporting person and to address the situation through the College’s processes. You can tell the person that someone will explain these processes in detail and that she/he will be involved in decisions about what happens as a result of the disclosure. If the reporting person does not wish to disclose to you as mandatory reporter, you can refer the person to a confidential reporting source.

Whether or not the student or reporting person decides to disclose to you or to a confidential source, please assure the person that she/he will receive care and support as requested, both within the College and in the community.

**Confidential Reporting Sources and Other Resources:**

The College is committed to providing support and assistance to victims as well as taking active measures to help assure the physical and emotional well-being of victims. A number of resources are available to assist victims of sexual misconduct.

If a student or other reporting person requests that you keep the disclosure confidential, before the disclosure is made to you, please refer or assist the person to contact one of these resources in the Mohave Community College: Community Resource Guide.
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All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Whom to Report, What, How and When to Report:

As mandatory reporters, at the earliest possible time after you receive information that someone has experienced this conduct you must submit a completed Behavior Alert form to the Title IX Coordinator or designee.

What Happens After You Report:

For student-student incidents, Title IX Coordinator or designee will contact the reporting person to offer immediate care and concern, support and resources and discuss the College’s process for gathering facts about and responding to the incident. For all other incidents (student-faculty, student-staff, faculty-faculty, staff-staff, etc.), the Equal Opportunity Officer (MCC Chief Human Resources Officer) will contact the reporting person.

At all times, the privacy of the parties will be respected and safeguarded. Information will be shared only with those College officials who need to know to assist in gathering facts about and resolving the complaint.

After a report is received by one of the offices specially trained to respond, the reporting person will be contacted to discuss the process and options for having the report investigated and resolved within the College. Sometimes the reporting person requests that his/her identity or the identity of the accused remain confidential or that the College not pursue an inquiry. This request must always be balanced with the College’s responsibility to provide a safe environment for the reporting person and the community.

The College will take reasonable steps to conduct an inquiry and respond to the complaint consistent with the person’s request for confidentiality. However, under compelling circumstances, including evidence of a pattern of repetitive behavior, the use of or threat of force, or the use of a weapon by the accused, the College may conduct further inquiry or take other appropriate measures without the reporting person’s consent. The reporting person will always be informed whenever possible of any action the College takes to resolve the complaint, including further inquiry and corrective action or sanctions.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

**College Response to Crimes and Misconduct**

The College recognizes the importance of offering victims of sexual misconduct immediate treatment, counseling, support, and assistance. In addition, appropriate interim measures to help assure the safety and well-being of the victim will be offered. Consideration of the victim's wishes will be taken into account throughout the process. The College may, however, have a legal obligation to investigate allegations of sexual misconduct, even without the cooperation of the victim.

When a student or employee reports that he or she has been the victim of dating violence, domestic violence, sexual assault or stalking, the student or employee will be provided with a written explanation of the student or employee rights and options.

Vic tims of sexual misconduct or those who have been threatened with such misconduct may be entitled to obtain orders from civil or tribal courts to prevent violence or further violence. The College will endeavor to advise victims of the types of court orders that may be available.

When sexual misconduct of any kind is reported, the College will make all reasonable efforts to preserve confidentiality. Information will be restricted to those with a legitimate need for it. The College does not include the names or other identifying information of victims in any publicly available documents. If other policy violations have occurred in connection with an assault, such as alcohol or substance use, the College generally will not pursue disciplinary actions against the complainant or against student witnesses to the misconduct. The College will make every reasonable effort to resolve a disciplinary charge within fifteen days after charges are formally brought against an accused perpetrator.

If the complainant proceeds with both a disciplinary complaint and a criminal complaint, the College conduct process will normally proceed while the criminal action is in process. However, in such cases, the Title IX Coordinator or designee may elect to stay the disciplinary process if a student is summarily suspended and the criminal matter remains open.

Where a victim may need a change in his or her academic, living, transportation or working situation, and it is within the power of the College to do so, the College will reasonably accommodate the victim's needs.

*Date of Adoption: Adoption of Manual: July 2008*

*References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620*
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Supportive measures
Mohave Community College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Mohave Community College’s education program or activity, including measures designed to protect the safety of all parties or the Mohave Community College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Mohave Community College will inform the Complainant, in writing, that they may file a formal complaint with the Mohave Community College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The Mohave Community College will maintain the privacy of the supportive measures, provided that privacy does not impair the Mohave Community College’s ability to provide the supportive measures. Mohave Community College will act to ensure as minimal an academic impact on the parties as possible. The Mohave Community College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related
Mandatory Reporting
Supportive Measures

- adjustments
- Trespass, Persona Non Grata (PNG)
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision: August 20, 2020
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Emergency Removal
Mohave Community College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Intervention Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, employee, or two (2) representatives from a student organization¹ will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested [in a timely manner], objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision: August 20, 2020
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620

¹ If your campus has adopted the Student Organization Model Code of Conduct or has a separate Code for Organizations, a link to the interim measures portion of that code would be placed here.
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Procedures for Disciplinary Action in Matters that Involve Sexual Misconduct

When the College learns of alleged dating violence, domestic violence, sexual assault or stalking, the Title IX Coordinator or designee shall cause an investigation to be conducted. The investigation shall be prompt, fair and impartial. The investigation shall be conducted by officials who, at a minimum, receive annual training on issues relating to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing in a manner that protects the safety of victims and promotes accountability.

When an investigation indicates that there is reasonable cause to believe that a student or employee has committed stalking, relationship violence, sexual harassment, sexual assault, or sexual misconduct, the College will take action to impose discipline.

Charges shall be prepared in writing either by the victim or under the direction of the Title IX Coordinator or designee. Title IX Coordinator or designee will adjudicate all such charges.

Charges shall be presented to the accused in written form. A time shall be set for a hearing, which shall ordinarily be held within sixty days of charges being brought. The time within which a hearing will be held may be extended at the discretion of the Title IX Coordinator or designee. The Title IX Coordinator or designee may hear the charges personally or may appoint a hearing committee consisting of one administrator, one faculty member, and one classified staff member to hear and decide the charges. No one shall participate in deciding the charges who has a real or apparent conflict of interest or bias for or against the accuser or the accused.

Both accuser and accused shall be entitled to timely notice of all meetings relevant to the proceeding. Both accuser and accused shall be entitled to timely access to any information that will be used in the proceeding.

The accuser and the accused shall both be entitled to have an advisor present during all phases of the disciplinary process, including any hearing and any related meetings or proceedings. The College may not limit the accuser's or the accused's choice of advisor. The College may, however, impose restrictions on the extent to which advisors may participate in the proceedings and on advisors' conduct during the proceedings. Any such restrictions shall apply equally to the accuser and the accused.

The standard of evidence shall be preponderance of the evidence, i.e., whether it is more likely than not that the accused committed the alleged misconduct. The Title IX Coordinator or designee or the hearing committee will issue a written determination of the decision within ten days following the conclusion of the hearing.
The accuser and the accused shall be promptly and simultaneously notified in writing of (1) the decision of the Title IX Coordinator or designee or hearing committee and of any decision as to the form of discipline to be imposed; (2) the procedures available for appeal; (3) any subsequent change to the result of the hearing; and (4) when the result in the matter will become final.

If the charges are found to have merit, the Title IX Coordinator or designee will determine what discipline is to be imposed on the student or employee and what other relief, if any, is in order. Discipline may include suspension, dismissal or reprimand if the perpetrator is an employee and suspension, expulsion or reprimand if the perpetrator is a student. The Title IX Coordinator or designee may also issue such additional orders as may be necessary to protect the victim or others from any further misconduct.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices.

 Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one of the above named qualities. Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to take action to correct it. Any person found to have violated this anti-discrimination policy will be subject to appropriate disciplinary action.

Date of Adoption: Adoption of Manual: July 2008
Latest Revision(s): August 20, 2020
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices.

Mohave Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Mohave Community College does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Mohave Community College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Mohave Community College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Mohave Community College community on the basis of sex is in violation of the 5.115 Anti-Discrimination Policy.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by methods listed above.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit www.mohave.edu/about/safety or contact the Title IX Coordinator. Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of 5.116 Anti-Retaliation policy should contact the following:

• Title IX Coordinator

Danette Bristle (Title IX Coordinator) Accreditation Liaison/Compliance Officer
3400 Hwy. 95, Bullhead City, AZ 86442
dbristle@mohave.edu
928-704-9480 (w)
928-542-6929 (m)
Date of Adoption: Adoption of Manual: July 2008

Latest Revision(s): August 20, 2020

References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
The College prohibits students and employees from retaliation, intimidation, threats, coercion or discrimination against any individual for exercising that individual's rights or responsibilities.

Students and employees are prohibited from retaliation, intimidation, threats, coercion or other discrimination against any individual for exercising that individual's rights or responsibilities under this policy. Acts of retaliation constitute a violation of College policy and the Student Code of Conduct and will result in disciplinary action. Any such acts of discrimination should be reported to the Title IX Coordinator or designee/Title IX (students) or for employees your immediate supervisor or the Chief Human Resources Officer.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
Employees are subject to the conflict of interest provisions of Arizona law. No employee shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her employment or by reason of his/her services to the college district (ARS 38-501 et seq).

The board, officers, and employees of Mohave Community College have the responsibility to uphold the public trust, protect and advance the College’s integrity, administer the affairs of the College honestly and prudently, and exercise their best care, skill, and judgment for the sole benefit of the College. The interests of the organization must be the first priority in all decisions and actions. The purpose of this policy and procedure is to ensure that employees identify and disclose potential Conflicts of Interest, and conduct themselves in a manner that will not compromise the integrity of the College.

Definition of Conflict

An actual conflict of interest occurs when financial or personal considerations compromise an individual’s objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential conflict of interest can occur when, although there is no actual conflict of interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College. Actual or potential conflict of interest may arise in the following situations:

- An employee or his/her family members has an ownership interest in an entity which supplies goods and services to the College.
- An employee or his/her family member has an ownership interest in an entity from which the College leases property and equipment.
- An employee or his/her family member has an ownership interest in an entity with whom the College is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- An employee or his/her family member holds office, serves on the board, participates in management, or is otherwise employed (or formerly employed) with any third party dealing with the College.
- An employee or his/her family member has an ownership interest in any agency, organization, or association which affects the operations of the College
- An employee receives personal gifts, gratuities or loans from any past, present or potential supplier of goods or services to the College.
- An employee receives a significant salary or other compensation from an entity/individual with which the College does business.
- An employee has a relationship or receives a significant salary or other compensation from a competing or affinity organization.
- An employee has the potential for family members to enroll in course(s) he/she teaches, or who, in the roll of student, are under the employee’s scope of control.

Conflicts might arise in other areas or through other relations. It is assumed that the officers, directors, and employees will recognize such areas and relation by analogy.
Date of Adoption: Adoption of Manual: July 2008
References: ARS 38-501 et seq.
Employees are subject to the conflict of interest provisions of Arizona law. No employee shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her employment or by reason of his/her services to the college district (ARS 38-501 et seq).

Outside Employment

Mohave Community College recognizes that certain outside employment activities are of benefit to the college and to the private sector, as well as to individual employees. Although the right of employees to engage in outside employment is recognized, full-time college employees must understand that their first employment responsibility is to the college and the assignments for which they have been contracted. Outside employment may represent an actual or potential conflict of interest when an employee accepts outside employment with an organization that directly competes with Mohave Community College or outside employment negatively affects the employees ability to be successful in his/her college assignments.

All full-time employees of Mohave Community College, including faculty, administration, professional and support positions, are required to annually disclose outside employment, using the approved disclosure process. The employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment.

Should outside employment occur during the course of the fiscal year, employment must be reported using the appropriate form within 5 business days of the acceptance of employment.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 38-501 et seq.
Employees are subject to the conflict of interest provisions of Arizona law. No employee shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her employment or by reason of his/her services to the college district (ARS 38-501 et seq).

Disclosure

Any employee or Governing Board member who has, or whose spouse, domestic partner, or business associate has such an actual or potential Conflict of Interest will make know that interest by annually completing the appropriate form before any transaction is consummated. Employee forms shall be kept in Human Resources and Governing Board member forms shall kept in a special file maintained in the college contracts office which shall be open to the public. Should a conflict occur during the course of the fiscal year, the actual or perceived conflict of interest must be reported using the appropriate form within five (5) business days of the understanding of the conflict.

It is the continuing responsibility of the board, officers, and employees to scrutinize their transactions, business interests and relationships for potential conflict. Potential conflicts should be disclosed as such conflicts arise and annually thereafter.

Disclosure forms will be submitted to the Chief Human Resources Officer (or if he/she is the one with the conflict, then to the President), who shall bring the matter to the attention of the Board. The Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the College. The decision of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of the College and the advancement of its purpose.

It shall be the continuing responsibility of the board, officers, and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts. Potential conflicts should be disclosed as such conflicts arise and annually thereafter. Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:
1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid; and
4. The Board has determined that the transaction is in the best interest of the College.
5. Failure to disclose potential conflicts of interest will result in disciplinary action.

Date of Adoption: Adoption of Manual: July 2008
References: 38-501 et seq.
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Definitions

Exempt Position: A bona fide executive, administrative or professional position which is not subject to overtime.

Non-Exempt Position: a position that does not meet the requirements necessary to qualify for exemption and is subject to overtime and minimum wage provisions.

Regular Full-time: hired for an indefinite period of time and scheduled to work 40 hours per week. However, for exempt positions, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Position is eligible for full benefits package.

Regular Part-time: hired for an indefinite period of time and scheduled to work less than 30 hours per week. Position is eligible for a limited benefits package.

Temporary Part-time: hired for a finite period of time (usually less than one semester) and scheduled to work less than 20 hours per week. Position is eligible for a limited benefits package.

Date of Adoption: DATE

References: ARS 15-1445
5. 120-A Employee Classification Position Classification

The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Position Classifications

The college shall classify positions according to federal standards and best practices and shall implement this policy in its procedures and salary/pay schedules. Each position of employment within the college is classified for placement on the college’s salary schedules in accordance with the level of performance and qualifications required. The classification for each position, as well as the attributes of each position, including job functions and duties and minimum qualifications, are set forth in position specifications.

Job descriptions will be reviewed and updated as necessary by the supervisor with assistance from the office of human resources and approval by the President.

<table>
<thead>
<tr>
<th>Position Classifications</th>
<th>Exempt Positions</th>
<th>Non-Exempt Positions</th>
</tr>
</thead>
</table>
| Regular Full-time        | Chief Executive Officer  
                           | Administrative Staff  
                           | Resident Faculty – 9, 10, 11 or 12 months  
                           | Professional Management Staff  
                           | Professional Staff  |
| Regular Part-time        | Resident Faculty – 9, 10, 11 or 12 months  
                           | Professional Management Staff  
                           | Professional Staff  |
| Temporary Part-time      | Associate Faculty  | Support Staff  |

Date of Adoption: DATE

References: ARS 15-1445

The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Continuous Years of Service

For the purpose of awarding service awards to employees at the college, the following is the definition of continuous years of service: Continuous years of service includes all part- and full-time service for 9-, 10- and 12-month employees with no break in service. Continuous years of service will not include work study status; temporary employment status such as a registration clerk, clinical instructor status or associate faculty status.

Date of Adoption: Adoption of Manual July 2008

References: ARS 15-1445

Mohave Community College Policy and Procedure Manual

5.120-C

Employee Classification

Reclassification

The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Reclassification

When it is in the best interests of the college, a position and/or pay grade may be reclassified. A position audit is the tool used to gather first-hand information about a particular position. Findings are compared to classification standard(s) and other organizational materials to ensure that the position description is properly classified.

An audit is normally conducted when significant changes are being proposed or have occurred to a position, such as mission changes; downsizing; reorganizations; additional duties, elimination of obsolete programs, practices and requirements, etc. These and other changes can impact the classification of the position in terms of its title and pay. These classification elements not only determine what salary the employee will be paid, but categorize the work experience he/she will gain while occupying the position, and specifies the qualification requirements (knowledge, skills and abilities) necessary when filling the position.

It is the position that is being audited and not the employee. This tool and process are meant to look at a position as a whole. Below are examples of person-related factors that are not taken into account when reclassifying a position.

• Longevity/Length of Service – If an employee has been in a particular position for an extended period of time, longevity and length of service are not considered as factors for reclassification.
• Financial Need – The reclassification process does not take personal financial conditions into consideration.
• Dedication/Performance – We value dedicated employees who are competent, capable, experienced, and loyal. Although these characteristics are admirable, they are not considered in reclassification.
• Change in Workload – An increase in the workload for the duties required of the position does not necessarily mean that it’s time for an audit.
• Tools Used – The use of new tools (technology, etc.) to complete existing duties is not a factor considered in an audit.
• Relationship to MCC and/or Supervisor – The working relationship between employee and supervisor, whether good or bad, is not considered as part of the audit process.
• Employee Retention – Reclassification should not be the mechanism to retain an employee within the department if a position has not changed or evolved over time.

Process

Because reclassification of employees affects the annual budget, all completed position audit packets, including the Job Audit Questionnaire and any supervisor recommendations or documentation, must be received by December 31st and, if approved, will not take effect until the new budget year (July 1st).

The position audit is initiated by the supervisor, on behalf of the employee. The supervisor can obtain a job audit form from the Human Resources Office. The employee is to complete their part of the questionnaire first. The electronic file must then be sent to the direct supervisor for completion.
5.120-C Employee Classification

Reclassification

If there is an additional or supplemental supervisor, that individual needs to complete their section next. All questions on the audit form must be answered. Responses should be typed or printed clearly.

The position audit packet is forwarded to the appropriate chief officer for review and approval. If approved, the chief officer will forward the audit to Human Resources. Files received in Human Resources without chief officer level approval will be returned.

Upon receipt of the position audit packet, Human Resources will review the position audit form and will contact the employee or employee’s supervisor if further clarification of duties and responsibilities is needed. Human Resources will determine whether the position is assigned the proper classification or if the position should be reclassified. This review may result in a higher or lower classification, a lateral move or no change.

Human Resources will send their recommendation and the results of the review, including the financial impact, to the college president for consideration and final approval. Results will be returned to the Human Resources Office. The Human Resources will notify all parties involved regarding the results of the position audit. All reclassifications are subject to district governing board approval.

Upon reclassification, unless otherwise approved, an employee shall be placed on the appropriate step of the new salary/pay schedule. Any effected employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will be frozen at his or her current salary or pay rate. There will be no adjustment in salary or pay rate until such time as the salary/pay schedule exceeds his or her current base salary. Reclassification does not trigger a new probationary period for any effected employee.

Date of Adoption: Adoption of Manual July 2008

References: ARS 15-1445
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Voluntary Transfer
A current employee may apply for any open MCC position for which he or she is qualified.

Upon transfer to a position classified at the same level, the employee’s range and step will not be changed. Upon transfer from a part-time position into a full-time position at the same level, the employee’s range and step will not be changed.

Upon transfer to a position classified at a higher level, the employee’s pay target will be the appropriate step of the salary/pay schedule, although the employee’s rate of pay may not yet have reached the target.

Upon transfer to a position classified at a lower level, the employee will be placed at the appropriate step of the salary/pay schedule. Any employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will be frozen at his or her current salary or pay rate. There will be no adjustment in salary or pay rate until such time as the salary/pay schedule exceeds his or her current base salary.

Date of Adoption: Adoption of Manual July 2008

References: ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

All employees of Mohave Community College are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and College property. No employee shall, by action or inaction, interfere with or disrupt any College activity or encourage any such disruption. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the College, and carry out all applicable orders issued by the President.

Date of Adoption: December 1, 2018

References: ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

In addition to statutorily prohibited conduct, employees may be disciplined for infractions that include, but are not limited to:

1. Engaging in unprofessional conduct, such as that which will bring discredit or embarrassment to Mohave Community College or the Governing Board.
2. Committing fraud in securing employment
3. Exhibiting incompetency and/or inefficiency in work
4. Neglecting duties
5. Exhibiting unprofessional attitudes
6. Engaging in acts of insubordination
7. Engaging in acts of dishonesty
8. Being under the influence of drugs or alcohol while on duty
9. Engaging in the illicit use of narcotics or habit-forming drugs
10. Being absent without authorized leave
11. Being involved in excessive absenteeism
12. Engaging in discourteous treatment of student, co-workers, or the public
13. Engaging in dress or grooming that does not present a professional image, as dictated by supervisors
14. Being involved in the misuse or unauthorized use of college property
15. Failing to disclose to any personal interest in any business transactions of the College.
16. Engaging in the solicitation of anything of economic value, (gift, gratuity, favor, entertainment, or loan) which is or, may appear to be, designed to influence the employee’s official conduct except for food, refreshments, or unsolicited advertising or promotional material of nominal value
17. Using position or confidential information for personal gain
18. Carrying or possessing a weapon on school grounds, unless acting as a peace officer
19. Failing to maintain high standards impartiality, free from any personal considerations or obligations, favoritism, or partisan demands.
20. Violating any standard of conduct related to academic integrity or the utilization of financial aid.
21. Failing to report any arrests, other than minor traffic violations, to the Chief Human Resources Officer within three (3) days of the arrest.
22. Engaging in any activity which leads to direct or indirect discrimination, reprisal, force, coercion, or intimidation of another employee or student.
23. Violating any College Policy or Procedure.
5.125-A STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES 5.125-A
Prohibited Conduct

Date of Adoption: December 1, 2018
References: ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Mohave Community College is committed to maintaining an environment where the education of students is of the greatest importance. Consensual romantic relationships can give rise to conflicts of interest and become potentially exploitative when they involve colleagues in the workplace or people in teaching or mentoring relationships. The dissolution of these relationships can create discord and significantly impair the normal operations of the College. In addition, such relationships can create an uncomfortable work or educational environment for other students, faculty, and staff. Employees are expected to be aware of their professional responsibilities and avoid apparent or actual conflicts of interest, favoritism, or bias in their relationships.

Definition of Romantic Relationships
The term “romantic relationships,” as used in this document, is evidenced by, but not limited to, the following behaviors: a pattern of exclusivity between the couple; time spent together as a couple after work hours; physical touching that implies a romantic intention or desire; the sharing of personal information appropriate for a romantic relationship but beyond the boundaries of a professional workplace relationship; actual physical intimacy; written communications or other actions that imply or directly indicate romantic interest.

Relationships between Faculty and Students
Romantic relationships are not allowed between students and faculty members, including relationships that occur when College is not in session or students are on leave. The mentoring relationship exists between all faculty and all students, by nature of direct professional responsibility, such as teaching, assigning grades, advising, writing recommendations, directing performances, coaching, supervising research, making decisions about awards, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a faculty member or a student at the college assumes this mentoring relationship and precludes engaging in such a romantic relationship.

Relationships between Staff in Mentoring Positions and Students
Romantic relationships are not allowed between students and staff members in mentoring positions with students (e.g., administrative staff who work with students in Student Life, Admissions, and Financial Aid). The mentoring relationship exists between any such staff member and students where the staff member has professional responsibilities such as admissions counseling, financial aid planning, writing recommendations for jobs, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a student at the college or a member of staff in a position that is defined by a mentoring role with students assumes this mentoring relationship and precludes engaging in such a romantic relationship.
Personal Relationships

Supervisory Relationships
Romantic relationships are not allowed between employees of Mohave Community College when a supervisory relationship is involved. This applies to all employees (faculty, staff, or student) and their supervisors. The difference in perceived and real power makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment for others.

Note that 5.225 - Nepotism forbids spouses and other immediate family members from supervising one another, and requires approval of the president for related employees to be co-workers in the same department.

Relationships between Students
Where students have supervisory employment roles with other students, a mentoring role, or otherwise have authority that affects the work or educational environment of other students, they are discouraged from having a romantic relationship with a student under their authority.

Exceptions
In certain circumstances, (i.e. if a faculty member has a romantic relationship with an individual who then becomes a student, or an individual with a pre-existing relationship with a student joins the faculty) exceptions to the above prohibitions will be considered by the President and the Chief Human Resources Officer on a limited, case-by-case basis. It is the obligation of the faculty member to fully disclose the relationship. Faculty or staff with questions about the application or effect of this policy should consult with the Chief Human Resources Officer. Since individual cases may vary, the college has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program and the faculty or staff member’s responsibilities, and constraints of the program of study—in fashioning a suitable resolution.

Complaints
A student or subordinate in the relationship, a supervisor, or third parties who feel that their learning, campus life, or work environment has been negatively affected by a specific romantic relationship between faculty, staff, or students should report their complaint by contacting the appropriate supervisor or the Chief Human Resources Officer. Procedures for addressing complaints are set forth in 5.160 – Grievances.

Faculty and staff members who violate this policy are subject to disciplinary action up to and including termination of employment.

Date of Adoption: December 1, 2018
References: ARS 15-1445
5.125-C  STANDARDS OF PROFESSIONAL CONDUCT FOR EMPLOYEES  5.125-C

Social Media

The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Social Media
Mohave Community College adheres to all federal and state laws governing prohibited speech, libel and access to public records, including those that apply to the use of electronic and social media in all existing and future formats. The college shall develop a set of effective procedures to advise the college and its personnel of the risks that can arise from using social media. Social Media is defined as any online collaboration, sharing or publishing platform, whether accessed through the Web, mobile devices, text messaging, e-mail or any other existing or emerging communications platform.

The college will prepare and distribute documents that are appropriate for the various levels of employee involvement in social media and electronic communications. Those documents will identify the issues of libel, expectation of privacy, unprotected speech, endorsement, ownership and security of data, and access. They shall include but not be limited to the following:

A Social Media Advisory will be distributed to all employees upon implementation of this policy, and all new employees thereafter, as part of their employee package. Employees will acknowledge receipt thereof by signing a document prepared by Human Resources. Continuing employees will annually acknowledge receipt of the Social Media Advisory via the Employee Handbook. The Advisory includes communication guidelines for individual users who choose to comment, post or “Like” posts by others on an MCC-related social media page.

A Social Media Manager’s Guide, outlining the college’s expectations of employees who create and maintain social media pages on behalf of the college, will be distributed to all employees who are actively involved managing social media accounts for MCC.

Date of Adoption: December 1, 2018
References: ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Notice of Candidacy
Notification to the College: An employee planning to run for public office is required to notify the Office of the President in writing prior to the submission of filing candidacy documentation. All personnel running for public office or requested by public officials to perform public services, including but not limited to board membership, shall give prior notification to the College President of the campaign and/or assignment, remuneration (if any), and the effect the position or assignment will have on performance of the employee’s duties at the College. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Political Activity Guidelines
Becoming an employee of Mohave Community College (MCC), with limited exceptions, does not prohibit one from participating in the political process. Personnel shall act in accordance with the law and the MCC Employee Code of Conduct. ARS § 15-1408 prohibits the use of college personnel and resources to influence the outcome of elections. MCC is funded in significant part by local taxes and state appropriations. As an employee of MCC, one is provided office space, and support services (e.g. computers, printers, telephones, voice mail, photocopy machines, email accounts, office supplies, etc.) to perform the job duties efficiently and effectively. This property, equipment and supplies are all owned by and/or considered to be “college property.” An employee of a publicly funded college has rights and responsibilities if/when participating in political activity.

A simple way to distinguish permissible activities from prohibited activities is to refrain from engaging in political activity on college time or with college resources and/or property. Political activities should be conducted on one’s own personal time and with one’s own personal resources. While engaging in such campaign activities, the employee’s relationship to Mohave Community College may not be directly or indirectly exploited. In that the College shall not be named in media coverage and/or campaign materials and events. The College does not endorse any candidates for public office. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Date of Adoption: December 1, 2018

References:
ARS 15-1445
ARS 15-1408
The Board expects that employees of the college district shall exhibit high standards of professional conduct.

Mohave Community College strives to strike a balance between the legitimate uses of audio and visual recordings and concerns of compliance, privacy and protection of intellectual property. It is expected that faculty, students, and staff will respect the privacy of other individuals in the workplace. Consequently, the secret recording (audio or video) of meetings or other conversations, including telephone calls, is prohibited, as not compatible with the promotion of an open exchange of ideas.

Recordings may serve many legitimate workplace purposes. However, the College does not condone recording of any College activities when participants are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace or conversations or meetings offsite that deal with workplace or educational matters is prohibited.

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official College investigations into criminal activities or violations of campus policy.

Violation of the policy by an employee may lead to disciplinary action up to possible termination.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Definitions:

Associate Faculty Pool: Associate Faculty candidates who have applied for an Associate Faculty position and have provided acceptable qualification documents, but have not yet been offered a position.

Hiring Manager: Immediate supervisor of the vacant position

New Position: A position that is newly created and has not been recently vacated by any MCC employee.

Replacement Position: A position that already exists in the college staffing structure and has been vacated due to employee attrition.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Reassignment is a permanent assignment of an employee to another position within the same pay grade or one (1) pay grade higher. At any time, the College may reassign an employee or a position and it’s incumbent to meet organizational needs. If the new location is within a reasonable commute, as defined by the College, the employee must accept the reassignment or choose to resign.

Recruitment:
Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President. No other advertising or recruiting will be enacted when a vacancy is to be filled by reassignment.

Selection:
The hiring manager will consider available employees and recommend the chosen employee to the President for reassignment. Documentation concerning the rationale for reassignment must be provided by the hiring manager. The President may approve a reassignment to the recommended employee or reopen the search.

The notice of reassignment may be made by the hiring manager, a human resources representative, or another as designated by the President.

Hiring:
Once an individual has been notified of a reassignment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment in the new position. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete any additional employment paperwork. All employment processing must be completed prior to the first day in the new position. Incomplete paperwork may result in a postponement of the first day of employment. Human Resources will verify completion and release the employee for the start of work.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Vacancy
A vacancy is recognized when the hiring manager and Human Resources receives notice of an employee’s intent to separate from employment or the college’s intent to sever the working relationship with an employee. All vacancies require written documentation of separation.

When a vacancy is identified, Human Resources and the hiring manager will decide which recruitment, selection and hiring process (Reassignment, Merit Promotion, or Competitive Interview) will best provide employees equipped to meet the needs of the College. In most instances and for professional and administrative positions, a competitive interview process is preferable.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Reassignment is a permanent assignment of an employee to another position within the same pay grade or one (1) pay grade higher. At any time, the College may reassign an employee or a position and it’s incumbent to meet organizational needs. If the new location is within a reasonable commute, as defined by the College, the employee must accept the reassignment or choose to resign.

**Recruitment:**
Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President. No other advertising or recruiting will be enacted when a vacancy is to be filled by reassignment.

**Selection:**
The hiring manager will consider available employees and recommend the chosen employee to the President for reassignment. Documentation concerning the rationale for reassignment must be provided by the hiring manager. The President may approve a reassignment to the recommended employee or reopen the search.

The notice of reassignment may be made by the hiring manager, a human resources representative, or another as designated by the President.

**Hiring:**
Once an individual has been notified of a reassignment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment in the new position. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete any additional employment paperwork. All employment processing must be completed prior to the first day in the new position. Incomplete paperwork may result in a postponement of the first day of employment. Human Resources will verify completion and release the employee for the start of work.

**Date of Adoption:** Adoption of Manual

**References:** ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 15-1445).

Merit Promotions
Merit promotion is the system under which the College considers an employee for vacant positions through competition with other employees being evaluated and ranked for the position on the basis of their personal merit, experience, education, competencies and performance.

Recruitment
Recruitment for a new position is as follows:
- Request to Staff and Fund
  The requesting supervisor will complete a Request to Staff and Fund form, including a list of the proposed duties and a rationale for the addition of the new position. Human Resources will review the request, assign an appropriate pay grade and status, and create a position specification. All new positions must receive final approval from the President. After approval, Human Resources will assign a position control number and create a position description.
- Create Job Requisition
  The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.
- Advertise Vacancy
  Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Recruitment for a replacement position is as follows:
- Review position specification
- Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President.
- Create job requisition
- The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.
- Advertise the position as required
- Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Selection
Screening: Prior to screening, Human Resources in conjunction with the hiring manager will establish neutral, job-based criteria for screening candidates. Human Resources will screen employee applications based on the established criteria and may administer a subject matter screening, conducted by faculty and staff considered to be experts in the field of the opening. Applicants may be required to take a skills test prior to being selected for interviews. Eligible applicants will be presented to the hiring manager, who will select the interview candidates.
Interview: See 5.130-E

Background Checks: See 5.130-F

Offer of Employment
For temporary and associate faculty positions, the interview committee will make a final decision and contact Human Resources with the name of the successful candidate.

For support, professional, faculty and administrative positions, the top applicant will be recommended to the President by the committee chair. Documentation concerning the rationale for employment must be provided by the committee. The President may approve an offer employment to the recommended candidate, request further interviews, or reopen the search.

The offer of employment may be made by the committee chair, a human resources representative, or another as designated by the President. Should the top candidate decline the offer, resign during the probationary period, or fail the probationary period, the College reserves the right to extend an offer of employment to the second place candidate, and likewise, the third place candidate.

The College may either provide a relocation stipend or reimburse new employees for relocation expenses at the discretion of the college President. Any new employee who voluntarily separates from employment before completing 12 continuous months of service or academic year (in the case of faculty) will be required to repay the college one half of the net payment of college supported relocation expenses, which can be deducted from the final paycheck.

Hiring
Once an individual has accepted an offer of employment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete new hire paperwork. New hire processing must be completed prior to the first day of employment. Incomplete new hire paperwork will result in a postponement of the first day of employment.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices.

Competitive Interview is the process under which the College considers inside and outside applicants for vacant positions through a competitive process, being evaluated and ranked for the position on the basis of their personal merit, experience, education, competencies and performance.

Recruitment

Recruitment for a new position (a position that is newly created and has not been recently vacated by any MCC employee) is as follows:

1. Request to Staff and Fund
   The requesting supervisor will complete a Request to Staff and Fund form, including a list of the proposed duties and a rationale for the addition of the new position. Human Resources will review the request, assign an appropriate pay grade and status, and create a position specification. All new positions must receive final approval from the President. After approval, Human Resources will assign a position control number and create a position description.

2. Create Job Requisition
   The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.

3. Advertise Vacancy
   Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Recruitment for a replacement position (a position that already exists in the college staffing structure and has been vacated due to employee separation) is as follows:

1. Review position specification
   Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President.

2. Create Job Requisition
   The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.

3. Advertise the position as required
   Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.
Selection

1. Screening
Prior to screening, Human Resources in conjunction with the hiring manager will establish neutral, job-based criteria for screening candidates. Human Resources will screen employee applications based on the established criteria and may administer a subject matter screening, conducted by faculty and staff considered to be experts in the field of the opening. Applicants may be required to take a skills test prior to being selected for interviews. Eligible applicants will be presented to the hiring manager, who will select the interview candidates.

2. Interview Process
The interview process shall be dictated by and conducted in accordance with state and federal laws and guidelines concerning hiring practices. Interviews will be conducted by an interview committee as per 5.250-E. In an interview process where candidates are located outside of the immediate area, a telephone or video interview may be used to narrow the field of candidates to be invited to an on-ground interview.

Applicants should be interviewed as closely together as possible, preferably in the same day when practical. Prepared questions, reviewed and approved by Human Resources, must be used in all cases. No additional questions may be asked with the exception to follow-up questions based upon the interviewee’s response. During the interview process the committee members shall individually make notes and rate the responses of the applicant.

In addition to the interview, faculty applicants shall be prepared to provide a teaching demonstration to the committee or a class to be evaluated. Professional or administrative applicants may be required to present an administrative project or demonstrate public speaking abilities.

After discussion and consensus, the interview committee shall rate the candidates in order of preference for hiring. All portions of the interview process are confidential. Members of the interview committee shall not discuss the interview process with any other individuals, except other members of the interview committee. All interview notes and rationale must be submitted to Human Resources at the end of the process.

3. Background Checks
Because all applicants in a Merit Promotion process are current employees, only an informal reference check will be conducted with the current supervisor. A background check may be required for transfers or promotions of current employees within the college, please see Background Checks under 5.250-F.

4. Offer of Employment
For temporary and associate faculty positions, the interview committee will make a final decision and contact Human Resources with the name of the successful candidate.

For support, professional, faculty and administrative positions, the top applicant will be recommended to the President by the committee chair. Documentation concerning the rationale for employment must be provided by the committee. The President may approve an offer employment to the recommended candidate, request further interviews, or reopen the search.
The offer of employment may be made by the committee chair, a human resources representative, or another as designated by the President. Should the top candidate decline the offer, resign during the probationary period, or fail the probationary period, the College reserves the right to extend an offer of employment to the second place candidate, and likewise, the third place candidate.

The College may either provide a relocation stipend or reimburse new employees for relocation expenses at the discretion of the college President. Any new employee who voluntarily separates from employment before completing 12 continuous months of service or academic year (in the case of faculty) will be required to repay the college one half of the net payment of college supported relocation expenses, which can be deducted from the final paycheck.

**Hiring**

Once an individual has accepted an offer of employment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete new hire paperwork. New hire processing must be completed prior to the first day of employment. Incomplete new hire paperwork will result in a postponement of the first day of employment.

**Date of Adoption:** Adoption of Manual

**References:** ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 15-1445).

Interview Committee Membership
To ensure applicants selected for interview and final consideration are evaluated by more than one individual to minimize the potential for personal bias, an interview committee will be utilized. The committee consists of three (3) to five (5) members, including the chair and may be expanded at the request of the president. The committee should, to the extent possible, be diverse in job classification, gender and ethnicity. In the case of faculty interviews, the committee shall be comprised of faculty members and associate deans and/or program directors. All members will complete training in interview techniques prior to serving on an interview committee. No member of the interview committee can be an acquaintance or relative of an applicant.

The interview committee chair will be as follows:

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Interview Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Faculty</td>
<td>Associate Dean or Program Director</td>
</tr>
<tr>
<td>Temporary and Support</td>
<td>Hiring Manager</td>
</tr>
<tr>
<td>Professional</td>
<td>Chief Officer/Dean/Director</td>
</tr>
<tr>
<td>Faculty</td>
<td>Chief Academic Officer/Program Director</td>
</tr>
<tr>
<td>Administration</td>
<td>President</td>
</tr>
</tbody>
</table>

If the interview committee chair is not the hiring manager, the hiring manager will be included as one of the members of the interview committee. The assigned interview committee chair may delegate the chair position to another with approval from Human Resources. The President, or his/her designee, may serve as the chair and/or member of every interview committee.

A human resources representative may serve as a non-voting member of the committee and as a facilitator to the committee and the process, including setting up interview appointments, preparing a list of approved questions, training interview committee members on appropriate interview notes and discussing college salary ranges and benefits with candidates.

Interview Process
The interview process shall be dictated by and conducted in accordance with state and federal laws and guidelines concerning hiring practices. In an interview process where candidates are located outside of the immediate area, a telephone or video interview may be used to narrow the field of candidates to be invited to an on-ground interview.

Applicants should be interviewed as closely together as possible, preferably in the same day when practical. Prepared questions, reviewed and approved by Human Resources, must be used in all cases. No additional questions may be asked with the exception to follow-up questions based upon the
interviewee’s response. During the interview process the committee members shall individually make notes and rate the responses of the applicant.

In addition to the interview, faculty applicants shall be prepared to provide a teaching demonstration to the committee or a class to be evaluated. Professional or administrative applicants may be required to present an administrative project or demonstrate public speaking abilities.

After discussion and consensus, the interview committee shall rate the candidates in order of preference for hiring. All portions of the interview process are confidential. Members of the interview committee shall not discuss the interview process with any other individuals, except other members of the interview committee. All interview notes and rationale must be submitted to Human Resources at the end of the process.

*Date of Adoption:* Adoption of Manual: July 2008

*References:* ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Background Checks
Candidates will be offered the opportunity to sign a release allowing the College to seek references and a criminal history report as part of a background check. Refusal to submit to the background check process may eliminate a candidate from consideration for the position. Background checks will be completed for only the top candidate. Background check results may affect the candidate’s eligibility for the position or the order of preference for hiring.

References: A minimum of two reference checks are to be completed. One reference check must be from the candidate’s current or, if not currently working, most recent employer. A summary of the reference checks will be prepared for the committee.

Criminal History: Mohave Community College is committed to protecting the safety and welfare of employees, students and the general public, preserving state property, and upholding the reputation and integrity of MCC for the citizens of Mohave County. The final candidate for any position, Academic, Administrative, Professional or Support, is required to pass a criminal history background check prior to beginning the duties of the new position and the offer of employment shall be conditioned on the receipt of an acceptable criminal history background check. Failure of an applicant to consent to a criminal background check is grounds for rejection of the applicant. A background check may be required for transfers or promotions of current employees within the college. Further, a criminal history background check may be used as part of an investigation of current employee misconduct.

Individuals with a criminal history will not be automatically disqualified for employment. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if conduct leading to arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment.

Criminal history records shall not be used to discriminate on the basis of race, color, national origin, religion, sex, disability, or age.

In reviewing the results of a criminal history background check on an individual applicant, MCC will review each applicant on a case-by-case basis to determine whether there is a substantial relationship between the pending charge or conviction and the position and whether the applicant should be further considered for the position. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations. During deliberation, the following factors will be considered:
The Offense - The nature, severity and intentionality of the offense(s) including but not limited to:
• The statutory elements of the offense (rather than the individual’s account of the facts of the offense);
• The individual’s age at the time of the offense(s);
• Number and type of offenses (felony, misdemeanor, traffic, other);
• Time elapsed since the last offense;
• The individual’s probation or parole status;
• Whether the circumstances arose out of an employment situation; and
• Whether there is a pattern of offenses.

The Position - The duties, responsibilities and circumstances of the position applied for, including but not limited to:
• The nature and scope of the position, including key access to facilities, access to cash and access to vulnerable populations, including minor children;
• The nature and scope of the position’s student, public or other interpersonal contact;
• The nature and scope of the position’s autonomy and discretionary authority;
• The amount and type of supervision received in the position or provided to subordinate staff;
• The sensitive nature of the data or records maintained or to which the position has access;
• The opportunity presented for the commission of additional offenses; and
• The extent to which acceptable job performance requires the trust and confidence of the employer, MCC, or the public.

Using these and other appropriate factors, Human Resources and if needed, legal counsel, will make the final determination on whether to appoint or reject the candidate on the basis of criminal background check results. Human Resources will be responsible for documenting the basis for the decision to approve/deny the offer of employment to a candidate based on the criminal background check review.

If a candidate is disqualified from employment based on the criminal background check results, the results will be provided and the candidate will be given a three working day time period to refute the information. Additional time extensions may be provided to the candidate at the sole discretion of MCC. If a private, commercial background check vendor is used, MCC and the commercial background check vendor will need to ensure compliance with the federal Fair Credit Reporting Act.

Records gathered as a result of a criminal background check will be kept by the Chief Human Resources Officer in separate files segmented by the applicant/employee’s name. The files will be maintained separately from an applicant/employee’s general personnel records. These records include:
• Consent Form
• Information collected from the check
• Analysis and decision whether criminal activity (if any) was substantially related to position
• Correspondence related to criminal background check

The records will be securely maintained for a period of seven years after the position has been filled if the applicant is denied employment, or for the full life of the personnel file if the applicant is awarded a position, and may be accessed only on a need-to-know basis.
5.130-F  
RECRUITMENT, SELECTION, AND HIRING  
Background Checks

Date of Adoption:  Adoption of Manual
References:  ARS 15-1445
The college shall establish terms and conditions of employment that conform to all federal and state laws and regulations (ARS 15-1445).

Terms and Conditions of Employment
All administrative, professional and support employees, other than temporary employees, will be employed under written work agreements. Employment at the college is at-will, meaning each employee is employed by the college for no specific term and has no right of continued employment. The employment of an at-will employee may be terminated for any reason, or for no reason, with or without advance notice, as the college desires. No employee shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No college policy or procedure or item within the employee handbook is intended to, and shall not operate to, create any property or contract rights inconsistent with the at-will employment status of employees.

Continuing Employment
Decisions for continued employment will be predicated upon optimization of use and reallocation of resources in order to maintain the highest level of fiscal responsibility and community service. All employees are subject to non-reappointment/dismissal when and where the President determines that a reorganization, reduction or elimination of positions or programs is necessary based on fiscal exigencies, academic priorities or operational efficiency. Decision-making with respect to employment, reorganization, maintenance or elimination of positions or programs is delegated to the President. Each employee will be provided a written work agreement or letter of dismissal at least fifteen (15) calendar days prior to the implementation of any proposed change to the work assignment, however, the College reserves the right to implement work assignment changes in a shorter or longer time frame, as fits the needs of the College. Each employee desiring to accept employment as assigned in the work agreement must sign and return the agreement to the office of human resources on or before the date designated on the agreement.

Initial Probationary Period
All new employees or those new to a particular position are subject to a three-month probationary period. The probation progress report must be completed by the end of probation to reflect successful completion. The original probation progress report is sent to human resources to be included in the employee’s personnel file.

Supervisors are encouraged to complete a probation progress report at the one-month and two-month intervals when an employee needs to be made aware of a need for improvement in their performance. In these cases, the original probation progress report is sent to human resources to be included in the employee’s personnel file and the supervisor will keep a copy.

At any time prior to the conclusion of probation, a supervisor may complete a probation progress report and recommend termination of that employee. Termination of a probationary employee requires approval by the appropriate chief officer/campus dean and the President.
Termination can be with or without cause and is not grounds for appeal pursuant to administrative procedures. Termination under this section is not independent grounds for an employee grievance.

Upon successful completion of the three-month probation, the employee is subject to the disciplinary employment policies and procedures of a non-probationary employee of Mohave Community College.

Outside activities
All full-time college employees must recognize that their first employment responsibility is to the college and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment. Employees who hold the position of director, associate dean, dean, chief officer and president are required to annually report any outside employment using the Conflict of Interest Disclosure process. (5.117)

Staff Participation in Commencement
Members of the administration and selected instructional staff will attend commencement exercises in academic dress unless they have been previously excused, in writing, by the President. All full-time professional employees will attend the ceremony unless previously excused, in writing, by the President. Full-time employees will be expected to participate in the committee work of the college. The administration will make committee assignments on an equitable basis and, wherever advisable, in consultation with the staff members involved. Employees are welcome to attend district governing board meetings. If an employee wishes to bring an item of business before the board, it must be cleared through administrative channels and placed on the agenda by the President of the college.

Date of Adoption: Adoption of Manual: July 2008
References: ARS 15-1445
TERMS AND CONDITIONS OF EMPLOYMENT

Full Time Faculty

The college shall establish terms and conditions of employment that conform to all federal and state laws and regulations (ARS 15-1445).

Full Time Faculty
All faculty will be employed under written notices of term appointment. Employment at the college is based solely on the terms, conditions and dates prescribed by individual notices of term appointment. There is no expectation of subsequent reappointment beyond the period covered by the current notice of term appointment.

Continuing Employment
Decisions for continued employment will be predicated upon optimization of use and reallocation of resources in order to maintain the highest level of fiscal responsibility and community service. All employees are subject to non-reappointment/dismissal when and where the President determines that a reorganization, reduction or elimination of positions or programs is necessary based on fiscal exigencies, academic priorities or operational efficiency. Decision-making with respect to employment, reorganization, maintenance or elimination of positions or programs is delegated to the President.

Each faculty member will be provided a written notice of term appointment or letter of non-reappointment at least fifteen calendar days prior to the last date of his or her current term of appointment. Each employee desiring to accept appointment for the term of the notice must sign and return the notice to the office of human resources on or before the date designated on the notice.

By signing the notice of term appointment full-time faculty and/or full-time staff working less than 12 months acknowledges continued employment for the next academic/fiscal year. Based on the acceptance of the notice of term appointment the full-time faculty/staff member understands that the college, in good faith, will continue to pay health insurance benefits during the summer months. If after signing the notice of term appointment, the full-time faculty/staff member chooses not to return for the new term or does not complete 30 days in the new term, they will be liable for insurance premiums for the months the college has paid. All premiums must be repaid at COBRA rates.

Initial Probationary Period
All new employees or those new to a particular position are subject to a three-month probationary period. The probation progress report must be completed by the end of probation to reflect successful completion. The original probation progress report is sent to human resources to be included in the employee’s personnel file.

Supervisors are encouraged to complete a probation progress report at the one-month and two-month intervals when an employee needs to be made aware of a need for improvement in their performance. In these cases, the original probation progress report is sent to human resources to be included in the employee’s personnel file and the supervisor will keep a copy.
5.135-B  TERMS AND CONDITIONS OF EMPLOYMENT  5.135-B

Full Time Faculty

At any time prior to the conclusion of probation, a supervisor may complete a probation progress report and recommend termination of that employee. Termination of a probationary employee requires approval by a chief officer or dean and the President. Termination can be with or without cause and is not grounds for appeal pursuant to administrative procedures. Termination under this section is not independent grounds for an employee grievance.

Upon successful completion of the three-month probation, the employee is subject to the disciplinary employment policies and procedures of a non-probationary employee of Mohave Community College.

Outside activities
All full-time college employees must recognize that their first employment responsibility is to the college and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment.

Faculty Participation in Commencement
Members of the faculty will attend commencement exercises in academic dress unless they have been previously excused, in writing, by the President.

Faculty will be expected to participate in the committee work of the college. The administration will make committee assignments on an equitable basis and, wherever advisable, in consultation with the faculty members involved.

Employees are welcome to attend district governing board meetings. If an employee wishes to bring an item of business before the board, it must be cleared through administrative channels and placed on the agenda by the President of the college.

All faculty members are expected to bear a reasonable share of extracurricular duties as part of their regular contractual obligations. Employees may be paid for certain supervisory work required for activities supported by admission fees or activities provided from student/college activity funds.

Date of Adoption:  Adoption of Manual: July 2008

References:  ARS 15-1445
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Definitions:

• Workweek: The college’s standard workweek begins at 12:01 am on Sunday and ends at midnight the following Saturday.
• Workday: During the academic year the normal workday hours are 8 am to 5 pm, Monday through Friday, with a one-hour unpaid lunch period.
• Standard Work Schedule: The standard work schedule for all full-time employees is a 40-hour workweek consisting of five 8-hour days. Workday hours are 8 am to 5 pm, Monday through Friday, with a one-hour unpaid lunch period.
• Summer Work Schedule: The workday hours are 7 am to 5 pm, Monday through Thursday, with a 30 minute paid lunch period.
• Modified Work Schedule: Is a deviation from the standard work schedule for a full-time employee that includes working parts of each day, Monday through Friday in the office and/or involve working at approved sites other than the assigned work place/station during the workweek. Alternate Work Schedule: is a deviation from the standard work schedule for a full-time employee that includes working outside the normal workday/workweek at the assigned work place/station. Some employees may be required to work (non-traditional hours) night shift and/or scheduled to work Saturday/Sunday.
• Assigned Work Place or Work Station: A physical place on college property where the work of the employee’s position is normally performed; does not include any place away from college property, unless assigned through an official process.

The definitions applicable to the Fair Labor Standards Act (FLSA) are:

• Regular Full-time Employee: A regular full-time employee is hired for an indefinite period of time and is scheduled to work 40-hours per week. Continued appointment is subject to satisfactory performance and availability of funding.
• Regular Part-time Employee: A regular part-time employee is hired for an indefinite period of time and is scheduled to work less than 40 hours per week. Employees in this category are classified either as: more than half-time (1/2) time, normally scheduled to work 25 hours per week; less than half-time (1/2) normally scheduled to work 19.5 hours per week. Continued appointment is subject to satisfactory performance and availability of funding.
• Exempt Employee as defined by the FLSA is a bona fide executive, administrative or professional position and is not subject to the overtime provision (employer is not required to pay overtime in excess of 40 hours per week).
• Non-Exempt Employee as defined by the FLSA is a position that does not meet the requirement necessary to qualify for exemption and is subject to overtime and minimum wage provisions of the Act (employer is required to pay overtime in excess of 40 hours per week).
Date of Adoption: Adoption of Manual
Latest Revision(s): July 29, 2020
References: ARS 15-1445
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

The college’s business hours are 8 am to 5 pm, Monday through Friday. During the summer, the business hours are 7 am to 5 pm, Monday through Thursday. Each department and/or division must post office hours in their respective offices/buildings.

- The standard work schedule for all full-time staff employees is a 40-hour workweek consisting of five 8-hour days, with a one-hour unpaid lunch period. During the summer, the work schedule for all full-time employees is a 40-hour workweek consisting of four 10-hour days with a half-hour paid lunch.

- Individual staff employee schedules (including full-time, part-time and temporary employees) are determined by the supervisor to meet the needs of the department, in consultation with employees and with the approval of the appropriate administrator.

- Full-time faculty are recognized as professional employees whose work week often includes evenings and weekends. In addition to their work on campus, work that faculty complete off-campus in the performance of their duties is expected to be commensurate with an average of 40 hours of service per week. Instances of faculty members not adequately performing their responsibilities will be addressed on an individual basis by the professional judgment of the appropriate supervisor.

- Faculty office hours and any changes in office schedules must be approved and reposted by the appropriate associate dean. Faculty office hours must be posted at a place on campus, readily accessible to students, prior to the start of each new term. These schedules are to be forwarded when completed each term to the Vice President and President.

Those employees who are absent from their assigned work station because of business necessity must post alternate contact information while away.
Accounting of Hours
Due to the nature of exempt positions, work beyond the standard workweek may be required to meet legitimate business needs. The workweek for full-time regular exempt employees is 40 hours; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

Each week, all employees are expected to account for the full number of hours in the assigned work schedule through hours worked or authorized leave. Exempt employees must obtain approved leave for absences of four hours or more per week. Non-exempt (hourly) employees must obtain approved leave for absences of 30 minutes or more.

Rest Periods
Rest periods (breaks) are privileges subject to the needs of each department. Rest periods of short duration not to exceed 15 minutes will be permitted during each half day of work. These rest periods will be considered compensable work time. Unauthorized extensions of rest periods will not be counted as hours worked.

Rest periods shall not be used to reduce the length of the workday, or to cover late arrival to work or early departure, nor may they be accumulated if not taken. The workday may not be shortened by working through rest periods.

Date of Adoption: Adoption of Manual
Latest Revision(s) November 20, 2020
References: ARS 15-1445
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law.

An employee’s standard, approved schedule may vary with the particular needs of the department. A deviation from the standard work schedule that includes scheduled hours and/or location may be approved. Requests for telecommuting must be approved through the designated procedure.

Modified work schedules may be approved on an episodic basis by the supervisor. If an employee’s standard work schedule must be modified for a period longer than 30 days, the supervisor must consult with the appropriate administrator for approval. Requests and approvals must be in written form. A copy of the approved work schedule change will be kept on file in the human resource office.

Date of Adoption: Adoption of Manual

Latest Revision(s) November 20, 2020

References: ARS 15-1445
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Faculty Load Hours
The 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
- Forty-five (45) clock hours of supervisory clinical, internship, externship = Seven-tenths (.7) load hour

Full-Time Faculty Load
The instructional load for full-time faculty in any given academic year (fall and spring semesters) is not less than 15 load hours per semester, dependent upon teaching assignments. Normal load (30 load hours for 9-month faculty, 36 load hours for 12-month faculty) is established for each full-time faculty member at the beginning of each semester by the respective associate dean or program director. Required load is indicated on the MCC Faculty Load form for agreement by the associate dean of instruction or program director, and the faculty member, before submission to the Dean of Instruction.

Adjunct Faculty Load
The teaching load for adjunct faculty shall not exceed 9 load hours per term of appointment.

Date of Adoption: Adoption of Manual
Latest Revision(s) November 20, 2020
References: ARS 15-1445
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Supervisor’s Responsibility

1. Create a standard work schedule for each employee that adheres to existing policies and procedures, which allows for adequate staffing during the college’s business hours.

2. Adhere to existing policies and procedures, determine and initiate modified work schedules as needed.

3. Monitor employee weekly work to ensure compliance to existing schedules.

4. Counsel, coach and/or discipline any employees who are non-compliant with established schedules and assignments.

Date of Adoption: Adoption of Manual

Latest Revision(s) November 20, 2020

References: ARS 15-1445
The college shall assure that all employees are aware of, and adhere to, their work assignments (ARS 15-1445).

Staff members will perform work assignments as determined by their supervisors to ensure efficient utilization of the college workforce. Staff members who complete their work must report to their supervisors for other tasks to perform. Refusal or failure to follow a supervisor’s request could be considered insubordination and may lead to disciplinary action.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall assure that all employees are aware of, and adhere to, their work assignments (ARS 15-1445).

Fitness for Duty
Mohave Community College endeavors to provide a safe work place for the benefit of all members of the College community. In order to provide a save work environment, employees must be able to perform their job duties as outlined in the position specification document in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to the College or to the public. The purpose of this fitness for duty procedure is to establish procedures by which the College will evaluate an employee’s fitness for duty when an employee is:

• Having observable difficulty performing work duties in a manner that is safe for the employee, for the employee’s coworker, for the College, or for the public, as determined by the supervisor; or
• Posing an imminent and serious safety threat to self or others.

Employee Responsibilities
1. Employees are responsible for managing their health in a manner that allows them to safely perform their job responsibilities.
2. Employees must come to work fit for duty and must perform their job responsibilities as outlined in the position specification document in a safe, secure, productive, and effective manner during the entire time they are working.
3. Employees are responsible for notifying their supervisors when they are not fit for duty.
4. Employees are responsible for notifying the supervisor when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor’s behavior is the focus of concern, an employee may inform the upper level manager or may call Human Resources for further guidance.

Employer Responsibilities
1. Supervisors are responsible for observing the attendance, performance, and behavior of the employees they supervise.
2. Supervisors/managers are responsible for following this policy’s procedures when presented with circumstances or knowledge that indicate that an employee may be unfit for duty.
3. Human Resources is responsible for maintaining the confidentiality of medical records. Any document containing medical information about an employee is considered a medical record and is regarded as confidential and will be maintained in a file separate from all other employee records.

Process
The supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate and document the information or observations as soon as is practicable. Actions that may trigger the need to evaluate an employee’s fitness for duty include, but are not limited to, altered levels of dexterity, coordination,
concentration, memory, alertness, vision, speech, or inappropriate interactions with coworkers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements.

The supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions.

In situations where there is a basis to think that the employee is making threats to harm himself or herself or others, or is acting in a manner that is immediately dangerous to himself or herself or others, the supervisor shall contact local law enforcement authorities. Human Resources should be consulted regarding the fitness for duty procedure after the immediate safety issue has been addressed.

In all other circumstances the supervisor shall complete a Supervisor’s Fitness for Duty Request form and forward it to Human Resources. Based on the descriptions provided by the supervisor, Human Resources will determine whether a fitness for duty evaluation is required and, if so, the type of evaluation needed and the type of health service provider to make the evaluation. Human Resources will then provide a form to the supervisor containing the evaluation information, and the supervisor will convey the form to the employee. Human Resources will also determine the type of leave to be used during the evaluation process.

Human Resources will provide a form for the designated health service provider for completion to certify whether the employee is fit to return to work. The health service provider form will include a description of the circumstances leading to the request for evaluation, and a list of the employee’s relevant duties. Human Resources may facilitate communication with the health service provider as necessary. The employer will be responsible for the cost of the fitness for duty evaluation not covered by the employee’s health plan.

Based on information provided by the health service provider, Human Resources will advise the supervisor whether the employee should return to work and, if so, the conditions of return, including whether the employee must attend a re-entry conference with the supervisor and a Human Resources rep, and whether additional follow-up meetings are necessary. The final decision on whether a provider’s certification will be accepted lies with Human Resources. A second independent health service provider certification may be requested in some cases. The employer will be responsible for the cost of the second independent provider’s certification.

The employee must comply with all aspects of the fitness for duty and evaluation procedures, including furnishing necessary consent and release forms to the health service provider. Noncompliance may be grounds for disciplinary action up to and including termination. Information will be requested from the health service provider regarding work restrictions that may be required upon the employee’s return to work. Situations involving violations of College policies or practices may result in disciplinary action.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain a system of employee evaluation that supports employee success within the college (ARS 15-1445).

Employee Performance Management System

The purpose of the Performance Management Program (PMP) is to improve individual and organizational performances and by ensuring that:

- Employees perform work that accomplishes the business needs of the College;
- Employees clearly understand the quality and quantity of work expected;
- Employees receive ongoing feedback about their effectiveness, relative to expectations;
- Opportunities for employee development are identified and provided when possible; and
- Employee performance that does not meet established standards is addressed.

Performance information is one consideration in making other personnel decisions such as promotions, disciplinary actions, layoff determinations, and salary increases.

The PMP applies to all regular, non-faculty employees, including full time and part time, in the administrative, professional and support staff groups. It does not apply to temporary staff, associate and resident faculty, volunteers and student workers.

The PMP cycle runs annually in accordance with each employee’s anniversary of hire into the current position. Shorter (or longer) cycles may be allowed depending on the employee’s entry date or other relevant organizational changes. A formal meeting between the supervisor and employee will be held each year to discuss: 1) performance appraisal; and 2) professional development or corrective action plan.

Performance Appraisals and Ratings

As part of the annual performance review, each employee will be evaluated on general performance factors utilizing the approved appraisal instrument. Additionally, employees who fulfill a management role will be evaluated on supplementary supervisory factors.

Employees have an opportunity to provide input regarding their own performance through submission of a written self-appraisal. Information regarding the employee’s performance can also be collected from line-of-sight supervisors.

The performance appraisal will utilize the following rating system:

Exceeds Standards (E): Consistently demonstrates excellence in the competency and the expected behavior under all reasonable circumstances. Job achievements have added significant value to the goals of team, department and college.

Meets Standards (M): Consistently demonstrates the competency and expected behavior in most situations.

Developing (D): Learning and developing new skills or may be new to the job/function and is moving in a positive direction towards demonstrating the competency.
Needs Improvement (N): Rarely or never demonstrates the competency or requires frequent direction/supervision.

**Professional Development Plan**

A professional development plan is an organized approach to professional development activities and programs that are designed to improve the employee’s professional skills. A professional development plan is required for every satisfactory employee. The supervisor and the employee will collaboratively create the plan based on the employee and department goals and the employee’s performance factor ratings. The professional development plan should be developed and submitted to HR within two (2) weeks of the performance review meeting.

**Corrective Action Plan**

Corrective action is a process to help employees overcome unsatisfactory performance, strengthen work skills, and achieve success. Because an employee’s unsatisfactory performance can result in serious consequences, a Corrective Action Plan is required for any employee who receives an overall rating of Needs Improvement on the performance appraisal or 30% or more of performance factors are rated as Needs Improvement, or 50% or more rated as any combination of Needs Improvement and Developing. The supervisor, with assistance from Human Resources, should develop and deliver the Corrective Action Plan to employees within two (2) weeks of the performance review meeting.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall maintain a system of employee evaluation that supports employee success within the college (ARS 15-1445).

Faculty Performance Management System
The Resident Faculty Evaluation System uses a portfolio consisting of four components: 1) professional development and college/community service activities, 2) classroom observation, 3) student evaluation, and 4) self-evaluation. Evaluations must be completed and submitted to Human Resources by March 31 of each academic year.

Resident faculty duties and responsibilities include: classroom teaching, curriculum maintenance and revision, assessment, supplemental instruction, advising, professional development, and community service. Each component of faculty duties and responsibilities is addressed in evaluation.

Professional development and community service. Resident faculty members are expected to devote time to professional development and community service. A faculty member may choose any of the following to fulfill the professional development and community service responsibility.

- Service on college committees or task forces
- Service on statewide articulation task forces
- Service with the college speakers bureau
- Representing the college with local businesses and community organizations
- Advising a student club or organization
- Mentoring associate faculty
- Scholarly activity (publishing books, manuals, scholarly research, etc.)
- Conference attendance and presentation
- Publication of scholarly work
- Training on college software or procedures
- Completing coursework, webinars, and similar activities to maintain subject matter expertise
- Other – for professional development credit, the activity must be approved by the prior to conducting the activity.

Professional development and community service activities are reported on the Instructor Self Evaluation Instrument developed by the Faculty Council and also reported to Human Resources.

Classroom observation. Classroom evaluation is conducted by one or more peers (preferably peers who are subject matter experts in the same or a closely related discipline) or an administrator as negotiated by the faculty member. Probationary resident faculty members are evaluated the first or second semester during the probationary period. Regular resident faculty members are evaluated one semester every four years. This evaluation uses the Classroom Observation Form developed by the Faculty Council.

Student evaluation. Student evaluation is conducted every semester using the Course Evaluation Form developed by the Faculty Council.
Self-evaluation. The self-evaluation is conducted annually for probationary resident faculty and once every four years for regular resident faculty. This evaluation uses the Self-evaluation Form developed by the Faculty Council.

**Associate Faculty Evaluation.**
The Associate Faculty Evaluation System uses a portfolio consisting of the following components: 1) professional development 2) classroom observation, and 3) student evaluation. Evaluations must be completed and submitted to Human Resources by March 31 of each academic year.

Associate faculty duties and responsibilities include: classroom teaching and professional development. Each component of faculty duties and responsibilities is addressed in evaluation.

Professional development. Associate faculty members are expected to attend the bi-annual faculty meeting each semester. Associate faculty members may be paid to complete this activity. A faculty member may also choose any of the following to fulfill the professional development responsibility.

- Service on college committees or task forces
- Scholarly activity (publishing books, manuals, scholarly research, etc.)
- Conference attendance and presentation
- Publication of scholarly work
- Training on college software or procedures
- Completing coursework, webinars, and similar activities to maintain subject matter expertise
- Other – for professional development credit, the activity must be approved by the associate dean or program director prior to conducting the activity.

Professional development activities are reported on the Professional Development Form and reported to Human Resources.

Classroom observation. Classroom evaluation is conducted by one or more peers (preferably peers who are subject matter experts in the same or a closely related discipline) or an administrator as negotiated by the faculty member. This evaluation uses the Classroom Observation Form developed by the Faculty Council.

Student evaluation. Student evaluation is conducted every semester using the Course Evaluation Form developed by the Faculty Council.

**Date of Adoption:** Adoption of Manual

**References:** ARS 15-1445
The college shall maintain a system of employee evaluation that supports employee success within the college (ARS 15-1445).

Professional Development
The College recognizes its particular responsibility to provide opportunity for the continual professional growth of its staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, conferences, and assistance from supervisors and consultants. Employees will be required to participate in College endorsed professional development programs.

In conjunction with the annual budget process, departments shall identify specific professional development plans that incur cost and/or employee absence from the college premises. Departments and managers should expect a zero based budget requirement, with an accounting of expected professional leave. Planned absences should take into account ongoing committee and management responsibilities and are not to exceed 60 hours per fiscal year, excluding grant, license, and accreditation requirements, or travel mandated by the office of the president.

College employees desiring to attend professional conferences shall submit absence request to travel and the request must be approved by the appropriate administrator and/or the college President. Any employee in travel status is required to adhere to the requirements of 5.095-Travel.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
5.155 Discipline

The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

The procedure is applicable to all employee groups.

This procedure does not affect the at-will status of employees and shall not be interpreted to require that employees be dismissed for cause only.

Disciplinary action of varying severity may be imposed for an accumulation of different offenses.

The employee’s entire employment record may be considered in order to determine the appropriateness of the disciplinary action.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
Mohave Community College may utilize a series of minor corrective disciplinary actions providing the opportunity to improve job performance and comply with College Policies and Procedures. Such actions may include counseling/coaching, verbal and written warnings, disciplinary probation, investigative suspension with pay, and suspension without pay for a period less than five (5) days, as deemed appropriate by the responsible administrator and the President.

Minor disciplinary actions shall be imposed by the employee’s immediate supervisor. An employee who wishes to object to a minor disciplinary action shall submit a written statement to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the statement and may confer with the employee, the supervisor, and such other persons, as the supervisor’s superior deems necessary. The decision of the supervisor's superior will be final and documentation will be forwarded to human resources.

Counseling/Coaching
Counseling and coaching are the most common methods employed for assisting the employee to improve work performance or comply with policies and procedures. Counseling or coaching should be a cooperative attempt at determining and correcting the problem. With the exception of serious failures to conform with Policies and/or Procedures, as determined by the responsible administrator, disciplinary actions will occur only after counseling/coaching efforts have been unsuccessful.

Warnings
Warnings may be either verbal or written. A written warning is used for more serious errors, failure to meet job requirements or violations of policies or procedures, as determined by the responsible supervisor, or when a verbal warning has not produced satisfactory results. Either type of warning shall specify problem(s) and what action is required to correct it. For a verbal warning the supervisor will keep notes detailing the events of the meeting to include what work issues were discussed and what measures are to be taken to resolve the issue.

A written warning shall explicitly state that it is a "written warning" and shall specify that further disciplinary action will follow if the employee fails to achieve a satisfactory level of performance. The written warning shall be reviewed by the appropriate chief officer and Office of Human Resources before it is presented to the employee. A copy of the warning shall be sent to Human Resources for inclusion in the personnel file.

Disciplinary Probation
Disciplinary probation is the establishment of a period of time, normally not less than thirty (30) calendar days and no more than one semester, during which the performance or behavior of a staff member will be more closely scrutinized in an attempt to bring about a desired change. A disciplinary probation period carries an implied intent by the College to retain the employee for the duration of the probation.
If, however, new deficiencies occur during a disciplinary probation period or performance declines, the employee may be given more serious discipline, up to and including termination. Before initiation of the disciplinary probation period, written documentation to substantiate the discipline must be on file with the appropriate campus dean, chief officer and Human Resources. To initiate the disciplinary probation period, the Supervisor must recommend to the administrator that an employee be disciplined. If approved by the administrator, a memorandum will be given to the employee showing the inclusive dates of the probation period. The memorandum should also include a description of the specific nature of the deficiencies, the corrective action required, and the fact that more severe disciplinary action will be taken (up to and including termination) if the employee does not correct his/her behavior.

Upon issuing the notice of the disciplinary probation period, the Supervisor will initiate a schedule of meetings between the employee and the Supervisor to regularly review the progress made by the employee to correct the deficiencies. The employee has the option of having a third party, agreeable to both parties, present at these meetings. The Supervisor shall keep a written record of these meetings. At the end of the disciplinary probation period, the employee's Supervisor shall prepare a special performance evaluation report detailing the employee's success or failure in completing the period. This report should then be forwarded to the administrator. After reviewing the report, the administrator will then decide to recommend termination of the employee or return the employee to his/her previous employment status. If termination is warranted, the Chief Human Resources Officer will notify the employee in writing of the decision within ten (10) business days. A copy of this memorandum shall be provided to Human Resources for placement in the personnel file.

**Investigative Suspension**

Investigative suspension is the temporary release of an employee from duty by an Administrator with approval of the President, normally for up to three (3) business days, with pay, to permit investigation of infractions of College Policies or Procedures. Upon completion of the investigation, the employee may be returned to work without penalty, placed on disciplinary suspension, discharged or subject to more moderate disciplinary action as deemed appropriate to the circumstances by the responsible administrator with approval of the President. The facts surrounding the investigative suspension shall be documented with a copy to the employee and Human Resources. The duration of an investigative suspension may be extended when deemed necessary by the administrator who imposed it with approval of the President, in order to permit additional investigation.

**Disciplinary Suspension**

Disciplinary suspension is the temporary release from duty of an employee for up to five (5) consecutive business days without pay and is applicable when the responsible supervisor determines that a violation(s) or repetition of violation(s) of College Policies or Procedures is serious enough to warrant suspension and the appropriate Campus Dean and chief officer recommends the action. Should an employee's conduct warrant two suspensions within a two-year period, dismissal shall be considered. Written notice of disciplinary suspension shall be given to the employee by the appropriate Campus Dean or chief officer with the approval of the President, with a copy to Human Resources and shall include the following:

1. Reason for the disciplinary suspension.
2. Dates of suspension duration.
5.155-A
Discipline
Minor Disciplinary Actions

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

The responsible administrator shall determine whether particular violations of the Standards of Professional Conduct policy or other College Policies and Procedures are serious enough to warrant immediate specific disciplinary measures outside of minor disciplinary action, including recommendation for dismissal. Major disciplinary actions shall follow notice and appeal processes set forth in section 5.170.

**Suspension without Pay for More than Five Days**

The employment of an employee may be suspended without pay for a period of more than five (5) days by action of the President, for any conduct that, in the judgment of the President, is inappropriate.

**Dismissal**

Dismissal is the involuntary termination, other than a layoff/reduction in force, of an employee by a responsible administrator with approval of the President. Dismissal terminates the disciplinary process and no further steps under this section are available to the employee. Dismissal will occur in accordance with 5.170.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Harassment and False Testimony Prohibited
No employee may knowingly use or participate in the grievance or disciplinary process without a reasonable, good faith belief that there exist grounds for his/her position; no employee may use or participate in the grievance or disciplinary process solely for harassment purposes. Moreover, no employee may knowingly provide false information or testimony in the investigative or hearing process. Utilization of the grievance or disciplinary process without reasonable grounds or in bad faith or for the purpose of harassment or the falsification of information or testimony in the investigative or hearing process will be grounds for immediate termination from employment.

Grievance Procedures
A grievance occurs when it is alleged by an employee that a specific policy or procedure has been violated by the College administration, misinterpreted or inequitably applied to the detriment of the respective employee. Mohave Community College recognizes the importance of providing a prompt and efficient procedure for resolving grievances fairly and equitably, without fear of prejudice or retaliation for initiating a grievance or participating in its settlement.

Items that cannot be grieved
The grievance procedures do not apply to complaints solely related to:

1. Performance or progress reports; improvement plans; program review
2. Work assignments, including work location; schedule changes; reassignment and other work-related directives given by a supervisor.
3. Job classification and compensation, including salary adjustments.
4. Administrative leave or suspension with pay.
5. Recommendation and notification for non-reappointment; reduction in force.
6. Notification of failure to successfully complete initial probationary period.
7. Hiring decisions, including internal promotion decisions.
8. Decisions that a complaint is not grievable.

If Human Resources determine the complaint cannot be grieved pursuant to these procedures, the grievance will be returned to the aggrieved party with a written explanation.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Grievances should be resolved at the division or department level whenever possible. Upon notification of a complaint to the immediate supervisor or to Human Resources, a conference will be held between aggrieved party, supervisor and, where appropriate, the college administrator. The Human Resources will participate in a mediator role. If the grievance is satisfactorily resolved at the conclusion of the conference, the matter will be considered closed with no need for advancement to formal grievance process. If the conference is unsuccessful, the aggrieved party will be advised by Human Resources to proceed with the formal grievance process within five business days. Failure of the aggrieved party to initiate Step 1 of the formal grievance procedures within the time allowed will constitute waiver.

Supervisors must document all informal grievance conferences by memorializing the date, time, persons present, issues in dispute, and agreements reached. Copies will be submitted to Human Resources within five (5) business days of the conclusion of any conference.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Formal grievance procedures are not available until the informal grievance process has been exhausted or Human Resources determines there is a compelling reason to proceed directly to the formal grievance process.

Step 1: Submission of Written Statement
The aggrieved employee will submit, within three (3) business after being advised to proceed, to his/her immediate Supervisor, or to Human Resources, a written statement describing in detail, the nature of the complaint, setting forth times, dates, names of witnesses and the substance of each and every contributing event. The written statement will also include a description of any action taken to resolve the matter, the results of such action and how the employee has been impacted.

Step 2: Investigation
Upon receipt of the aggrieved party’s statement, Human Resources will give written notification to the aggrieved party and the alleged offending college administrator(s) that the formal grievance process has been initiated. By the same notification, the parties will be advised that an investigation of the allegations will be conducted, the nature of the investigation and the expected time of completion. Human Resources may recommend to the President that an outside investigator be retained.

Human Resources will consult with the President about whether it is reasonable to place the employee and/or the college administrator on administrative leave with pay until the investigation is complete and a written response is delivered to all concerned parties. Human Resources will consider factors such as whether a hostile working environment may exist. Pending investigation, Human Resources may also determine to consult with the President to consider the reassignment of duties. A notification will include directions to affected parties regarding administrative leave and/or reassignment of duties.

In order to maintain the greatest possible confidentiality, all parties interested in or affected by the grievance will be expected to refrain from discussing with non-affected parties, any matters related to the grievance and/or the ensuing investigation.

The investigative process will include, but not be limited to, interviews of all interested parties and witnesses and the collection and indexing of pertinent documents, written statements and other evidence. The notes or transcriptions of the interviews and the evidence collected will be compiled in a record to which the investigator’s findings and conclusions will be attached. The record will remain confidential (to the extent allowable by law).

Step 3: Findings, Conclusions and Recommendations
Human Resources or investigator will prepare a written summary of findings, conclusions and recommendations which will serve as the response to the aggrieved party and will be served upon the aggrieved party and accused party(ies) within five (5) business days after completion of the investigation.
5.160-B Grievances 5.160-B
Formal Grievance

Step 4: Appeal to Hearing Panel
If unsatisfied with the findings, conclusions and recommendations of the investigation, the aggrieved party will submit a written notice of appeal to Human Resources within five business days. Failure to timely submit objections will constitute waiver of further proceedings. Human Resources will convene a hearing to proceed in accordance with administrative procedures section 5.165.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall establish a process for hearing grievances by employees (ARS 15-1445).

Where appeal is provided for in these administrative procedures, a hearing officer will be utilized. The hearing officer will be selected from those approved and under contract through the State of Arizona Procurement Office. Within five (5) working days after the request for appeal has been received, Human Resources will contact the hearing officer and provide notice of required service.

The Hearing Process

1. Preliminary Matters
   Once the hearing officer has received notice that he/she is to serve in a particular matter, he/she will, within two working days (1) review the record to determine the time likely to be needed for the hearing, (2) select a date, time and place for the hearing and (3) notify the Human Resources of the date, time and place of the hearing and its probable length.

   All hearings will be convened no less than eight (8) business days after notice to the appealing employee and no more than eighteen (18) business days after the date the request for appeal is received in Human Resources. Human Resources will immediately notify the grievant, the accused college employee, and any witnesses, attaching a copy of these procedures to the notice. The date of the hearing may be postponed by stipulation of the employee and the College, or by and in the sole discretion of the hearing officer, or at the request of the grievant or the College for such reason as the hearing officer may deem appropriate.

2. Position Statements
   The employee may be represented at the hearing by counsel, at the employee’s expense. Not less than three (3) days before the hearing date, the grievant and the accused college administrator will submit a written position statement setting forth a comprehensive summary of all facts and issues pertinent to the appeal, listing any and all witnesses expected to be called at the hearing and listing and attaching all documents, materials and exhibits which support the party’s position.

   For each witness listed a brief summary of the expected testimony will be included. The original and two copies of the position statement and all attachments will be submitted to the Office of Human Resources for distribution.

   Failure to submit a complete statement or a complete list of witnesses and exhibits on the part of any party is grounds for limiting the presentation of that party’s case at the hearing. The hearing officer will have the discretion to: 1) not allow a party to offer particular testimony 2) introduce a particular document or exhibit; 3) disregard the offending position statement, or; 4) vacate the hearing and recommend denial of the appeal or reinstatement of the appealing employee.
3. Closed Hearing
The hearing will be closed unless the employee requests that it should be conducted as a public hearing. Persons who have a right to attend a closed hearing include the hearing officer, legal counsel for the College, the employee and the supervisor and his/her legal representative. Witnesses will be allowed in a closed hearing during their testimony only.

Appealing parties who wish to have an open hearing will notify the office of human resources no less than five days before the hearing. The Office of Human Resources will notify the hearing officer that a request for an open hearing has been submitted and the hearing will be conducted in the open.

Record
The hearing officer shall, by use of a mechanical devise, make a record of the hearing.

Conduct of the Hearing
1. The College will present its case first, followed by the employee, unless the parties agree, or the hearing officer determines otherwise.
2. The hearing will be conducted in an informal manner without any requirement to adhere to normal rules of evidence.
3. All witnesses will testify under oath. Except for the employee, the college administrator, and their legal representation, all witnesses will be excluded from the hearing except when testifying and witnesses will be instructed not to discuss their testimony outside the hearing room.
4. The hearing officer will otherwise make rulings necessary to expedite the hearing process, including:
   a. Rulings regarding the admissibility of evidence or testimony; i.e. the necessity, repetitiveness or relevance of the evidence or testimony.
   b. The use of any reasonable mechanism to identify documents and exhibits for the hearing.
   c. Whether there will be opening statements and closing arguments by the parties.

Decision of the Hearing Officer
The hearing officer shall prepare a written statement of findings and submit it to the President within ten (10) working days after the conclusion of the hearing.

The President is not bound by the findings, conclusions and recommendations of the hearing officer. After receipt of the findings, conclusions and recommendations of the hearing officer, the President will review the record of the proceedings and issue a written decision within ten (10) working days, under unusual circumstances as many as 20 days, and provide a copy of the decision to all parties and to Human Resources.

The President’s decision shall constitute the final agency action. Judicial review before a court of competent jurisdiction must be filed, if at all, within 30 calendar days of the date of the President’s decision.
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5.170-A  Separation from Employment  5.170-A
Voluntary Separation

The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

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Resignation
Two weeks prior to resignation, the employee will provide a letter of resignation to the Supervisor and the Office of Human Resources. The employee may schedule an exit interview with his/her immediate supervisor.

Retirement
Three months prior to effective date, the employee should submit a letter of resignation to their Supervisor and the Office of Human Resources. The employee should also submit an application for retirement to the ASRS.

Death
In the event of an employee’s death, the legal heir(s) will be entitled to the following:

1. Any unpaid compensation due to the employee.
2. Any earned but unused vacation time pay due to the employee.
3. Any pertinent benefits accrued to the employee as a result of participation in the Mohave Community College flexible benefits plan (except expressly excluded such as unused time accrued, or as expressly stated such as life insurance).

Separation Pay
Upon involuntary separation, the employee will receive any compensation due him/her, by placing payment in the US mail within seven (7) business days of the termination.

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Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

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Training Expenses Reimbursement

If an employee voluntarily resigns or is terminated “for cause” less than 12 months from completing a transferable certification or qualification that the College paid for, the employee may be required to reimburse the college for that expense. Employees must authorize the college to deduct this reimbursement from any monies due at separation prior to commencing training. An invoice for any remaining balance will be issued.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

Constructive Discharge Pursuant to Arizona Law

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under Arizona Revised Statutes 23-1502, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

Constructive discharge may be established by either of the following:

1. Evidence of objectively unpleasant working conditions to the extent that a reasonable employee would feel compelled to resign, or

2. Evidence of outrageous conduct by the employer, managing agent of the employer, including sexual assault, threats of violence directed at the employee, a continuous pattern of discriminatory harassment by the employer or by a managing agent of the employer or other similar kinds of conduct, if the conduct would cause a reasonable employee to feel compelled to resign.

Procedure for Constructive Discharge Complaint by College Employee

1. In order to preserve a claim of constructive discharge, an employee must (1) submit a written statement to the Office of Human Resources, describing in detail the working conditions or conduct of any managing agent of the College which he/she believes constitutes or may constitute constructive discharge, and (2) allow fifteen days for the director’s response before resigning.

2. The complaining employee may be entitled to up to fifteen days paid leave at the discretion of the Office of Human Resources pending a response to the employee’s claim or complaint. If leave is granted, the employee must keep the director informed as to how the employee may be contacted for further information and/or for service or delivery of the director’s response.
3. Upon receipt of the response from the Office of Human Resources, the employee may elect to (1) resign, (2) proceed under formal grievance procedures pursuant to Section 5.160 or (3) treat the matter as resolved and return to work.

4. When a claim of constructive discharge is established, the alleged offending college administrator(s) may be subject to the disciplinary procedures in administrative procedures.

*Date of Adoption:* Adoption of Manual

*References:* ARS 15-1445
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

The employment relationship may be terminated at any time, with or without cause.

Dismissal of an At-Will Employee

The employment relationship of an at-will employees may be terminated at any time, with or without cause. A supervisor, who determines the need to dismiss an employee, will notify Human Resources. Human Resources will evaluate the grounds for termination, seek approval from the appropriate campus dean or chief officer and prepare a written notice of dismissal. The notice will include the reason(s), if any, for dismissal and the effective date.

The notice of dismissal will be given to the employee in person, or via certified mail. No employee will be dismissed for a legally impermissible reason such as race, color, gender, religion, national origin, age, or disability.

Dismissal of a Term Employee

Any faculty or staff member employed under a notice of term appointment may be dismissed mid-term for cause only. A supervisor, who determines the need to dismiss an employee, will notify Human Resources who will evaluate the grounds for termination, seek approval from the appropriate campus dean or chief officer and prepare a written notice of dismissal. The notice will include the reason(s), if any, for dismissal and the effective date.

Appeal

The employee may appeal the decision to dismiss by submitting a written request for a hearing to Human Resources within five (5) workdays of receiving written notice. Failure to submit a written request for an appeal to the Human Resource Office within the time limit results in forfeiture of any appeal rights. Human Resources will convene a hearing, which will proceed in accordance with section 5.165.
President’s Review

The findings, conclusions and recommendations of the hearing officer, along with the termination, the employee’s notice of appeal and the record of the appeal, will be reviewed by the President. The President shall within ten (10) business days, under unusual circumstances as many as 20 days, forward a written decision to Human Resources. Human Resources shall, within two business days, deliver copies of the decision to all interested parties. Delivery shall be complete upon mailing to the last-known address of each party. The President’s decision will be final.

Judicial review of this agency’s decision shall be filed in a court of competent jurisdiction, if at all, within 30 calendar days of the date of delivery of the President’s decision.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

**Employee Exit Procedures**

Upon receipt of notice of an employee’s intent to separate from employment, the supervisor shall submit written documentation of the notice to Human Resources. If the employee gives verbal notice, the supervisor shall endeavor to obtain a written notice from the employee. If an employee refuses to provide a written notice, the supervisor shall document the verbal notice and submit it to Human Resources. The employee’s last day of employment is the last day that the employee physically works at the assigned work station for a minimum of 50% of the scheduled work day. The last day of employment is considered a leave blackout date and Employees are not generally granted leave on this day, unless approved by Human Resources and the President’s Office.

On the employee’s last day of employment, the supervisor will meet with the separating employee to review the employee separation checklist and collect any College property the employee may have been issued, including but not limited to: keys, laptop computer or other mobile computing device, name tag, or credit card.

The supervisor submits the completed separation checklist form to Human Resources. The employee will be provided a voluntary exit interview form to be completed and return to Human Resources.

*Date of Adoption: Adoption of Manual, July 2008*

*References: ARS 15-1445*
The College shall maintain a procedure for reduction in force in the event of financial necessity.

A reduction in force (RIF) is defined as the elimination or involuntary reduction of regular administrative, professional, faculty, or support staff positions due to declining enrollment, lack of work, lack of funds, budget constraints, grant expiration, departmental reorganization, elimination or curtailment of courses and/or programs, or other business reasons resulting in the necessary curtailment of personnel.

Procedure

1. Whenever possible, pre-reduction in force alternatives will be considered. Alternatives may include but are not limited to reassignment of staff to another work area or teaching discipline as long as all qualifications are met, reduction of contract length with corresponding reductions in pay, reductions in office hours or work days, or freezing current salaries.

2. The President determines that a RIF is warranted and notifies the Board. The President then solicits recommendations for reductions in order of priority from the administrators and department heads. The President ranks the recommendations in priority for meeting the mission of the college and determines which position reductions are warranted. The President can extend the reductions beyond what was recommended or determine that it is in the best interest of the college to choose other reductions.

3. When the President determines that a reduction in force is necessary, the President shall send a written notification of intent to impose a reduction in force to the office of human resources. The written notification shall include the reason(s) for the elimination of staff positions, the position(s) to be eliminated or involuntarily reduced, the name(s) of the employee(s) to be separated from the college, and the effective date of separation.

4. The human resources office will assist the department heads and administrators throughout the process. Human resources will review with the administrator or designee how the criteria provided in the notification were used in determining which employee(s) are to be separated from college employment as a result of the reduction in force.

5. Human resources will assist the administrator or designee in writing appropriate, individual reduction in force notifications to each affected employee that includes: the action being taken and the effective date of the action; a brief statement as to why the action is being taken; a statement explaining that the employee may obtain special assistance from the human resources department in applying for another position at the college; a statement of the employee's right to appeal (grieve) the reduction in force decision if the employee alleges that college policies have been violated; or the right to appeal under Discrimination and Sexual Harassment Complaint Procedures if discrimination is alleged; and, instructions to contact the human resources office for information on continuation of medical insurance under COBRA. Notifications will be hand delivered or mailed US postal service certified mail at least thirty (30) days prior to the RIF separation. A copy of the written notice to the employee is to be placed in the employee's personnel file.

6. The President may determine that it is in the best interest of the college to pay employees severance pay for thirty days in lieu of a timely notice. In this instance, employees will be provided with the severance check and written notification within three (3) business days.
7. For six (6) months following the date of RIF, employees laid off due to a RIF will be recalled without advertising if an opening occurs in the same department in a position of the same classification within an equal or lower level. If more than one person has been laid off from the same classification and department within the preceding six (6) months, the employee who best meets the qualifications of the position will be offered the position.

**Separation Pay**
Upon involuntary separation, the employee will receive any compensation due him/her, by placing payment in the US mail within seven (7) business days of the termination.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

Constructive Discharge Pursuant to Arizona Law
An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under Arizona Revised Statutes 23-1502, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition. Constructive discharge may be established by either of the following:

1. Evidence of objectively unpleasant working conditions to the extent that a reasonable employee would feel compelled to resign, or
2. Evidence of outrageous conduct by the employer, managing agent of the employer, including sexual assault, threats of violence directed at the employee, a continuous pattern of discriminatory harassment by the employer or by a managing agent of the employer or other similar kinds of conduct, if the conduct would cause a reasonable employee to feel compelled to resign.

Procedure for Constructive Discharge Complaint by College Employee
1. In order to preserve a claim of constructive discharge, an employee must (1) submit a written statement to the Office of Human Resources, describing in detail the working conditions or conduct of any managing agent of the College which he/she believes constitutes or may constitute constructive discharge, and (2) allow fifteen days for the director’s response before resigning.
2. The complaining employee may be entitled to up to fifteen days paid leave at the discretion of the Office of Human Resources pending a response to the employee's claim or complaint. If leave is granted, the employee must keep the director informed as to how the employee may be contacted for further information and/or for service or delivery of the director’s response.
3. Upon receipt of the response from the Office of Human Resources, the employee may elect to (1) resign, (2) proceed under formal grievance procedures pursuant to Section 5.160 or (3) treat the matter as resolved and return to work.
4. When a claim of constructive discharge is established, the alleged offending college administrator(s) may be subject to the disciplinary procedures in administrative procedures.
5.170-B Separation from Employment
Constructive Discharge

Date of Adoption: Adoption of Manual
References: ARS 15-1445
Arizona Revised Statutes 23-1502
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

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**Dismissal of an At-Will Employee**

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The notice of dismissal will be given to the employee in person, or via certified mail. No employee will be dismissed for a legally impermissible reason such as race, color, gender, religion, national origin, age, or disability.

**Dismissal of a Term Employee**

Any faculty or staff member employed under a notice of term appointment may be dismissed mid-term for cause only. A supervisor, who determines the need to dismiss an employee, will notify Human Resources who will evaluate the grounds for termination, seek approval from the appropriate campus dean or chief officer and prepare a written notice of dismissal. The notice will include the reason(s), if any, for dismissal and the effective date.

**Appeal**

The employee may appeal the decision to dismiss by submitting a written request for a hearing to Human Resources within five (5) workdays of receiving written notice. Failure to submit a written request for an appeal to the Human Resource Office within the time limit results in forfeiture of any appeal rights. Human Resources will convene a hearing, which will proceed in accordance with section 5.165.

**President’s Review**

The findings, conclusions and recommendations of the hearing officer, along with the termination, the employee’s notice of appeal and the record of the appeal, will be reviewed by the President. The President shall within ten (10) business days, under unusual circumstances as many as 20 days, forward a written decision to Human Resources. Human Resources shall, within two business days, deliver copies of the decision to all interested parties. Delivery shall be complete upon mailing to the last-known address of each party. The President’s decision will be final.

Judicial review of this agency’s decision shall be filed in a court of competent jurisdiction, if at all, within 30 calendar days of the date of delivery of the President’s decision.
Date of Adoption: Adoption of Manual

References: ARS 15-1445
Arizona Revised Statutes 23-1502
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Employee Exit Procedures
Upon receipt of notice of an employee’s intent to separate from employment, the supervisor shall submit written documentation of the notice to Human Resources. If the employee gives verbal notice, the supervisor shall endeavor to obtain a written notice from the employee. If an employee refuses to provide a written notice, the supervisor shall document the verbal notice and submit it to Human Resources. The employee’s last day of employment is the last day that the employee physically works at the assigned work station for a minimum of 50% of the scheduled work day. The last day of employment is considered a leave blackout date and Employees are not generally granted leave on this day, unless approved by Human Resources and the President’s Office.

On the employee’s last day of employment, the supervisor will meet with the separating employee to review the employee separation checklist and collect any College property the employee may have been issued, including but not limited to: keys, laptop computer or other mobile computing device, name tag, or credit card.

The supervisor submits the completed separation checklist form to Human Resources. The employee will be provided a voluntary exit interview form to be completed and return to Human Resources.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
Arizona Revised Statutes 23-1502
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Purpose
Employees of Mohave Community College may wish or be required to be absent for several reasons:
• Those beyond their control, such as personal illness or injury (including pregnancy), jury duty, military service or emergencies.
• Those governed by compassion or conviction, such as family illness, bereavement, religious observance, and other personal reasons.
• Those stemming from occupational status, such as attendance at meetings, conventions, in-service training courses and seminars, and other patterns of additional study when approved by the President and/or the Governing Board.
• Those provided by scheduled vacations.

The College recognizes that absences for any such reasons are justifiable and will maintain an employee leave plan for the purpose of providing staff with the opportunity to take time away from work without loss of compensation.

Effective Date
This policy is effective July 1, 2017, and supersedes the PTO, vacation, sick leave and personal/emergency leave policies previously outlined in the administrative procedures manual and any other documents previously published, but not specified herein.

Eligibility
All employees are eligible to accrue paid sick leave beginning from the date of employment. All regular fulltime, benefits eligible, non-temporary employees are eligible to accrue paid time off (PTO) beginning from the date of employment.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

**Leave Scheduling**

1. To the extent possible, leave is to be requested and approved by the supervisor in advance. In most cases two weeks of advance notice will be sufficient. However, the amount of advance notice may vary by department depending on operational and staffing needs. Supervisors may approve requests for leave with less than two weeks of advance notice at their discretion. In all cases a leave request must be completed online by the employee and submitted for approval.

2. Generally, leave may not be scheduled during annually established blackout dates. An employee seeking authorization for leave during blackout dates must include a written explanation with the request form and receive approval from the President.

3. Supervisors are responsible for scheduling leave in a manner which balances the operational and service delivery needs of the department with the time off preferences of the staff member. The college reserves the right to deny leave requests which may have an adverse effect on its operations or cancel previously approved leave requests if unexpected circumstances arise which require the employee’s attendance at work.

4. In the event of illness or emergency preventing the employee from requesting leave in advance, the employee must notify the supervisor no later than fifteen minutes after the start of the employee’s work day and explain the need for unscheduled time off. In the event of illness or emergency preventing the employee from reporting to work for periods exceeding one day, the employee must contact the supervisor each subsequent day no later than fifteen minutes after the start of the employee’s work day. The immediate supervisor shall make arrangements for class coverage in the case of resident faculty illness. Employees who do not adhere to these guidelines may be subject to disciplinary action by the college.

5. Regardless of the reason, should an employee’s unscheduled absences occur with such frequency so as to adversely affect department operations and prevent the employee from meeting their employment obligation of regular and reasonable attendance, the college may take corrective action up to and including termination of employment.

6. Supervisors must notify the human resources department when an employee is absent for three (3) consecutive days due to illness. All leave taken due to illness for three (3) or more consecutive days shall be deemed to apply toward the twelve (12) week maximum under the Family and Medical Leave Act. After three (3) or more consecutive days of absence and before an employee may return to work, a physician’s certification may be required regarding the employee’s health and ability to perform his/her job with or without reasonable accommodation. If an employee fails to submit a physician’s statement as requested or required, the time requested will be charged to leave without pay.
Employee Leave Tracking
The college will maintain a leave account for each eligible employee and track the beginning balance, current balance, accruals, and usage on a fiscal year basis (July thru June).

Employee Leave Reporting
Supervisors are responsible for ensuring accurate reporting of employee leave usage by staff during each biweekly pay period by confirming that leave hours are correctly recorded in the online leave request system. Leave hours taken will be charged against the employee’s account as they occur. Supervisors are responsible for ensuring that all leave hours taken are properly documented and submitted to human resources via the online leave tracking system.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

**Excused Absence without Pay in Lieu of Employee Leave**

Employees carrying leave balances may not opt to take excused absences without pay in lieu of leave for purposes of saving accrued leave time. Employees with insufficient leave balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor. Leave shall not be advanced to any employee. Leave shall accrue during any approved paid leave of absence, except while out on donated leave. Leave shall not accrue during any period of leave of absence without pay or when compensated using donated leave.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Employee Leave Usage during Worker’s Compensation Leave

Employees may use leave during the waiting period due to absences from work for a work related injury, but thereafter will be limited to payments under worker’s compensation.

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References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

**Bereavement Leave**

The college shall grant up to 40 hours of paid leave, to an eligible full-time employee, for the death of an immediate family member. A member of the immediate family is defined as parent, spouse, son, daughter, brother, sister, grandparent, or grandchild – including stepchildren and in-laws whether related by blood, adoption or marriage. Such requests must be in written form and approved by the President or designee. Bereavement leave is not charged against PTO leave.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Administrative Leave

If a full-time employee is the subject of grievance procedures, disciplinary action or an investigation, the President may authorize paid administrative leave for a reasonable period of time. In such circumstances, a reasonable period of time will be determined based upon the length of time it takes to complete an investigation.

The President reserves the right to place an employee on suspended leave without pay when the employee is charged with a felony or other offense of moral turpitude that adversely affects the employee’s ability to perform the job or has an adverse effect on the college.

Date of Adoption: Adoption of Manual

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The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Military Leave – Temporary Training Duty
Under the provisions of ARS 38-610, the officers and employees of the state, or of any county, city or town, or of any agency or political subdivision thereof, shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating on all days during which they are employed on training duty or attend camps, maneuvers, formations or drills under order with any branch, reserve or auxiliary of the armed forces of the United States for a period not to exceed thirty days in any two consecutive years (fiscal year of the United States government). For purposes of this section, any officer or employee shall not be charged military leave for days on which the individual was not otherwise scheduled for work. The period of time spent in training under orders shall not be deducted from the vacation period with pay to which any officer or employee is otherwise entitled.

Valid evidence of orders including pay must be presented to the human resources department prior to the leave commencing to assure continuation of salary while on leave. A personal check in the amount of the base pay received for military duty shall be turned over to the college, or a deduction of this amount will be made from the employee’s pay. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

Military Leave – Active Duty
The college will follow the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding employees who voluntarily or involuntarily leave employment positions to undertake military service.

Notice of Service: When an employee is called to military service, USERRA requires the employee in the uniformed service to give advance written or verbal notice of the service to their department unless such notice is precluded by military necessity. An employee performing military service may opt to, but is not required to, use PTO leave with pay during the time that he/she in performing military service. This is an exception to other leave policies which requires an employee to exhaust all appropriate accruals prior to going into an unpaid status.

The college will activate the returning veteran’s benefits based upon the length of service he/she would have had if he/she remained on the job. However, PTO leave or holidays are not accrued during the time spent in the military service.

An employee may, while in the service, elect to continue health plan coverage for up to 24 months; however, the employee will be required to pay the health insurance premium. If the coverage is terminated at the employee’s option, the college may not impose a waiting period for benefit reinstatement upon the return to employment.

Returning to Work after Military Duty: The general guidelines under USERRA for employees’ return to work are as follows:

If the employee served fewer than 31 days, the employee must return to work the next regularly scheduled workday. If the employee served more than 30 days, but fewer than 181 days, the employee
must notify the college of his/her intention to return to work and reapply within 15 days after completion of service. If the employee served more than 180 days, the employee must notify the college of his/her intention to return to work and reapply within 90 days after completion of service.

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References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Leave of Absence

The President may approve a leave of absence without pay upon written request by an employee for a period of not more than one year. This leave will commence when all paid PTO leave has been exhausted.

Employees on leave of absence without pay, upon approval of the President, may return to the same or equal position with the college, provided such a position exists, and shall retain all employment benefits EXCEPT salary and step adjustments, insurance (unless paid by the employee), and accumulation of PTO leave.

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The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

### Jury Duty

An employee selected to serve on a jury will be given a leave of absence with pay. Employees are not entitled to receive payment from both their employer and the courts. The check stub or a copy showing the amount received and a personal check in the amount of the jury duty pay, minus expenses, shall be provided to the payroll department. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

If an employee is subpoenaed due to circumstances unrelated to college business, time off will be charged to PTO or leave without pay.

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The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Special Paid Leave

The President may grant special paid leave to full-time employees for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the employee and college.

Compensation and conditions of leave shall be determined by the President.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

MCC Cares

MCC Cares is a program that allows employees to be released with pay from work to participate in an approved community service event or program. MCC Cares eligibility is limited to full-time employees. Hourly (non-exempt) staff may ONLY participate in service opportunities during standard working hours as determined by the employee’s supervisor.

The College committee structure will formally identify community organizations and events that are acceptable for MCC Cares. These organizations and events will be aligned with the College strategic plan wherever possible and will not be tied to political or religious causes. MCC Cares release time may only be used for these approved service opportunities. Additional organizations and events may be submitted through the committee structure for consideration.

Employees may work a maximum of 10 hours per quarter and 40 hours per fiscal year for MCC Cares programs. The official time-off management program of the College will accrue MCC Cares hours at 10 hours per quarter. There is no obligation on the part of employee or supervisor to use any of these hours.

No employee will receive ANY additional pay for volunteer time. The College approves time to be away from work for volunteering. This is not an additional work assignment above and beyond contract.

Participation in the MCC Cares program is only allowable during standard working hours. MCC Cares does not apply to any events worked outside of these hours. Employees are free to participate in other community events of their choosing outside of their work hours. MCC Cares is not connected to these non-work hour events.

The request is approved or denied in the same manner as PTO is currently processed. Managers will consider the impact on the employee being out of the office in considering the request. No manager is under any obligation to approve requests or ensure employees participate in the MCC Cares program. Departmental staffing needs must be considered above all else. MCC Cares is not required and employees will be allowed release if and when work schedules and duties allow. Employees must request the time off using the official time-off management program of the College in advance of the event and may not be released without prior approval from his or her manager.

No travel expenses of any kind will be paid/reimbursed for traveling to site of service opportunity.
Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Mohave Community College substitutes any available compensated leave for unpaid leave.

Reasons for Taking Leave
Qualifying reasons for FMLA leave include the following:

• Childbirth and/or care for a newborn (within the first 12 months of birth);
• Childcare needs resulting from an adoption or foster care placement (within the first 12 months of the adoption or placement);
• Care for employee's spouse, child, or parent with a serious health condition;
• Employee's own serious health condition;
• Circumstances relating to the fact that an employee’s spouse, son, daughter, or parent is on, or has been called to, active duty in the National Guard or Reserve branches of the Armed Forces or is in a regular component of the Armed Forces deployed to a foreign country;
• Employee who is caring for a spouse, son, daughter, parent, or next of kin who is a seriously injured or ill service member, or a veteran service member if the veteran had been an active member of the Armed Forces (including the National Guard or Reserves) at any time during a five-year period prior to medical treatment, recuperation, or therapy.
• For the purpose of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves incapacity or treatment connected with:
  • inpatient care in a hospital, hospice or residential medical facility;
  • pregnancy or prenatal care; or
  • continuing treatment by a health care provider.

Advance Notice and Medical Certification
The employee may be required to provide advance leave notice and medical certification. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Taking of leave may be denied if requirements are not met.

Job Benefits and Protection
For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
If the employee fails to return to work upon expiration of the FMLA leave and has not received authorization for a continued absence, the employee may be subject to disciplinary action in accordance with College policies.

**Unlawful Acts by Employers**
FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**
The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

**Date of Adoption:** Adoption of Manual

**References:**
- ARS 15-1445
- *Family and Medical Leave Act of 1993 (FMLA)*
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility
All full-time faculty, regardless of length of annual term appointment are eligible to participate in the Full-time Faculty Leave Program, beginning from the date of employment in such position.

Faculty Personal Leave Accrual Guidelines
Leave will begin accruing as of the first day of eligible employment. Employees beginning employment mid-pay period will receive a full accrual for that pay period. Those terminating employment mid-pay period will not receive a full accrual for that pay period. The same standard will be applied for those staff members beginning or returning from leaves of absence or any status not subject to faculty personal leave accrual.

Newly-hired faculty can use employee leave hours after satisfactorily completing the three month probation period retroactive to the date of employment. Leave used within the three month probation period will be charged to leave without pay.

Faculty will accrue leave while in active employment status. Faculty will not earn faculty personal leave for scheduled hours when absent from work in connection with: excused or unexcused absences without pay, including unpaid leaves of absence, worker’s compensation, long-term disability and donated leave. Holidays, bereavement leave, military and jury duty will not be charged against faculty personal leave.

Paid Sick Leave
Paid sick leave is provided to an employee for:
- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee’s family member.
- the closure of Mohave Community College by order of a public official due to a public health emergency.
- the closure of the employee’s child’s school or place of care by order of a public official due to a public health emergency.
- any absence necessary due to domestic violence, sexual violence, abuse of stalking

All eligible full-time faculty will receive 40 hours of paid sick leave annually, accrued at 50% at the beginning of the fall and spring semesters. Accrual is based on a typical resident faculty appointment, accrual for faculty with differing appointment lengths will be prorated as needed. Resident faculty can only accrue and use faculty personal leave within the dates of the full-time resident faculty term appointment.

Any unused sick leave will be carried over to the following year, without limit.
If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

**Paid Time Off Leave**

Paid Time Off (PTO) leave is provided to full-time faculty for personal obligations or for other important personal unplanned crises or emergencies involving family members or personal property.

 Eligible 9-month resident faculty will receive 18 hours of PTO leave and eligible 12-month resident faculty will receive 35 hours of PTO leave annually, accrued at 50% at the beginning of the fall and spring semesters. Accrual is based on a typical resident faculty appointment, accrual for faculty with differing appointment lengths will be prorated as needed. Resident faculty can only accrue and use faculty personal leave within the dates covered by the full-time resident faculty notice of term appointment.

Any unused PTO will be carried over for one (1) additional year. If at the end of the second year, PTO hours remain unused, those hours will be transferred to sick leave.

Should an eligible full-time faculty exhaust all available PTO and require additional PTO, up to 16 hours of sick leave can be transferred to PTO annually, with supervisory approval.

**Compensation for Unused Leave**

Upon separation after ten (10) consecutive years of eligible service, Mohave Community College will compensate an eligible employee for any combination of unused sick and PTO leave, up to the maximum of 480 hours at the rate $75 per day. Employees with less than ten (10) years of eligible service are not eligible to participate in the unused leave compensation program. Under no circumstances can the maximum number of compensated unused hours exceed the limit, regardless of account balance.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility
All full-time administrative, professional, and support employees, both exempt and non-exempt, are eligible to participate in the Full-time Employee Leave Program beginning from the date of employment in such position.

Full-time Employee Leave Guidelines
Leave will begin accruing as of the first day of eligible employment. Employees beginning employment mid-accrual period will receive a full accrual for that period. Conversely, employees terminating employment mid-accrual period will not accrue leave during that pay period. The same standard will be applied for those employees beginning or returning from leaves of absence or any status not subject to leave accrual.

Newly-hired staff can use employee leave hours after satisfactorily completing the three month probation period retroactive to the date of employment. Leave used within the three month probation period will be charged to leave without pay.

All new hires, including former employees who are rehired after a separation, will begin accrual of PTO at the year one (1) rate regardless of past MCC employment. The only exception is for employees in good standing whose separation from employment was involuntary due to position elimination or reduction in workforce, and are reemployed within 60 days. Those employees will resume accrual of PTO at the rate effective at the time of loss of position. When a full-time, benefits-eligible 9-month Resident Faculty transfers or is reassigned to a 12-month staff position, accrual rate will be based on number of years of service.

Employees will earn leave while in active employment status, when present at work or absent from work in connection with PTO, holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn leave when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker’s compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military and jury duty will not be charged against PTO leave.

Paid Sick Leave
Paid sick leave is provided to an employee for:
- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee’s family member; or
- the closure of Mohave Community College by order of a public official due to a public health emergency; or
- the closure of the employee’s child’s school or place of care by order of a public official due to a public health emergency; or
- any absence necessary due to domestic violence, sexual violence, abuse of stalking.
All eligible full-time employees will earn 40 hours of paid sick leave annually, accrued on the first and fifteenth of each month. Accrual is based on a typical full-time 12-month employee calendar, accrual for employees with differing assignment lengths will be prorated as needed.

Any unused sick leave will be carried over to the following year, without limit.

If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

Paid Time Off Leave
Paid Time Off (PTO) leave is provided to full-time employees for planned vacations, personal obligations or for other important personal, unplanned crises or emergencies involving family members or personal property.

Eligible Administrators will accrue PTO at a rate of 180 hours per year. All other eligible employees will accrue PTO at a rate based on years of eligible service. See table below. Accrual is based on a typical full-time 12-month employee calendar, accrual for employees with differing assignment lengths will be prorated as needed.

<table>
<thead>
<tr>
<th>Consecutive Years of Service</th>
<th>Annual Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 – 4.9 years</td>
<td>120 hours</td>
</tr>
<tr>
<td>5.0 – 9.9 years</td>
<td>150 hours</td>
</tr>
<tr>
<td>10.0 + years and Administrative Positions</td>
<td>180 hours</td>
</tr>
</tbody>
</table>

Any unused PTO will be carried over for one (1) additional year. If at the end of the second year, PTO hours remain unused, those hours will be transferred to sick leave.

Compensation for Unused Leave
Upon separation after ten (10) consecutive years of eligible service, Mohave Community College will compensate an eligible employee for any combination of unused sick and PTO leave, up to a maximum of 480 hours at the rate of $75 per day. Employees with less than ten (10) years of eligible service are not eligible to participate in the unused leave compensation program. Under no circumstances can the maximum number of compensated unused hours exceed the limit, regardless of account balance.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility
All part-time employees, including but not limited to associate faculty, support staff, and student workers, are eligible to participate in the Part-time Employee Leave Program, beginning from the date of employment in such position.

Part-time Employee Leave Program Guidelines
Leave will begin accruing as of the first day of eligible employment. Employees beginning eligible employment mid-pay period will receive a full accrual for that pay period. Those terminating employment mid-pay period will not receive a full accrual for that pay period. The same standard will be applied for those staff members beginning or returning from leaves of absence or any status not subject to faculty personal leave accrual.

Newly-hired employees can use employee leave hours after satisfactorily completing the three-month probation period retroactive to the date of employment. Leave used within the three-month probation period will be charged to leave without pay.

Employees will earn leave while in active employment status, when present at work or absent from work in connection with PTO, holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn leave when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker’s compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military and jury duty will not be charged against PTO leave.

Paid Sick Leave
Paid sick leave is provided to an employee for:
- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee’s family member; or
- the closure of Mohave Community College by order of a public official due to a public health emergency; or
- the closure of the employee’s child’s school or place of care by order of a public official due to a public health emergency; or
- any absence necessary due to domestic violence, sexual violence, abuse of stalking.

All eligible part-time employees will earn one (1) hour of sick leave for every thirty (30) hours worked, accrued on the first and fifteenth of each month. Any unused sick leave will be carried over to the following year, without limit.

Part-time employees are limited to the use of forty (40) hours of sick leave per year.
If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

**Compensation for Unused Leave**
Part-time employees are not eligible to participate in the unused leave compensation program.

**Date of Adoption:** Adoption of Manual

**References:** ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Mohave Community College grants eligible employees leave on established holidays with no loss in pay. Each year the College designates the dates on which the holidays are to be observed. Employees working less than a 12-month year will receive those holidays which fall between his/her annual start and end date. Deviations may occur in cases where the College determines adjustments are necessary to accommodate the academic calendar and the College’s mission. The College recognizes the following as holidays:

<table>
<thead>
<tr>
<th>New Year’s Eve and New Year’s Day (2)</th>
<th>Independence Day (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Rights Day (1)</td>
<td>Labor Day (1)</td>
</tr>
<tr>
<td>President’s Day (1)</td>
<td>Veteran’s Day (1)</td>
</tr>
<tr>
<td>Spring Break (5)</td>
<td>Thanksgiving Holiday (2)</td>
</tr>
<tr>
<td>Memorial Day (1)</td>
<td>Christmas Eve and Christmas Day (2)</td>
</tr>
</tbody>
</table>

**Eligibility**

All Support, Professional, Faculty and Administrative employees employed 19.5 hours or more per week are eligible for paid holidays, beginning on date of hire. The employee must be active status (at work or on leave of absence with pay) at the time the holiday occurs.

The benefit is not payable to employees who are:
- On an unexcused absence on either the day before or the day after the holiday.
- On an official leave of absence without pay
- On regular Workers’ Compensation leave

**Amount of payment**

Employees will be paid holiday pay at the number of hours normally worked on that day of the work week. Total hours for the week including holiday hours may not exceed normal hours worked. Each hour paid to an employee shall be paid at the employee's base rate of pay.

**Coordination with other types of pay or benefits**

When a holiday falls during an employee’s PTO leave, the employee will receive holiday pay and no charge will be made to PTO accruals.

**Holiday Work Schedule**

Certain employees may be required to work during a holiday. The department supervisor shall make the decision to schedule work during a holiday. Employees who work on a regularly scheduled holiday will receive an equal number of hours of leave time to be used as per the paid time off procedure.
Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Mohave Community College’s Leave Sharing Program is designed to work on an as-needed basis. Employees may voluntarily donate leave, according to the guidelines of this plan and dictates of conscience.

Criteria to request leave
1. A benefit-eligible employee may request donated leave for a seriously incapacitating or extended personal injury or illness to self or immediate family. Maternity is considered only for 6 weeks past delivery, or 8 weeks in case of a C-section.
2. A requestor must provide an explanation or reason why donated leave is needed, which includes medical certification through the FMLA process.
3. A requestor must exhaust all accrued paid leave earned prior to becoming eligible to receive donated time.
4. No requestor will be eligible to receive days after qualifying for long- or short-term disability coverage or if his/her illness or injury is covered by worker's compensation.

Criteria to donate leave
A donator must have a minimum of 200 hours of leave accumulated at the time of donation. A donator may donate a maximum of 40 hours total per year through the Leave Donation Program.

Donation limits
- Donated leave hours must be used according to the paid leave procedure
- A requestor may receive up to a limit of 240 donated leave hours per fiscal year.
- A requestor may receive a lifetime benefit of 480 of donated leave hours.
- Leave must be donated in one (1) day increments, equivalent to eight (8) hours.
- Donated leave will be applied to the requestor’s account in the order of receipt. Any unused days will be returned to the donor.
- Donated leave shall not affect FMLA policies and procedures.

Donated Leave Process
1. An employee in need of donated leave completes the donated leave request form, including the expected duration of absence and brief description of medical condition, and sends to Human Resources with any medical documentation.
2. Human Resources will review the request and medical reason, ensures that the employee has depleted his/her leave balances, and may request further medical certification if none is on file in HR.
3. Human Resources will issue an email to all eligible employees, providing a brief description of the need and the donation form. The requestor’s identity and specific medical condition will be confidential and will not be shared in the email.
4. Any eligible employee wishing to donate leave will complete the donation form and return it to Human Resources.
5. Human Resources will date/time stamp donations in the order received.
6. Human Resources will calculate the worth of the donated time and apply the appropriate number of hours to the TOM account.
7. The requestor keeps leave calendar in TOM current and accurate, using the donated leave.
8. When the requestor returns to work, Human Resources removes all donated leave from TOM and returns to the appropriate donors.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

The employee tuition benefit is a benefit program that releases the employee and/or spouse and dependents from the obligation to pay all or a portion of the normal charges for tuition, reducing the cost of attendance. When the college waives tuition/credit hour costs, it is agreeing to use institutional funds to cover the loss of revenues represented by the benefit program. The tuition benefit program adheres to the following guidelines:

- A tuition benefit covers tuition only and does not include any other applicable fees unless specifically allowed.
- Tuition benefits cannot be applied to fees or tuition assessed for Precollege Studies (PCS) courses, Community Education offerings (non-credit courses), or for audited credit courses.
- Tuition benefits cover the cost of tuition, regardless of the employee’s residence.
- Employees are not eligible to participate in the tuition benefit program unless the student has registered with the selective service system, if required by the federal selective service act.
- A person who is not a citizen of the United States, who is without lawful immigration status, is not entitled to an employee tuition benefit, or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.
- Employees cannot enroll until they have received the approved tuition benefit form. Otherwise, the individual will be responsible for all charges.
- Employees may only select courses which will not conflict with their work responsibilities and the operational needs of the college.
- Family members are prohibited from enrolling in classes taught by the respective faculty member unless minimum load for the course has been met.
- A tuition benefit recipient enrolled in a class requiring a certain number of students for minimum enrollment shall not be counted towards attainment of minimum enrollment.
- A change in student status will not generate a cash refund to the recipient of the benefit.
- In the event of the separation of service of the eligible employee, whether voluntarily or involuntarily, during a semester in which the employee or spouse or dependent is receiving a tuition benefit, the benefit will continue until the end of that current semester, so long as the student has begun attending classes prior to the separation event.
- The college has the right to deny to employees and/or their dependents a tuition benefit when circumstances warrant such denial.

_Date of Adoption: Adoption of Manual_

_References: ARS 15-1445_
The college shall establish and monitor a tuition voucher process for college employees, certain non-
employees, and persons identified in state law that complies with state law and best practices. The
tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to regular full-time employees in the amount of up to fifteen (15) credit
hours per semester and regular part-time employees in the amount of up to eight (8) credit hours per
semester. A tuition benefit may be granted to the dependent of any regular full-time employee in the
amount of up to fifteen (15) credit hours per semester or regular part-time employee in the amount of up
to eight (8) credit hours per semester. The combined tuition benefit granted to an employee and his/her
dependent(s) may not exceed a total of twice the established credit hour limit.

Definitions
- Regular Full-time Employee: A regular full-time employee is hired for an indefinite period of time and
  is scheduled to work 40-hours per week. Continued employment is subject to satisfactory
  performance and availability of funding.
- Regular Part-time Employee: A regular part-time employee is hired for an indefinite period of time
  and is scheduled to work less than forty (40) hours per week, but a minimum of 19.5 hours per week.
  Continued employment is subject to satisfactory performance and availability of funding.
- Dependent: a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and
  permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms
- A regular employee must be employed in an eligible status by the first day of the 15-week semester
  in order to qualify for the tuition benefit for that semester or summer session.
- Resident faculty may not enroll in classes in which they teach.
- Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation
  confirming the familial relationship and compliance with other criteria:
  - For spouses, copy of marriage certificate/license and proof of registration for the selective service
    system, if applicable.
  - For dependent children with the same surname, copy of birth certificate or adoption certificate.
  - For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency
    status, copy of prior year tax return showing dependency. Continued documentation of dependency
    status (copy of tax returns) and proof of registration for the selective service system, if applicable,
    may be required on an annual basis.
  - For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both
    parents.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to adjunct faculty, including supplemental instructors, in the amount of one (1) credit for every one (1) semester credit hour of instruction for adjuncts or one (1) credit for every thirty (30) hours of assigned work for supplemental instructors, for a total of up to seven (7) credit hours of tuition benefit per semester. Tuition benefit credits may be passed to the dependent of an adjunct faculty or supplemental instructor.

Definitions
• Adjunct Faculty: Part-time faculty hired, as needed each semester, to teach credit classes. Employment is based on need and is not necessarily continual for an indefinite period of time.
• Supplemental Instructor: Part-time instructional staff hired, as needed each semester, to provide instructional support in a classroom, lab, or clinical setting associated with program requirements. Employment is based on need and is not necessarily continual for an indefinite period of time.
• Dependent: a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms
The use of all tuition benefit credits earned by adjunct faculty/supplemental instructors are deferred to the subsequent term, therefore new adjunct faculty/supplemental instructors are not eligible for tuition benefit during their first term of employment. Tuition benefit credits are earned and deferred as designated below. No more than seven (7) credit hours may be deferred to any term. Dependent benefits are subject to the same rules and regulations described herein.

<table>
<thead>
<tr>
<th>Term Earned</th>
<th>Term Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring, immediately following</td>
</tr>
<tr>
<td>Spring</td>
<td>Summer, immediately following; OR</td>
</tr>
<tr>
<td></td>
<td>Fall, immediately following</td>
</tr>
<tr>
<td>Summer</td>
<td>Fall, immediately following</td>
</tr>
</tbody>
</table>

Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation confirming the familial relationship and compliance with other criteria:
• For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
• For dependent children with the same surname, copy of birth certificate or adoption certificate.
• For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable may be required on an annual basis.
• For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.
5.185-B  Tuition Vouchers: Employee Tuition Benefit  5.185-B
Adjunct Faculty, Supplemental Instructors & Dependents

Date of Adoption:  Adoption of Manual
References:  ARS 15-1445
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to dual enrollment faculty and employees of partner companies in the amount of four (4) credits per semester. Tuition benefit credits can be passed to the dependent of a dual enrollment instructor or dependent of an employee of a partner company.

**Definitions**
- **Dual Enrollment:** Part-time faculty, teaching courses at the high school for which high school students earn college credit.
- **Partner Company:** A company currently under long-term contract with the college.
- **Dependent:** a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

**Terms**
The use of all tuition benefit credits earned by dual enrollment/partner company faculty are deferred to the subsequent term, therefore new dual enrollment/partner company faculty are not eligible for tuition benefit during their first term of teaching. Tuition benefit credits are earned and deferred as designated below. No more than four (4) credit hours may be deferred to any term. Dependent benefits are subject to the same rules and regulations described herein.

<table>
<thead>
<tr>
<th>Term Earned</th>
<th>Term Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring, immediately following</td>
</tr>
<tr>
<td>Spring</td>
<td>Summer, immediately following; OR Fall, immediately following</td>
</tr>
<tr>
<td>Summer</td>
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Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation confirming the familial relationship:
- For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
- For dependent children with the same surname, copy of birth certificate or adoption certificate.
- For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable, may be required on an annual basis.
- For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.
Tuition Vouchers: Employee Tuition Benefit

Dual Enrollment Faculty; Partners Company Employees & Dependents

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

Currently serving members of Mohave County Community College District Board of Governors and their spouses and dependent children are eligible to receive a tuition voucher benefit in which the college may waive up to one hundred percent (100%) of the tuition and any applicable course or special fees assigned to the course for up to four (4) credit hours per semester. The tuition voucher will not include course program fees or fees associated with non-credit classes.

A tuition voucher recipient is not eligible to receive a tuition voucher benefit and college-funded scholarships and/or awards for tuition concurrently in any semester.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall establish procedures to ensure that the external activities of employees do not interfere with the performance of college duties and responsibilities (ARS 15-1445).

External Payments to College Employees
An employee may be granted leave to participate in a professional, patriotic, or civic duty without loss of salary. If, as in temporary military service or jury duty, compensation is received for these outside services which is less than that earned normally, the salary paid by the district will be the difference between the amount received and the regular salary, or the employee may turn over to the district remuneration received for the approved outside services.

Stipend for College-Approved Activity
When staff members are absent from the college to engage in a college-approved activity for which they receive a stipend, they will either remit the stipend to the district or a pay deduction will be made for the period of absence.

Honorarium
Whenever tasks are performed in accordance with the customary and usual responsibilities of the employee’s job specifications, the employee is not permitted to accept an honorarium. College personnel are permitted to accept an honorarium for performance of specialized tasks for which they are uniquely qualified and which are performed during their personal time. Honoraria are not a condition of or an expectation of regular employment at Mohave Community College. Written approval from the college President must be received by the employee before an honorarium may be accepted.

Unapproved Absence of Employees
Unapproved absence for personal reasons will result in loss of salary. Such absences include holidays other than those on the school calendar. Should employees be required involuntarily to appear in court and be reimbursed for such appearances, their pay for time missed will be the difference between their salaries and the compensation received.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall encourage and monitor attendance by college employees at professional conferences (ARS 15-1445).

College employees desiring to attend professional conferences shall submit applications for absence from campus for the purposes of attending conferences and the application must be approved by the appropriate administrator and/or the college President.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall establish procedures for employees representing the college at external activities (ARS 15-1445).

Members of the staff may be appointed as delegates by the President to represent the college on appropriate occasions, but no such delegate may commit the college to any doctrine, policy, or action without obtaining the approval of the President.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall prohibit or regulate employees of the college selling any product or service to students (ARS 15-1445).

No member of the college staff shall have direct dealings with students in the sale of books, instruments, lectures, classroom supplies, notes, or similar materials unless acting as an authorized agent or with express permission of the Chief Financial Officer and the President. All funds and moneys are to be handled in the manner prescribed by the business services office.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall assure that non-faculty staff members who teach for the college are monitored as to workload (ARS 15-1445).

Administrative/Professional (exempt) employees may teach one class, up to four credits, each fall, spring and summer sessions. Compensation for teaching a class will be according to the part-time faculty pay schedule.

Based on the Fair Labor Standards Act (FLSA), full-time (hourly) non-exempt employees are required to receive compensation at time and a half for working in excess of 40 hours a week; therefore they are only eligible to teach if the total payment for the class, up to four credits, can be demonstrated on an hourly basis to be equal to at least time and one half their normal hourly rate.

The teaching assignment cannot occur during the employee’s normal (assigned) workday and preparation for teaching such a class shall not take place during normal workday hours.

Employees who teach as part of their normal job duties will not receive additional compensation for teaching classes that are defined as a job responsibility.

Part-time Faculty Teaching Load: The maximum teaching load for part-time faculty is nine (9.0) hours per semester. Part-time faculty cannot teach for credit courses and non-credit courses in the same semester.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
Fair Labor Standards Act (FLSA)
The college shall require each employee of the college to sign a loyalty oath as prescribed by law (ARS 38-231).

Each employee of Mohave Community College is required to sign a loyalty oath, as prescribed in Arizona law.

In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer’s or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation:
State of Arizona, County of ______________ I, _____________________
(type or print name)

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of ________________ (name of office) ________________ according to the best of my ability, so help me God (or so I do affirm).

____________________________________
(Signature of officer or employee)

For the purposes of this section, "officer or employee" means any person elected, appointed or employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.

Date of Adoption:   Adoption of Manual

References:    ARS 38-231
The college shall expect employees to adhere to state statute and regulation in regard to their personal political activities (ARS 15-1445).

The college was founded by and is supported by the public of the district. Staff members influence the thinking and conclusions of the student body. The college best supports the democratic process if staff members avoid wearing partisan emblems or taking sides in the classroom on candidates, partisan issues, and ballot propositions.

This procedure is not intended to limit free and objective discussion in the classroom of all ballot issues when appropriate to the curriculum, nor is it intended to limit the right of employees to express political opinion outside of the workday.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall avoid hiring the immediate family or relatives of current employees in the same department or division where one employee might supervise a relative (ARS 15-1445).

No person shall be employed or serve as a volunteer in a position wherein any aspect of the person’s work is supervised by a member of his/her immediate family or a relative. Additionally, immediate family members or relatives shall not be employed in the same department without the approval of the President. Immediate family members or relatives of Board members shall not be employed by the College.

A member of the immediate family is defined as parent, spouse, son, daughter, brother, sister, grandparent, or grandchild – including stepchildren and in-laws whether related by blood, adoption or marriage.

Relative for purposes of this chapter is defined as aunt, uncle, first cousins and all related children, stepchildren and in-laws whether related by blood, adoption or marriage.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall adhere to law in regard to tuberculin tests.

The college shall not require employees to submit to routine examinations for pulmonary tuberculosis. However, in instances where an employee displays symptoms of pulmonary disease, the President may require the employee to submit to such examinations, as a licensed physician deems appropriate. The employee shall provide the results of such exams immediately to the President.

Date of Adoption: Adoption of Manual

References:
The college shall not retaliate against employees who disclose information of a public concern to a public body as prescribed by law (ARS 38-531 through 38-534).

No adverse personnel action will be taken against a college employee in retaliation or reprisal for the written disclosure of information of a matter of public concern. The Board will act as an independent hearing board to hear all cases of alleged violations of the employment rights of an employee who makes such a disclosure.

If the college determines that a “frivolous” complaint was levied, the college has the right to contact Employment Standards Administration’s Wage and Hour Division to investigate. If, at the conclusion of their investigation, the Wage and Hour Division determines that the complaint was “frivolous” then the employee can be disciplined up to and including dismissal.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
             Occupational Safety and Health Act of 1987
The college shall comply with all federal and state regulations regarding hazardous materials (ARS 15-1445).

The college shall, in compliance with the Occupational Safety and Health Act of 1987, establish and maintain a comprehensive hazardous materials communication program which shall cover container labeling, material safety data sheets, and employee training. The purpose of this communication program is to ensure that employees are adequately informed of the risks of chemicals in their workplace, able to identify the physical and health hazards of chemicals, trained in proper work practices and emergency procedures, and familiar with the provisions of the hazardous materials communication program.

Date of Adoption: Adoption of Manual

References: ARS 15-1445

Occupational Safety and Health Act of 1987
The college shall not tolerate violence in the workplace (ARS 15-1445).

Threats or acts of violence, bodily harm, and verbal or physical intimidation by employees will not be tolerated and may be grounds for immediate dismissal. The college may require an evaluation by a health care/mental health professional to determine fitness for duty. Likewise, threats or intimidation of employees in the workplace by individuals from outside the college will not be tolerated.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
Volunteers at Mohave Community College are a valuable resource and assist the college in accomplishing its mission. The purpose of this volunteer policy and procedure is to provide the college with guidelines that will assist in selecting qualified volunteers, obtaining required information from volunteers, and ensuring that volunteers have worker’s compensation and liability coverage.

**Guidelines**

1. A volunteer is any individual who performs a service for and directly related to the business of Mohave Community College, without the expectation of monetary or material compensation.
2. Volunteers are expected to abide by college policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use.
3. Volunteers will not be given any assignment requiring access to confidential information or the handling of money. receive nor disburse college funds.
4. Individuals wishing to volunteer must complete a volunteer application. The department head must select volunteers who meet the minimum qualifications to perform the tasks. Volunteers may not replace student work-study, paid employees or employees who have been laid off.
5. Volunteers may not perform any work until a criminal history check has been completed and they have signed the volunteer agreement form detailing the nature of the work to be performed and the relationship of the volunteer to the college.
6. Volunteers are not considered employees for any purpose other than worker’s compensation and general liability protection. Therefore, they are not eligible for any employee benefits other than worker’s compensation, as a result of their volunteer status.
7. The college accepts the service of the volunteer until such services are terminated at the discretion of the college or volunteer, with or without cause or notice.
8. Volunteers must be at least 18 years of age.
10. Volunteers shall not be issued keys to college facilities.
11. Volunteers shall not drive a college vehicle or use personal vehicle in the course of his/her volunteer work.

**Procedure Prior to Assumption of Duties**

1. Supervisor must work with human resources to ensure the volunteer qualifies for the position.
2. Supervisor completes volunteer agreement and the volunteer signs the agreement.
3. Supervisor forwards original signed volunteer agreement to human resources (the signed original will be kept on file in human resources with copies to payroll). Volunteer’s supervisor must notify human resources of any change in volunteer’s status.
4. Human resources will provide the information to the business services department and other departments as needed.

5. Supervisors will be responsible for training their volunteers. If volunteers will be working with machines and/or equipment, they must be provided with the proper protective gear. Training must be completed successfully before the volunteer may begin the assignment. If volunteers will be working with machines and/or equipment, they must be supervised by a trained staff member.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The College shall maintain a drug-free and alcohol-free workplace.

Each employee of the College is required to report to work on time, and in appropriate mental and physical condition to effectively carry out the duties of the employee’s position. It is the College’s obligation and intent to provide a drug-free and alcohol-free, safe and healthy work environment.

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, as well as the abuse of alcohol, on College premises, while conducting College business (whether on or off campus), or at any time which would interfere with the effective conduct of the employee’s work for the College.

Each employee must, as a condition of employment, abide by the terms of this policy 5.255 and its subsections, and must report if the employee has ever been charged or convicted, or any charge or conviction occurs during the term of employment with the College, of a crime involving the violation of drug or alcohol laws, whether occurring on or off the College campus. A report of a conviction occurring during the term of employment with the College, if any, must be made within five days after the conviction, as mandated under the Drug-Free Workplace Act of 1988 (41 USC Section 702 et seq.).

Violations of this policy will result in drug or alcohol testing, and may result in corrective and/or disciplinary action which may include but is not limited to removal from campus, referral for treatment or counseling, referral for prosecution, and termination of employment with the College.

Date of Adoption: Adoption of Manual

References: Drug-Free Workplace Act of 1988 (41 USC Section 702 et seq.)
The College shall maintain a drug-free and alcohol-free workplace.

**Reasonable Cause**

An employee’s supervisor may require drug or alcohol testing, as appropriate, of an employee if the supervisor has reasonable cause to believe that an employee is impaired to any degree while at work, whether on or off the College campus. Reasonable cause shall consist of, while an employee is at work, any one or more of the following:

- the supervisor directly observing the employee using or possessing drugs or alcohol;
- observation by the supervisor that the employee is exhibiting a continuing pattern of abnormal and/or erratic behavior that is indicative of drug or alcohol use; observation by the supervisor of specific physical, behavioral, speech and/or performance by the employee that indicate probable drug or alcohol use or possession by the employee;
- information regarding an employee’s use or possession of drugs or alcohol while at work, or a charge or conviction of an employee for a drug/alcohol-related crime, obtained from a reliable and credible source and verified by the College;
- an accident occurs in the workplace in which the employee is involved and the supervisor reasonably believes the employee may have contributed to the accident.

An employee must inform the employee’s supervisor and the Chief Human Resources Officer if the employee is taking prescription or over-the-counter medications legally that may impair the employee’s job performance. Such information shall be kept confidential except, where appropriate, the information must be shared with other administrators in order to assign the employee to duties appropriate for the employee’s medicated condition.

As used in this policy, unless the context requires otherwise:

1. “Alcohol” shall mean ethanol, isopropanol or methanol;
2. “Drugs” shall mean any substance considered unlawful under the Controlled Substances Act (21 United States Code Section 812) or the metabolite of the substance.

**Authorization**

Following the determination that reasonable cause exists and testing is warranted, the supervisor shall seek authorization from the appropriate Dean and the Chief Human Resources Officer to transport the subject employee to the testing facility. As soon as possible after authorization is given, the person who authorized transport and testing shall notify, in writing, the President of the College of the authorization and the rationale for it. A copy of such notification shall be retained with the other drug/alcohol testing records of the employee as provided below.
5.255-A
Drug Free Workplace
Drug and Alcohol Testing

Transportation and Testing Procedures
Upon receiving authorization as provided above, the supervisor, or the supervisor’s designee, who may be a member of the campus security force or city police department, shall immediately transport the subject employee to the testing facility and shall transport the employee to the employee’s residence after testing is complete. In no event is the employee to transport himself to or from the testing facility. The College shall place the subject employee on administrative leave with pay pending the test results. Testing shall be administered by and at the direction of a professional laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services. The professional laboratory will be selected by the College and will be required to use scientifically accepted analytical methods and procedures, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

Results
Test results will be sent to the Chief Human Resources Officer, who will forward the information to the President of the College and to the appropriate Dean. The employee retains the right, on written request, to obtain a copy of the written test results. The College will pay all actual costs for drug and alcohol impairment testing.

An employee who tests positive will be given an opportunity to disclose and prove, in a confidential setting, that the results may have been caused by prescription or nonprescription drugs taken legally, or to explain other circumstances that may have caused positive results.

The rebuttable presumption is that test results are valid, and the College may rely on test results in reasonable and good faith, unless the employee can show that the College knew or clearly should have known that the result was in error and ignored the true test result because of reckless or malicious disregard for the truth or the willful intent to deceive or be deceived. The College shall not be liable for any action taken or not taken related to a false negative drug or alcohol impairment test.

The Chief Human Resources Officer shall maintain each record of an employee’s drug test separate from the employee’s general personnel records in a manner to ensure confidentiality and privacy of such drug test records and reports. All communications received by the College relevant to drug or alcohol impairment test results and received through this policy, are confidential communications and may not be used or received in evidence, obtained in discovery or disclosed in any public or private proceeding related to an action taken by the College or the employee except disclosure to:

1. the tested employee or prospective employee or any person designated in wiring by that employee or prospective employee;
2. individuals designated by the College to receive and evaluate test results or hear the explanation of the employee or prospective employee;
3. an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.
Except as required by law, such records will not be turned over to any law enforcement authority.

**Disciplinary Action**

An employee who refuses to submit to testing will be subject to disciplinary action by the College. The College may consider disciplinary action of any employee who tests positive for drugs or alcohol. An employee, at the discretion of the College based on the severity of the offense and the safety and health of other employees, may be returned to work without penalty, may be placed in rehabilitative services, or may be disciplined, discharged or advised of other disciplinary action. As used in this section, the term “disciplinary action” may include but is not limited to any one or more of the following: counseling, as deemed appropriate by the College, treatment for the condition, and termination of employment with the College. Based on a positive drug or alcohol impairment test, the College may also take adverse employment action, which may include but is not limited to any one or more of the following:

1. require that the employee enroll in an employer-provided or employer-approved rehabilitation, treatment or counseling program, which may include additional drug testing and alcohol impairment testing, participation in which will be a condition of continued employment and the costs of which may or may not be covered by the College’s health plan or policies;
2. suspend the employee, with or without pay, for a designated period;
3. terminate the employee’s employment with the College;
4. refuse to hire the prospective employee;
5. other adverse employment action.

**Date of Adoption:** Adoption of Manual

**References:** Drug-Free Workplace Act of 1988 (41 USC Section 702 et seq.)
The college shall maintain the privacy and confidentiality of all personnel files to the extent required by law (ARS 15-1445 and ARS 39-121).

Personnel Files

All personnel files shall be placed in the custody of the human resources office. Unless authorized in writing by the employee, only college employees that are performing an official supervisory function will be allowed access to a file.

Employees may review their own personnel files upon request. Employees are responsible for notifying the human resources office in writing of their wish to review, copy or challenge the contents of their primary files. The file must not be removed from the human resources office and must be reviewed in the presence of the human resources personnel.

Personnel records maintained concerning individuals who are employees are closed except for the following information:

1. Full name of individual
2. Date(s) of employment
3. Current and previous jobs and effective dates of employment
4. Name, location and phone number of department and/or office to which the individual has been assigned
5. Current and previous salaries and dates of each change
6. Name of current or last known supervisor
7. Information authorized to be released by the individual to the public unless prohibited by law

All material contained within personnel files is the property of the college.

Any employee may review his/her own personnel file upon request. Employees are responsible for notifying human resources in writing of their wish to review, copy or challenge the contents of their primary files. The file and/or contents must not be removed from human resources and must be reviewed in the presence of the office of human resources or his/her designee.

Any supervisor may request, in writing, to review any employee file. The file and/or contents must not be removed from human resources and must be reviewed in the presence of the office of human resources or his/her designee.

Changing personal information
Any college employee who wishes to change their personal information must do so by completing the change of address form available on the MCC website or at human resources.
After completing the form, the employee must take it to human resources OR their campus dean’s office and present the following to be copied and attached to the form.

1. In all cases, a picture identification.
2. In the case of a name change, a social security card issued under the new name.

Copies of the appropriate documents will be made and attached to the form. The authorized person will then sign the form, verifying identification.

After the request form has been completed and verified, the change of address form and attachments will be forwarded to human resources.

NOTE: No unauthorized department is permitted to approve or submit a change of address form for any employee.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall protect the college’s investment in facilities through programs of planning and maintenance (ARS 15-1445).

Facilities policies and procedures are addressed in Section 6 of this manual.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Members of the MCC community are expected to use these resources in a responsible, ethical and legal manner. Examples of technology resources include, but are not limited to, central computing services, the college-wide data network, electronic mail, Internet access, voice mail, classroom and library computing, online college resources, sensitive data, shared network resources, and system and data security and reliability.

While MCC takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the MCC community. Moreover, MCC cannot guarantee users protection against loss due to system failure, fire, etc., or against loss of content or hardware damage on personal computers.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Electronic messaging, Internet access via an MCC network and other college-owned technology systems are Mohave Community College’s property and are intended for business purposes. Employees do not have any express or implied privacy rights in any matter created, received or sent through the college’s technology systems including but not limited to, emails, voice mails, and sites visited on the internet. Contents of emails, both work-related and personal, and the history of internet sites visited are subject to monitoring.

Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Primary Principles:

Mohave Community College strives to promote a culture of openness, trust, integrity, and an environment wherein freedom of expression and scholarly inquiry are encouraged and supported. The intention of the Acceptable Use Standards are not to impose restrictions that are contrary to these values, which are the core of our academic and administrative community. Some computing resources dedicated to specific roles, including administrative systems and teaching systems containing information protected under the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), necessarily limit access in order to protect the privacy of MCC students, faculty, and staff.

Effective security is a team effort involving the participation and support of the entire Mohave Community College team, including its students, faculty, and staff. It is the responsibility of every computer user to know these guidelines, and to conduct activities accordingly.

Purpose:

The standards set forth the responsible use of Mohave Community College information technology resources. Individuals and groups using MCC resources both on and off campus are responsible for complying with the security standards set forth, including securing passwords, identification numbers, and security codes and using them solely for their intended purposes. Individuals are solely responsible for their personal use of IT resources, including computer accounts and other resources under their control. These standards are in place to protect the MCC community and to ensure the smooth, secure operation of MCC’s information technology systems.

Scope:

The standards apply to all information technology resources, including but not limited to computer systems, data and databases, computer labs, smart devices including cell phones and tablets, e-mail boxes, data and voice networks, applications, software, files, and portable media. MCC provides the resources to support the academic, research, administrative, and instructional objectives of the college. The use of these resources are limited to college students, faculty, staff and other authorized users to accomplish tasks appropriate to the status of the individual.
Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Generally Prohibited Conduct

1. Altering system hardware or software without authorization, including installation of unlicensed or unapproved software or hardware. “Freeware” and “Shareware” programs usually contain a provision denying use in professional environments without payment, so the installation of such programs violates this policy.
2. Disrupting or interfering with the delivery or administration of information technology assets, including network communications, e-mail, hardware, or software.
3. Attempting to access or accessing an account other than the account provided for your use.
4. Intercepting or reading electronic communications, including e-mail and chat messages not addressed or assigned to you.
5. Misrepresenting your identity in an e-mail, chat, or university owned social messaging platform.
6. Installing, copying distributing, or using digital content in violation of copyright and/or software agreements or applicable federal or state law. This includes the use of file sharing software including but not limited to BitTorrent, uTorrent, Sharefile or other services that allow the illegal download or use of copyrighted media.
7. Interfering with others’ use of share resources, including computers, lab space, or common technology areas.
8. Using college resources for commercial or profit-making purposes or to represent the positions or interests of groups unaffiliated or unassociated with the MCC community or the normal professional practices of students, faculty, and staff.
9. Ignoring or evading departmental or lab policies, procedures, and protocols.
10. Assisting unauthorized users’ access to college IT resources.
11. Exposing sensitive or confidential information or disclosing information that you do not have the authority to disclose.
12. Using IT resources for illegal activities, including threats, harassment, copyright infringement, defamation, theft, identity theft, and unauthorized access.
13. Using IT resources to access gambling or gaming sites.
14. Failing to use good judgement with respect to personal use of IT resources. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
Date of Adoption: Adoption of Manual
References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Security and Proprietary Information

1. All mobile and computing devices that connect to the network must be capable of minimum 128 bit encryption for network traffic.
2. System and user level passwords must comply with college standards (currently 8 characters, including an uppercase, lowercase, number, and a symbol). Failing to protect passwords or allowing others access to resources using your account is prohibited.
3. All computing devices must be secured with password protected screen savers with an automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended.
4. Users should assume that attachments or unsolicited message may contain or do contain malware and viruses and avoid opening, executing, or downloading such attachments.
5. Employees posting to forums, social media, Usenet groups, or other communications platforms that use an MCC e-mail address must include a disclaimer stating that their posting does not represent the views of Mohave Community College unless such posting is part of their normal business duties.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

System and Network Access

1. Accessing data, a server, or an account for any purpose other than conducting Mohave Community College business is prohibited.

2. Exporting software, technical information, encryption information, or information about the capabilities of information systems is prohibited.

3. Introduction of malicious programs, including viruses, worms, malware, adware, or similar programs is prohibited.

4. Port scanning, security scanning, and other types of network scanning is prohibited without the written permission of the information technology unit.

5. Disrupting network communication through the use of network sniffing, ping flood, packet spoofing, denial of service, forged routing information, e-mail spoofing, or otherwise misrepresenting network traffic is prohibited.

6. Providing information about, or lists of MCC students, faculty, or staff to outside parties unless it is part of your normal duties is prohibited.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Email and Electronic Communications

1. Use of MMC resources to access and use the internet requires good judgement on the part of the user. Users must realize that they represent the college and must, when stating an affiliation to the college, include verbiage indicating that the opinions expressed are their own and not necessarily those of Mohave Community College.

2. Sending unsolicited e-mail messages, including “spam” or “junk mail” or other advertising material to individuals who did not request it is prohibited.

3. The unauthorized use or forging of e-mail headers is prohibited.

4. Any form or harassment, including via e-mail, voice mail, and chat services whether through language, frequency, or size of messages is prohibited.

5. Solicitation of e-mail for any e-mail address other than your own is prohibited.

6. Forwarding chain letters, Ponzi or Pyramid scheme messages, or messages not related to college business is prohibited.

7. Use of MCC e-mail addresses for any purpose other than college business is prohibited.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Compliance
The Information Technology department will verify compliance to these standards through various methods, including but not limited to business reports, internal and external audits, audit tools, and security related hardware and software tools.

The Information Technology team routinely monitors inbound, outbound, and internal network traffic for the purposes of compliance and network maintenance. Mohave Community College reserves the right to audit systems and network traffic to ensure compliance with the standards.

Exceptions to the Acceptable Use Standards must be approved by the Chief Information Officer in advance, and in writing.

Faculty or staff found to be in violation of the standards may be subject to disciplinary action as outlined in the Policy and Procedure Manual.

Students found to be in violation of the standards may be subject to disciplinary action under the Student Code of Conduct in the Student Handbook.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Disaster Recovery

It is the intention of Mohave Community College to provide, as allowed by the IT infrastructure in place, an ability to:

- Perform backups of critical data systems that consist of a duplicate copy of data, configuration, and operating systems made for archival purposes or to protect against damage or loss.
- Support availability of these backups that will allow affected systems to be brought back online to support the college.
- Communicate status of these efforts to systems staff responsible for bringing these affected systems back online.
- Communicate status of recovery to system users on efforts bring affected systems back online.

The college shall prepare Information Technology Disaster Recovery plans for the following classes/tiers of systems in use at the college.

- Tier 1 systems are deemed mission critical systems for the college and are installed at remote sites.
- Tier 2 systems are deemed mission critical systems for the college and are installed on the various college campuses.
- Tier 3 systems are deemed non-critical and systems used for initial testing, training and future implementation.

The Information Technology Disaster Recovery Plan shall support business continuity planning for the college as a whole as well as planning at the department and campuses level.

The non-confidential portions of the Information Technology Disaster Recovery Plan are available at MCC Information Technology Disaster Recovery Plan.

Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Security Processes

It is the intention of Mohave Community College to ensure appropriate security for all Information Technology (IT) data, equipment, and processes in its domain of ownership and control. Within this context the College endeavors to balance the need for security against unreasonable risk with the need of students, faculty, and staff to be able to use its systems with the minimum of encumbrance. The obligation for security is shared, to varying degrees, by every member of the College. These efforts are documented in the Information Technology Security Manual.

The manual:
- Defines the elements that constitute Information Technology security at Mohave Community College.
- Explains the need for Information Technology security.
- Specifies the various categories of Information Technology data, equipment, and processes subject to this policy.
- Indicates, in broad terms, the Information Technology security responsibilities of the various roles in which each member of the College may function.
- Indicate appropriate levels of security through standards and guidelines.

The scope of the Information technology Security manual includes
- Confidentiality of Information
- Integrity of Information
- Accessibility of information
- Information Technology physical/virtual assets
- Efficient and Appropriate Use
- System Availability


Date of Adoption: Adoption of Manual

References: ARS 15-1445
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Permissions Processes

In order to ensure the integrity and security of employee and student data, Mohave Community College assigns data system (currently Jenzabar EX) permissions to each individual position control number (PCN) whereby permissions follow a position rather than a person. Jenzabar module managers, individually and collectively in conjunction with supervisors, decide which permissions each position needs to perform their job duties. A review of the permissions assigned to each position is administered annually.

Assigning Permissions

There are four methods by which an employee/worker can obtain permissions to Jenzabar:

1. The first method is by being hired or having a position transfer. In this instance, the already established assigned permissions from the PCN attach to the permissions of the new hire/transfer.

2. The second method is upon request of an employee’s supervisor, with a statement that an employee with this PCN needs additional permissions to complete the tasks assigned to the position. These added permissions become a part of the PCN regular permissions, and transfer to other PCN holders. These requests must be approved by the supervisor, the meta-module managers (those overseeing several or critical modules), and the chief information officer.

3. The third method is upon the request of an employee’s supervisor, with a statement that an employee is performing tasks temporarily outside the permissions needed by the PCN and thus needs additional permissions. The third method is generally time-restricted, where the additional permissions are needed temporarily. These added permissions do not become a part of the PCN regular permissions and will be removed either at a stated date or at the time the employee is no longer assigned that PCN. These requests must be approved by the supervisor, the meta-module managers, and the chief information officer.

4. The fourth method occurs when a new position/PCN is created. When a new position and subsequent PCN is created by the human resources department, module managers (those overseeing several, or critical modules) review the position description special permissions in collaboration with the supervisor, and, with the approval of the chief information officer, PCN permissions are assigned.

Permissions Reduction
Supervisors will also use this process to reduce permissions where they determine that a position/PCN does not need all the permissions assigned. In this instance, the chief information officer will approve the reduction and the Chief Human Resources Director will be notified of the change.

**Workers with no PCN**

Two categories of MCC workers are not assigned PCNs: Student workers and Temporary Workers. In these cases, Permission Groups are established and permissions are approved through the same approval process.

**Permissions Request Form and Details**

Details of the permissions request process, including objections, workflow, electronic signatures and time stamps are addressed on the permissions request form.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*
The Board is authorized to name college facilities and other real property for individuals and organizations that have made a significant contribution of monies or property to the college.

Naming of Facilities

1. The Board, President, faculty, staff, Mohave Community College Foundation or a citizen may request the President of the college or the Board of Trustees, individually or collectively for inclusion on the agenda, to name a facility or other property after an individual (living or deceased), a family, a company, or a corporate entity. The request shall be made by the completion of a standardized form which is available to all interested parties. The standardized form shall contain at a minimum:
   a. The name of the individual, family, company or corporate entity to be so honored.
   b. Biographical information and a detailed account of the contributions and/or personal service provided to Mohave Community College.
   c. Printed name, address and signature of the requesting individual or entity.

2. An individual, family, company or corporate entity for whom a college facility or property is named must meet the following criteria:
   a. A citizen, family, company or corporate entity who has contributed significant monies or property to Mohave Community College.

3. Former employees:
   a. Employees are not eligible to have facilities or other real property named after them for their work as a college employee. Employees are eligible for such honors should a significant gift of monies or property be given in their name after leaving college employment.

4. The President or Board member shall report for 1st reading the request for nomination to a regularly scheduled meeting of the Board. The Board shall make a final decision on the naming of any facility or property belonging to the community college district, however, the Board may not act on a nomination at the meeting it is received.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Protection of Property

1. The officers and employees of the college are expected to take prompt, reasonable, and even-handed measures to protect the assets of the college. Threats to college property should be immediately reported to law enforcement, fire, or health authorities.

2. The college shall maintain a crisis management plan with which all employees should be familiar. Copies of the crisis management plan are separate documents specific to each site and shall be available at each campus or outreach site of the college.

3. Campus deans shall determine staffing levels appropriate for safe campus operations. During times that campus facilities are open and when activities have been scheduled involving students and/or the public, minimum staffing levels include one maintenance/custodial employee and one additional staff member, to be approved by the campus dean. When minimum staffing levels of only two college employees are implemented, then security services shall be arranged at the discretion of the campus dean.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Conduct on College Property

No person or persons may use the grounds, buildings or roadways, including properties rented or leased, for the actual or threatened breach of criminal laws, the regulations of the Board, violent or disorderly conduct, destruction of property, denial of free access, injury to persons, denial of lawful passage of persons or vehicles, seizure of properties, trespass, or conduct which interferes with the educational process or the public peace.

Any person in violation of the foregoing will be denied entry to college property. All persons in violation may be removed from the properties of the institution by the security personnel or by public law enforcement officers.

Students, officers, faculty and staff of the college may be further disciplined for violations of this provision. Disciplinary measures may include any combination of the following: warning, censure, admonition, reprimand, probation, and suspension, loss of privileges, expulsion, or termination.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Key Issuance Procedure

Definitions:

Grand Master Keys: will open locks on any of the Mohave Community College campuses.

Sub Master Keys: will open all locks on a single MCC campus, including auxiliary locations in the service area.

Building or room keys: will only open locks associated with an individual building or room.

Procedure for issuing keys:

The protocol for locks and keys on the campuses of Mohave Community College is as follows:

Keys and Lock Cylinders: Keys will be cut and lock cylinders pinned only in the Mohave Community College Lock Shop. Keys may not be copied or made other than by the MCC Locksmith.

Key Request Form: Will be completed, signed by the employee receiving the key and the Dean. The request will be submitted to the college locksmith who will cut the key, mark it for identification, and issue it to the office of the campus Dean who will issue it to the employee, obtain the appropriate signature, complete the college form, and assure the registration of said key in the key registration college software.

Authorized key holders: Absent extenuating circumstances, which must be approved by the appropriate authority, only the following employees are authorized to have keys assigned:

Grand Master Key: College President, College Locksmith or others approved by the college President. Additionally, one key will be issued to the office of Technical Services for the use of their staff members. The key will be maintained in a secure place in the office and must be checked out from the Chief Information Officer or his designee, and returned following the assignment.

Sub Master Key: A sub master key will only be cut and issued to a Campus Dean, Associate Dean or Campus Facilities Manager. Campus Maintenance and Information Technology personnel may use a sub master key during their hours of work, and return the key to a secure location at the end of their shift. Courtesy patrol officers may check out a sub master at the beginning of their shift and return the key at the conclusion.

Building or Room Keys: Resident faculty and full time staff employees may be issued a key to the building(s) or room(s) in which they have office space or regularly perform other duties. A Key request form will be completed, signed by the employee requesting the key and the campus dean.
Part-time employees: Associate faculty and part time employees may be issued a building or room key, if in the opinion of the Campus Dean it best serves the needs of the campus, however, this practice is generally frowned upon, and if it should take place must be turned in at the end of each semester with regard to associate faculty, and checked and verified each semester with part time employees.

Relocation: Personnel who transfer from one position to another within the college shall turn in the keys from the original position and receive key(s) as approved relative to the new position. Appropriate records of the key exchange shall be maintained.

Resignation/Termination: All key holders must turn in their assigned keys when severing employment from the college and/or when transferring to another location in the college. All key holders must turn in their assigned keys to the Human Resources Office or appropriate campus designee when severing employment from the college and/or when transferring to another location in the college.

Record Keeping: The campus dean’s office is accountable to maintain records of all keys issued on the campus, and recovering the keys from associate faculty at the end of each semester, or other part time employees at the end of their service contract. Records of all keys shall be maintained and updated on a regular basis in the college key software system.

All key assignments are subject to approval by the appropriate authority, and the privilege can be withdrawn. Keys remain the property of the college at all times and individual key holders are responsible for the security of the keys they have been issued.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Art Facility Usage & Safety Procedures

Art facility is inclusive of art, ceramics, jewelry and lapidary classrooms, yard areas and storage areas.

Risk Abatement

- Classes must meet for the duration of time assigned by the managers.
- Instructors must pick up keys before class and returns at the end of class (HCB & NCK). Rooms will be opened by facilities personnel on the LHC campus.
- Instructors working in the facility outside of class time must pick up and return keys at front desk (LHC instructors make arrangements with facility personnel).
- MCC facilities, tools and materials can only be used for student learning and instructional demonstration purposes. Instructor production of work for resale is prohibited.
- MCC instructors may purchase supplies for resale to students.
- Students are not to be left unattended in any area of the art facility.
- Gates and loading areas are to remain closed and locked when not in use for loading/unloading purposes (NCK and LHC).
- Student work may only be accomplished during scheduled class time.
- All materials required for raku firing must be stored in a closed container in a storage unit.
- The art yards will be kept clear of scrap wood and metal, burn supplies, and discarded student work, etc.
- Student work left in the art facility at the end of each semester will be removed.
- Instructors are responsible for their students’ work (i.e. ceramics instructors are responsible for arranging the firing of their own students work).
- Instructors are responsible for returning classrooms to an ordered and clean environment.
- Instructors must have the permission of the campus dean to work in the art facility outside normal business hours.
- Front desk personnel must verify instructor usage and sign instructors in and out.
- A project request is required for all changes to the art facility, including kiln building
- All deliveries of supplies need to have the approval of the appropriate manager (CCO specialist or AD) through the front desk personnel

Date of Adoption: Adoption of Manual: July 2008
References:
Surveillance Cameras

Summary of Purpose: Surveillance cameras are used to assist in protecting the safety and property of the College community. This procedure provides guidelines regarding the use, access, and control of security cameras on Mohave Community College campuses and properties and outlines when and how security cameras are to be installed, how images and recordings are stored, and the conditions under which stored images or video are to be accessed.

The following classes of cameras are exempt from this policy:

1. Webcams, computer cameras, and pan/tilt/zoom (PTZ) cameras in classroom and office areas.
2. Cameras and related equipment in recording studios (e.g. CELT One Button Studio).
3. Cameras installed by authorized vendors to monitor vendor equipment (e.g. ATM cameras).
4. Cameras used for broadcast or other education purposes, live stream of College activities, or videotaping of lectures or interviews.

Primary Use: The primary use of cameras will be to record video and images for future identification of individuals in the event of legal, criminal, or policy violations. The College will not install cameras in faculty/staff offices or in non-public areas (e.g. restrooms, changing rooms, etc.)

Surveillance cameras may be installed in locations where the security of College assets or constituents would be enhanced. This includes locations that engage in credit card or other financial transactions.

1. “Appropriate signage for all campuses will be selected by the facilities committee to be installed by the Facilities department, providing notice of the cameras and enhance the crime prevention value of the camera.”
2. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. (ARS 13-3019)
3. The Chief Information Officer (CIO) will function as the chief surveillance camera coordinator.
4. All video camera installations should be visible. The exact location, number, and function of all cameras will generally be considered confidential for security purposes.
5. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g. closed buildings or secured areas).
• Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, sexual orientation, disability or other protected classification is prohibited.

• No attempt shall be made to alter any part of any surveillance recording. Cameras and recording equipment shall be configured to prevent the alteration, deletion, or duplication of recorded data.

• For any request for investigation a ticket must be placed containing the Time, Date and Location of the incident in question and a full description of the event. It also must contain all relevant information as to the incident. This must be approved by CIO prior to the investigation.

• All requests for installation of cameras must be routed through the Information Technology department. The Information Technology department will then conduct a security assessment and forward the results for camera location(s) and other security recommendations to the requestor.

• Purchase, installation, and maintenance of camera equipment requires the approval of the appropriate chief, the campus dean and the CIO.

• All approved camera systems must be capable of interfacing with the centralized camera management system maintained by the IT department.

• Video or images will not be routinely checked and will only be reviewed in the event the College has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized staff only. For routine operation, authorized staff includes the CIO and Information Security Officer, and the college president. As such during normal operation it will be required to monitor the systems/DVR/Cameras for correct placement and functionality.

• Information obtained via surveillance cameras will be used exclusively for safety, security, compliance, and law enforcement purposes. Should monitoring reveal activity that violates laws or College policy an investigation will be initiated. Investigation data is not public information and any information retained will be released per open records policy as defined by Arizona statute.

• Law enforcement will have access to camera data to assist in the investigation of criminal activity. Access will be granted through the IT department for the length of the investigation only.

• Camera data will be retained for a minimum of 14 days and will then be securely deleted unless retained as part of a criminal or civil investigation or court proceedings.

• Any person who tampers with or destroys video security equipment will be subject to criminal prosecution and/or discipline as outlined in the Student Handbook and/or Policy and Procedures manual.
Date of Adoption: Adoption of Manual: July 2008

References:
Unauthorized use, possession, or display of firearms and other weapons, dangerous instruments, explosive devices, torches, devices with open flames or fireworks on Mohave Community College property or at college sponsored events is prohibited. (References: ARS § 12-781, 13-2911, 13-3102, 13-1502, and 13-1503)

Subject to ARS §12-781, a person may lawfully transport or lawfully store a firearm that is both 1) in a person’s locked and privately owned motor vehicle or in a locked compartment on the person’s privately owned motorcycle and 2) not visible from the outside of the motor vehicle or motorcycle.

Persons excluded from this policy: Any certified peace officer currently employed by a law enforcement agency.

Persons not excluded from this policy: Concealed carry permit holders.

Definitions: For the purpose of this policy the following definitions will apply.

Weapon: Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, switchblade knives, knives with blades five inches long or more.

Also, chemicals such as mace, tear gas or oleoresin capsicum, but excluding normally available over-the-counter self-defense repellents. Chemical repellents labeled “for police use only” or “for law enforcement use only” may not be possessed by the general public.

Fireworks: Any fireworks, fire crackers, sparklers, rockets or any propellant activated devise whose intended purpose is primarily for illumination.

Explosive: Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives.

Also, any breakable container that contains a flammable liquid with a flash point of 150 degrees F or less and has a wick or similar device capable of being ignited (example: “bottle bomb”)

Date of Adoption: Adoption of Manual: July 2008

References:
**The college is authorized to hold classes in non-college owned facilities as the need arises.**

**Use of External Facilities**

The first choice for activities and classes presented by the college is to deliver instruction on college campuses. However, there are certain classes or activities that may need to be conducted off campus. Using the following guidelines, a campus dean or college-wide dean may recommend to the administration that outside facilities be used when:

1. The class/event is directed toward a specific group associated with the facility, such as continuing education staff training at a private business or public office. When only those employees or persons contracting for the training/class attend and the college provides the instructional product at the organization’s place of business or other specified location, then the outside facilities may be used.
2. The class/event utilizes specialized equipment or unique facility features not available at a college campus.
3. There is no room available on the local campus.
4. The campus dean or college-wide dean recommends the students participating in this class would be best served if the class were held at an off campus location.
5. The use of, or the payment for, the facility does not violate any state law, board policy, or administrative procedure, i.e. conflict of interest.

If the administration approves the off-site activity, the following must be completed before utilizing the offsite location:

1. The facility must be inspected by the local campus facilities manager to insure the facility meets ADA access, including restrooms, and fire codes with respect to occupancy and suitability for the use intended.
2. An agreement must be completed (external facilities use agreement) between the property owner and the college specifying the hours, days and duration of the event/class. If the property owner has a preferred rental agreement it may be used provided it includes all the information and requirements of the MCC agreement.
3. The agreement must include the agreed rental amount including any incidental fees for security, power consumption, custodial services, etc. Best practices governing rental rates will be used. Any request for rents that exceed normal and customary commercial rates must be accompanied by justifying rationale.
4. In the event the property owner or lessee desires to allow the class/event at no charge to the college, the above requirements must still be met. The agreement should be written with the normal rent amount written to establish a legal contract. A statement should then be added to clearly indicate that the property owner or lessee intends to donate the use of the facilities at that value.
5. The use of other public facilities wherein the rent is set by another governing board or body, then the rent shall be as published by that organization.

6. The agreement must be signed by the chief financial officer and the property owner or lessee.

7. The recommending campus dean or college-wide dean, (or their designee) will submit a purchase order request for the total amount of the rent.

8. If the rental value of the facility is donated (see item 4. above), a copy of the agreement should be provided to the internal auditor to properly record the transaction.

9. In all dealings related to this section, employees will be mindful of and follow the directives listed in Section 5.125 Standards of professional conduct.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall establish procedures for the use of college-owned facilities by external organizations. Such procedures shall ensure that the college costs for operating the facility are defrayed by the organization utilizing the facility.

The order of preference for use of the college facilities shall be: instructional, other college activities and lastly, use by outside groups. Facility use requests by outside groups shall not be approved more than 30 days in advance to ensure college classes and activities have priority for the use of space. Such use by outside entities may incur rental charges and/or fees as approved by the Governing Board annually.

Facility Usage Contract Procedure
1. A group or individual needing to use a room or area of the campus obtains a facilities use request form from the campus dean’s office or online at Mohave.edu.
2. The requester completes and submits the form to the campus dean’s office or via email. Requests shall be made at least four weeks prior to the proposed activity or event. Late requests will be accepted at the discretion of the campus dean, approval subject to availability of facilities and staff. Any questions or clarifications will be handled by phone or email.

(Step 3 – 6 of the process address the agreement workflow with external groups.)

3. Campus Dean downloads the most current agreement template from the website.
4. Campus Dean completes the fillable fields with all pertinent information, including External Organization’s name and full name and email address for signer. (Receiver will have the option to forward to another party for signature.)
5. Agreement automatically routes from the Campus Dean to the following for review, signature, and records retention:
   i. Campus Dean Originator (Initial Block)
   ii. Chief Financial Officer (delegated signature authority by the President for contracts and other legal documents of the college)
   iii. External Organization
   iv. Procurement Manager
6. After completion, all parties are informed by email that document is complete and all may download the fully executed .pdf for their records.

The Mohave Community College Facility Usage Contract and Facility Use Request are available in the online forms repository.
Date of Adoption: Adoption of Manual: July 2008

References:
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

The Mohave County Community College District (the District) and Mohave Community College (the College) prohibits the presence of alcoholic beverages on properties owned, leased or rented by either the District or the College. The College permits a few, narrow exceptions to this prohibition. The exceptions are not widely available as they are established to ensure that the College's actions stay within the boundaries of state law and the College's insurance coverage. Therefore, strict compliance with procedures 6.017 (A)(B)(C)(D) is essential. The following provisions apply to all procedures except as provided:

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.

2. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises).

3. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. Unless approved by the President in compliance with these laws and these procedures, alcoholic beverages may not be served on or in the Premises.

4. In compliance with applicable law, any persons planning an event under these procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.

5. Miscellaneous Usage Issues. Any issues that are not specifically addressed within these procedures require the review and determination by the College President.

Date of Adoption: January 8, 2021

References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.

2. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises) that he/she sponsors.

3. The College President (the President) has the sole authority to approve the service of wine or beer at special events the College or District sponsors not on College property (6.017-E)

4. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Chief Financial Officer and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.

5. The Office of the President shall complete a (1) Facilities Use Request and (2) Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property and provide it to the campus Dean of Student and Community Engagement and Chief Financial Officer no later than 10 business days before the event. If required by law, also obtains the appropriate permits/licenses from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license.

6. An approved event, by law, must comply with the all of the following restrictions:

   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   B. The gathering must be by invitation only, and not open to the public;
   C. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
   D. Invitees may not be charged any fee for the event; and
   E. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends.
7. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:

A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.

8. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.

The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided above.

9. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

Date of Adoption: January 8, 2021

References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.

2. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises). The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided below.

3. The only employees authorized to request the President's approval for third-party non-college events are: (1) a campus Dean of Student and Community Engagement or (2) the Chief Officer for Advancement. Unless approved by the President in compliance with the law and this procedure, alcoholic beverages may not be served on or in the Premises.

4. A campus Dean of Student and Community Engagement or the Chief Officer for Advancement who wishes to obtain the President’s approval for the service of wine or beer at a third-party event on or in premises owned, leased or rented by the College or District shall submit a completed “Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property” to the President no later than 20 business days before the event. On signing the form, the President will provide a copy of it to the requestor and to the Chief Financial Officer.

5. A third-party event approved under Paragraph 4 must, by law, comply with all the following restrictions:
   
   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   B. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
   C. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends
   D. Appropriate measures must be provided to ensure compliance with restrictions (i.e. security)
6. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Chief Financial Officer and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.

7. The President may approve a Third-Party event on or in premises owned, leased or rented by the College or District under these regulations. These third-party, non-College/District entities, including the Mohave Community College Foundation, are solely responsible for determining the steps that they are required to take to comply with Arizona’s alcoholic beverages laws. Additionally, they must comply with the following steps:

   A. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
   B. The entity provides a copy of the liquor license no later than 20 working days from the event, unless the President approves a shorter period of time in a particular case;
   C. The entity provides or currently has on file with the College a certificate of insurance demonstrating that it has liquor liability coverage and that adds the College as an additional insured;
   D. The entity agrees in writing via the facilities use contract to indemnify the District from any claims of any kind arising out of the event and the service of the beverages;
   E. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
   F. The contractor provides all of the beverages served as well as the Title IV/TIPS trained servers or bartenders;
   G. Before the event, the contractor provides a certificate of insurance that meets the requirements of the College’s Chief Financial Officer and that adds the District as an additional insured

8. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:

   A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
   B. Once the wine and beer arrive on College/District premises, the campus Dean of Student and Community Engagement or Chief Advancement Officer shall ensure it is secured in a manner so that it is not stolen or that it is not opened until ready to be served.
9. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.

10. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

Date of Adoption: January 8, 2021

References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of alcoholic beverages for use solely as ingredients in food preparation for classes.

2. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided below.

3. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises). The only employee authorized to request the President’s approval for classes and/or events sponsored by for-credit instructional programs (Culinary) is the Dean of CTE Workforce.

4. The Dean of CTE/Workforce who wishes to obtain the President’s approval for the service of wine or beer at an event on or in premises owned, leased or rented by the College or District shall submit a Facilities Use Request to the appropriate campus Dean of Student and Community Engagement (DSCE) with a completed “Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property” to the President no later than 20 business days before the event. On signing the form, the President will provide a copy of it to the requestor, DSCE and to the Chief Financial Officer.

5. An approved event must, by law, comply with the all of the following restrictions:

A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
B. The gathering must be by invitation only, and not open to the public;
C. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
D. Invitees may not be charged any fee for the beer or wine served at an event; and
E. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends
6. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Chief Financial Officer and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.

7. Culinary students may serve wine and beer at an event as part of their class requirements. Any student serving those beverages must, by law, be 19 years or older and Title IV/TIPS trained.

8. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:

   A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
   B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.
   C. Alcoholic beverages purchased for as ingredients in food preparation for classes must be stored in such a way that it is inaccessible to anyone except faculty of the culinary program.

9. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.

10. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

Date of Adoption: January 8, 2021

References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.

2. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided below.

3. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises). The only employee authorized to request the President's approval for non-credit events sponsored by Community Education is the Dean of CTE Workforce.

4. The Dean of CTE/Workforce who wishes to obtain the President's approval for the service of wine or beer at an event on or in premises owned, leased or rented by the College or District shall submit a Facilities Use Request to the appropriate campus Dean of Student and Community Engagement (DSCE) with a completed “Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property” to the President no later than 20 business days before the event. If required by law, also obtains the appropriate permits/licenses from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license. On signing the form, the President will provide a copy of it to the requestor, DSCE and to the Chief Financial Officer.

5. An approved event approved must, by law, comply with the all of the following restrictions:

   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   B. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
   C. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends
6. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Chief Financial Officer and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.

7. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:

   A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
   B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.
   C. Alcoholic beverages purchased for as ingredients in food preparation for classes must be stored in such a way that it is inaccessible to anyone except faculty of the culinary program.

8. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.

9. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

Date of Adoption: January 8, 2021

References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. College Policies and Procedures regarding the possession, consumption and service of alcohol are still applicable for District/College special events, educational program (credit) events and non-credit community education events requested to be held at off-site, non-college locations, specifically but not limited to:
   
   A. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.
   B. The College President (the President) has the sole authority to approve the service.

2. College Policies and Procedures regarding the Use of External Non-College Owned Facilities (MCC Policy 6.010) must be followed, specifically but not limited to:
   
   A. The facility must be inspected by the local campus facilities manager to insure the facility meets ADA access, including restrooms, and fire codes with respect to occupancy and suitability for the use intended.
   B. An agreement must be completed (external facilities use agreement) between the property owner and the college specifying the hours, days and duration of the event/class. If the property owner has a preferred rental agreement it may be used provided it includes all the information and requirements of the MCC agreement.

3. District/College special events, educational program (credit) events and non-credit community education events that include the service, sale or distribution of alcohol requested to be held at off-site, non-college owned facilities are subject to the review of the institution’s Risk Management Committee. The external facilities use agreement, Supplement to Facilities Use Request: Permission to Serve Alcohol form, and public event risk assessment form should be submitted simultaneously to:
   
   a. the Risk Management committee chair and recorder
   b. The Office of the President

4. The personal or individual purchase of alcoholic beverages by individuals attending College approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

5. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.
Date of Adoption: January 8, 2021

References: A.R.S. 4-203.02
Food and Beverage in Classrooms

The college shall establish standards for the consumption of food and beverages in classrooms.

Food and Beverages in Classrooms

Unless, as provided below, instructors elect to take the responsibility for making an exception, only bottled water may be consumed in the classrooms and laboratories of the college.

Because there are wide differences in the length, meeting times, and other circumstances related to college classes, instructors have the authority to make exceptions to the above policy under certain conditions:

- No exceptions can be made for classes held in classrooms equipped with student computers or for classes held in science laboratories or shops.
- If an instructor chooses to allow food and drink to be consumed in the classroom, the instructor must assume the responsibility of assuring that all waste is disposed of properly and that the classroom is left in a clean and orderly condition.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall utilize national guidelines or industry professionals as standards for planning and maintenance.

Facility Guidelines

The college may use APPA: the Association of Higher Education Facilities Managers guidelines and the National Center for Higher Education Management Systems (NCHEMS) space standards or industry professionals in the construction, renovation, or restoration of physical plant spaces at the college.

Date of Adoption: Adoption of Manual: July 2008

References:
**The college shall develop and maintain a master facility plan.**

**Education Programs and Facilities Master Plan**

1. The college completed the Education and Facilities Master Plan adopted by the Board in May 2007. The plan envisions facilities needs based on program delivery through the year 2020.
2. The college will continue to update the plan periodically as programs develop and facilities are completed.
3. All new facilities and the renovation of existing facilities will conform to the facilities master plan.

**Space Utilization**

The college shall periodically conduct space utilization studies for instructional, student services, and administrative spaces on each campus to assure that the master facility plan conforms to needs.

**Space Usage**

1. All proposed changes for existing space usage originating at any campus must be reviewed for conformance to college program planning and mission.

2. The three sources of funding for changes to existing space are:
   a. Campus current year maintenance budgets. Though funded through current year campus budgets, projects which change the use of space through maintenance or renovation require approval in the following process to assure that changes conform to the facilities master plan and that changes to use or square footage are entered into the facilities database.
   b. College deferred maintenance budgets. Funding from this source is intended to correct deficiencies in maintenance resulting from the deferral of projects that should have been accomplished in prior fiscal years.
   c. College renovation budget. Funding from this source is utilized for renovations which change the use of space.
   d. Funds designated for new programs may be used to renovate space to meet new program requirements

3. Proposed changes to space include renovations for instructional and laboratory space as well as offices or other support space.
Space Utilization Change Request Procedure

1. Campus Dean and campus facility manager develop a plan, and cost the project.
2. Proposed project is evaluated against existing prioritized listings for future construction, renovation, and deferred maintenance. Deviations from priority listings must be explained in full in the project proposal.
3. Project is presented to chief academic officer for program conformance review and cost evaluation.
4. If approved by the chief officers the proposed project is presented to the Office of the President for final review and approval.

*Date of Adoption: Adoption of Manual: July 2008*

*References:*
The college shall establish procedures for the maintenance and use of college-owned vehicles.

Motor Vehicles

The office of business service will monitor college-owned vehicles, including:

1. The disposal of vehicles under surplus property procedures.
2. The purchase of new vehicles under college procurement procedures.
3. The monitoring of mileage, condition, and age of vehicles.

Motor Vehicle Usage

The utilization of college-owned vehicles is regulated under travel procedures of the business office.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall conform to the statutes and regulations of the state in regard to smoking.

Smoking
The college shall provide a smoke-free environment in accordance with state guidelines.

Smoking, Exceptions
Mohave Community College’s Bullhead City Campus is a 100% tobacco free location, effective March 26, 2018 (A.R.S. 36-601.01-D). All use of tobacco, shall be prohibited from all campus property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds and libraries. The term ‘tobacco’ refers to all tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, cigars, cigarillos, blunts, hookah, pipes, oral tobacco, chew and/or snuff. It also includes any product intending to mimic tobacco products.

All violators will receive an initial warning about the prohibition of tobacco on the Bullhead City Campus property. Continued violations by employees and students shall be handled through the respective conduct procedures for employees and students.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide bookstore services for students and staff that provide the most advantageous balance between service to the students and staff and cost to the college.

Bookstore Services

Bookstore services are provided by an outside vendor under a contract with the college.

Date of Adoption: Adoption of Manual: July 2008

References:
The college shall provide food services for students and staff that provide the most advantageous balance between service to the students and staff and cost to the college.

Food Services

The college provides for food and drink vending machines. The college monitors the balance between student need and economic feasibility, and where feasible the college contracts with vendors to provide more complete food services.

Date of Adoption: Adoption of Manual: July 2008

References: