(A compilation of policies, procedures and expectations to guide Adjunct Faculty members in their professional careers at NCCC.)
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Adjunct Faculty members are a vital part of the North Country Community College (NCCC) community. Your experience, knowledge and skills expand the academic programs we are able to offer our students and complement the work of our full-time faculty. We are pleased that you have chosen to join us in creating an educational atmosphere that provides students the best possible advanced educational opportunities.

This Adjunct Faculty Handbook is a companion to the NCCC Faculty Handbook, which is available online on the NCCC website and is intended for the use of all faculty members, both full and part time. In it you will find detailed policies and procedures regarding academic and instructional issues, grading, record keeping, and other important institutional concerns. Be sure to review it in depth; it will help you understand the overall functions and responsibilities that all teaching staff needs to be aware of, and includes a listing of important on-campus contacts and examples of the various forms you will need to document the progress of your classes.

The Adjunct Faculty Handbook is intended to assist you in realizing a smooth integration with the campus community, and highlights issues of particular interest to Adjunct Faculty. It is organized as a guide to procedures you need to be aware of to navigate the institutional needs and requirements of NCCC.

Communication is the foundation of success at NCCC. All Faculty members are issued a College email account when hired, and email is an important official form of communication between the administration, faculty, and students regarding college related issues. In addition, faculty members are provided with a physical mailbox on campus. Be sure to check your campus mail box and email on a regular basis to make sure you are up to date.

Your most critical campus resource is your Academic Coordinator. We encourage you to work with your Coordinator closely, communicating your needs and questions to them on a regular basis. You will find a list of Academic Coordinators in the Appendix at the end of this document.

Thank you for joining us at North Country Community College, the only public institution of higher education in the Adirondacks. We are pleased that you have chosen to share your expertise with our students, and wish you the best for the coming semester. If you discover that there are items you would like to be included in later editions of this Adjunct Handbook, please let us know. We would love to get your feedback and input. Please email Laurie Muncil (lmuncil@nccc.edu) with any comments or suggestions.
What to Do When You Are Hired

Acquire Identification:

To accomplish your job as an Adjunct Faculty member, you need access to on-campus resources. The Office of Campus and Student Life (Kathy Goodrow: 518.891.2915 ext. 1204; kgoodrow@nccc.edu) is your main contact point for information on acquiring Faculty Identification cards and parking permits at the Saranac Lake campus. In Malone, contact Dory Dustin (518.483.4550 ext. 3262; ddustin@nccc.edu) and in Ticonderoga, contact Edna Bowers (518.585.4454 ext. 2201; ebowers@nccc.edu).

Acquire Keys and Codes:

To learn about Adjunct office facilities, receive keys, acquire an official email address, and other associated issues, Adjuncts at all campuses should contact Laurie Muncil at the Office of the Vice President for Academic Affairs (518.891.2915 ext. 1203; lmuncil@nccc.edu) in Saranac Lake. You will be assigned both a Faculty email address and a physical mail box. Be sure to check both on a regular basis. All administration documents and notices are distributed through these resources.

The Library:

Be sure to visit the Library and get a library card. You can also access library resources through the “Library” link on the main NCCC webpage, or click on http://www.nccc.edu/library new.aspx. This also provides information on NCCC book collections through NorPac, our online catalog. The library collections of NCCC contain books, journals, and other media that support the curricular, career, personal, creative, and intellectual needs of the students and faculty of the college. It is the mission of the library staff to equip library users with the skills to engage in life-long learning and to adapt to a changing society and culture. For more information on library services, contact the following people:

Saranac Lake: Brian O’Connor (518.891.2915 ext. 1222; boconnor@nccc.edu)

Malone: Katherine White (518.483.4550 ext. 3227; kwhite@nccc.edu)

Ticonderoga: Mary Ann Rockwell (518.585.4454 ext. 2208; marockwell@nccc.edu)

Students and faculty have access to Ask Us 24/7. This is a library reference chat service manned by reference librarians 24 hours a day, 365 days per year. It is also available from our web page. In addition, there is a library Facebook page from which students and faculty can access our resources and obtain current library announcements: http://www.facebook.com/pages/North-Country-Community-College-Libraries/117466948312374
Learn How to Access the Faculty Portal (Comprehensive Academic Management System):

The Faculty Portal is our web-based course management system. It is the default tool you will utilize to communicate with your students, post mid-term and final grades, and learn about on-campus activities, but it can also be used to host a discussion forum, maintain attendance records, and much more. When you are assigned an email address, you will be told how to log on to the system. One of your first steps to understanding the system is to go to Faculty & Staff/Faculty Portal/Resources Page/Faculty Training Documents/Faculty Portal – Course Management; this is where you will find the manual for the operation of the Faculty Portal. In addition, during Adjunct Orientation, a session will be offered on the various functions of CAMS. Be sure to learn how to use this vital system.

The Faculty Portal also has class rosters for all your classes and a vast array of tools that will prove vital during your time at NCCC. Explore it, ask questions of other staff and your Academic Coordinator, and/or email the Help Desk at helpdesk@nccc.edu if you need help.

Review the Faculty Handbook:

The complete Faculty Handbook is available online at the Faculty Portal/ Resources Page/ Faculty Training Documents/Faculty Handbook. In it you will find detailed information on the policies and procedures established by North Country Community College relating to your classroom and institutional responsibilities. There are sections on grading and record keeping, codes of conduct, expectations of faculty and staff, and forms and procedures that will help you navigate the school year. This Adjunct Handbook is meant to supplement the full Faculty Handbook. Its intent is to help the new Adjunct adjust to the campus environment quickly. It is not a substitute for the full Faculty Handbook.

Review the Parking Policy:

Visitors are welcome to park in any location. In advance or when you arrive, request a temporary parking permit from:

Saranac Lake: Office of Campus and Student Life (518-891-2915, ext. 1204; kgoodrow@nccc.edu)
Malone: Dory Dustin (518.483.4550, ext. 3262; ddustin@nccc.edu)
Ticonderoga: Edna Bowers (518.585.4454, ext. 2201; ebowers@nccc.edu)

Temporary permits will only be valid for the date and vehicle for which it is originally issued.

Designated parking applies to weekdays during the academic year from 7:30am - 4:00pm. For students and employees, parking is permitted only in areas marked or signed as parking spaces and zoned appropriately for the permit being displayed. Vehicles parked on campus without a permit or parked in an area where the permit is not valid will be ticketed. A campus map outlining parking is distributed when parking permits are issued. Maps are also posted around campus. Please note designated parking.
Parking permits are required and must be displayed on all student and employee vehicles including motorcycles. Students and employees may register up to three vehicles. Go to the college's electronic portal to register. Once the vehicle(s) are electronically registered, parking decals can be picked up from the Office of Campus and Student Life.

Handicapped Parking: Students, staff and visitors accessing handicapped parking must have the required disabled placard or license plate. For additional information, contact the Office of the ADA 504 Coordinator at the Saranac Lake campus (Cammy Sheridan: 518.891.2915 ext. 1271.) Branch campus personnel and students should contact the Office of Campus & Student Life. Necessary vehicle information will be recorded and a special parking permit may be issued for a specified period of time. A physician's certification is necessary to verify eligibility for handicapped parking. The physician's certification should clearly state the nature of the disability and specify the anticipated length of disability.

**Learning Assistance Center:**

Become familiar with the Learning Assistance Center (LAC) on your campus. It is a tremendous resource for you and your students. The LAC provides one-on-one tutoring, small group tutoring, study groups with peer and professional mentors, and a computer lab for academic use (no Facebook!)

If you have students who are having trouble writing at a college level, suffering from “test anxiety,” or needing to take make up exams, the LAC can help. A comprehensive outline of their services can be found at nccc.edu/learning_assistance_center.aspx.

**Contact people:**

Saranac Lake: Joe Pete Wilson (jwilson@nccc.edu, 518.891.2915 ext. 1217)

Malone: Kate Wells (kwells@nccc.edu, 518.483.4550 ext.3248)

Ticonderoga: Innam Dajany (idajany@nccc.edu, 518.585.4454 ext. 2217)

*As policies and procedures are updated and changed, this document will be revised and posted on the website and the portal.*
Weather-Related Cancellation of Classes

Cancellation of classes due to severe weather is rare, but does occasionally happen. The following communication resources can be accessed for information in the event the college is closed due to weather or safety related incidents.

INTERNET

Web Site: www.nccc.edu

RADIO STATIONS

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<td>WIRD</td>
<td>920 AM</td>
<td>Lake Placid</td>
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<td>WSLP</td>
<td>93.3 FM</td>
<td>Lake Placid/Tupper Lake/Saranac Lake</td>
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<td>NCPR</td>
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<tr>
<td>WICY</td>
<td>1490 AM</td>
<td>Malone</td>
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<tr>
<td>WIPS</td>
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<td>Ticonderoga</td>
</tr>
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</table>

TELEVISION

WPTZ      | Channel 5 |
Preparing For Class

Course Syllabus:

All instructors are required to develop a syllabus for each course they teach. You can find details of the required format for this document in the Faculty Handbook under “Academic/Instructional Policies and Procedures.” Prior to the start of classes, a copy of your syllabus should be forwarded to your Academic Coordinator for review and approval. Once a final draft has been completed, email a copy to your Academic Coordinator and to Laurie Muncil (lmuncil@nccc.edu) or Jonathan MacAbee (jmacabee@nccc.edu) in the Academic Affairs office. Students should receive a copy during the first week of class, delivered either as a physical document or electronically via the Faculty Portal.

Order Text Books:

Consult with your Academic Coordinator about appropriate textbooks for the courses you are teaching. In some cases, standardized textbooks have been adopted for particular classes. In other cases, you are free to choose your own texts or to use alternate resources, such as the internet, for in-class teaching materials. Always consult your Academic Coordinator before settling on the texts you will use in class. Textbooks are ordered through the college bookstore. You will be notified by email about cutoff dates for ordering.

Set Up Classes and Grading Parameters in the Faculty Portal:

Each course you are teaching will have a separate “Course Options” page on the Faculty Portal. You will need to “set up” several options before the semester begins. During Adjunct Orientation you will be shown the basics of using the Faculty Portal, but be sure to do the following tasks that are minimum requirements for using the system to track students and record grades.

1. Under “Course Options,” go to “Course Utilities” and click on “Set Student Access.” There are a number of options you can choose to give your students access to online files you post. Choose the ones appropriate for your class and hit “Save.”

2. Under “Course Options,” locate “Course Gradebook.” There is a section titled “Setup Gradebook” with three options: Setup Grade Standards, Setup Categories, and Setup Assignments.

   A. Click on “Setup Grade Standards.” This is where you decide the numerical equivalent of letter grades. You will have the option to create your own definitions, use default standards, or copy standards from a different course. Make and save your choice. In most cases, the default standard is the best option.
B. Click on “Setup Categories,” then on “Add Category.” In this section you will define what kind of assignments and activities on which you will base each student’s grade. You will find multiple options (attendance, exams, papers, midterms, final exams, special projects, etc.) Choose the categories you will be using, and assign to each the percentage of the grade it will represent. The total must equal 100 percent. For example, attendance might equal 10%, papers 20%, midterm exam 20%, projects 20%, and final exam 30%.

C. Click on “Setup Assignments.” This is where you will define what assignments need to be completed within each category, and specify what percentage of the grade will apply to each. For example, if “papers” is worth 20% of a student’s grade, and you are assigning four papers during the semester, each paper might be worth 5%.

3. If you wish to track attendance using the Faculty Portal, you will find a “Course Attendance” option under “Course Options.” You may also use preprinted grading Bluebooks, available from your Academic Coordinator, for monitoring attendance.

4. In order to allow students to view what is available to them in the course portal you must give them access under the “Student Access” section. Click on “Student Access” and select the areas that you would like to have open to the students. You do not need to use all of them; most faculty do not.

Learn How In-Classroom Technology Works:

Most classrooms have a variety of technology resources you can use to help deliver content to your class, including computers, overhead projectors, and digital projectors. NCCC offers technical support to help you use these tools. Most classrooms have ceiling projectors plugged into a laptop located on a podium. If you need support getting your in-class technology up and running or are unfamiliar with the equipment, the help desk staff provides instruction and may be present at the beginning of a class until the instructor feels comfortable with the equipment. They also provide standard technical support: TV/VCR-DVD, video-taping, and in-class video conferencing. If you have trouble using the technology provided, or it malfunctions, contact Information Technology:

Networked Computers, Printers and Video-Conferencing issues can be directed to the help desk at the following:

helpdesk@nccc.edu (call 518.891.2915 ext.4357)

In addition, any student account or student support needs should also be directed to the help desk.
During The Semester

Facility Etiquette:

Many of our facility resources are shared, such as computer labs, adjunct offices, printer rooms and classrooms. Please use common courtesy when dealing with them. If a class is in session in a computer lab, do not interrupt it to do your printing. If you move seating around in the classroom, restore it to its original condition for the next instructor. Everyone thanks you in advance.

Working with Struggling Students:

If you have students who are having trouble succeeding in your class, you can refer them to the Learning Assistance Center (LAC) for help. If you go to the Faculty Portal, you will find an LAC link next to the name of each student on your class roster. Click on that link and you will find a referral form you can use to get help for the struggling student. The LAC is a tremendous resource, providing tutorial help and learning support to the NCCC community. Become familiar with its services and use it whenever appropriate.

In addition, some students on your class roster will have AMP listed by their name. This means they are part of the Athlete Mentoring Program at NCCC. If one of your AMP designated students is struggling, you should report the problem so the student can receive guidance and help. The following outlines how you are expected to deal with the AMP program:

1. The NCCC student-athletes will be flagged on your class rosters in the Faculty Portal with the AMP designation. If your student is in danger of failing your course, click on the AMP link. That will take you to the AMP submit form.

2. Please review and complete the Athlete Mentoring Program [AMP] form. This form will be sent to Larry McFaddin, Coordinator of the NCCC Athlete Mentoring Program and will be forwarded to the respective team coaches and the student-athletes.

3. The first reporting date will be sent out to all faculty by Larry McFaddin, as the dates change yearly but the normal reporting day will be on Friday.

4. The Athlete Mentoring Program [AMP] is primarily concerned with those student-athletes who are experiencing difficulty in the areas of attendance, grades, behavior, and have fallen below a C in your class. The program addresses each of these areas and has definitive consequences for each problem. We encourage any comments about successes our student-athletes are having as well.

If you have any questions or concerns please contact AMP Coordinator Larry McFaddin (lmcfaddin@nccc.edu or ext.1311.)

If you perceive that students are having emotional problems dealing with the college environment, seek guidance on how to proceed from the Office of Campus and Student Life (Bobbie Karp: 518-891-2915, ext. 1205; bkarp@nccc.edu)
Posting Grades:
You will receive emails from the College Registrar designating due dates for posting midterm and final grades. You do this through the Faculty Portal. For each class, go to “Class Options,” then “Record Grades.” Use the “Calculate” function to input grades, the “View” function to review grades before posting, and the “Submit” function to post grades. Once grades are submitted, they cannot be changed via the Faculty Portal. If you need to change a grade after it has been posted, obtain a “change of grade” form from the Office of the Vice President for Academic Affairs.

Submit Final Exams to the Academic Affairs Office:
At the end of each semester, you will receive a notification from the Academic Affairs office to submit a blank, electronic copy of the final exam, as well as copies of the students’ completed final exams administered for each class. You will also receive a cover sheet with instructions on how to bundle the final exams of each class. In Saranac Lake, the completed packets should be submitted to Laurie Muncil (518.891.2915, ext. 1203; lmuncil@nccc.edu) or Jonathan MacAbee (518.891.2915, ext. 1227; jmacabee@nccc.edu). In Ticonderoga, Edna Bowers (518.585.4454 ext. 2201; ebowers@nccc.edu) collects them. In Malone, take them to the main office; they will be delivered to Saranac Lake by courier.
Important Contacts

Note: All staff can be reached at (518) 891-2915 unless otherwise indicated.

**Academic Support** (contracts, contacts, resources, supplies, etc.)
Laurie Muncil  lmuncil@nccc.edu  ext. 1203
Jonathan MacAbee  jmacabee@nccc.edu  ext. 1227

**Athletics**
Chad LaDue  cladue@nccc.edu  ext. 1323

**Business Office**
Lisa Symonds  lsymonds@nccc.edu  ext.1207

**Campus & Student Life**
Bobbie Karp  bkarp@nccc.edu  ext. 1205
Erica Bilodeau  ebilodeau@nccc.edu  ext. 1266

**Computer/Printer/Video-Conferencing Support**
helpdesk@nccc.edu  ext. 4357

**College Bridge**
Maureen Sayles  msayles@nccc.edu  ext. 1315

**Enrollment Management**

**Financial Aid**
Shalena Duprey  sduprey@nccc.edu  ext. 3228

**Instructional Technology/Institutional Research**
Scott Harwood  sharwood@nccc.edu  ext. 1246

**Learning Assistance Center(s)**
Joe Pete Wilson (Saranac Lake)  jwilson@nccc.edu  ext. 1217
Kate Wells (Malone)  kwells@nccc.edu  ext. 3224
Innam Dajany (Ticonderoga)  idajany@nccc.edu  ext. 2217

**Library Services**
Brian O'Connor (Interim Director)  boconnor@nccc.edu  ext. 1222

**Payroll**
Ericka Moody  emoody@nccc.edu  ext. 1373

**Registrar; Interim** (Grading Support, Important Dates)
Shelly St. Louis  mdaunais@nccc.edu  ext. 1278

**Students with Disabilities** (Learning, Mobility, etc.)
Cammy Sheridan  csheridan@nccc.edu  ext. 1271
### Academic Coordinators – By Discipline

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<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Art</td>
<td>Don Paulson</td>
<td>d <a href="mailto:paulson@nccc.edu">paulson@nccc.edu</a></td>
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<tr>
<td>Business</td>
<td>Lynne Fisher Kemp</td>
<td><a href="mailto:lkemp@nccc.edu">lkemp@nccc.edu</a></td>
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<tr>
<td>Criminal Justice</td>
<td>Dave Chapman</td>
<td><a href="mailto:dchapman@nccc.edu">dchapman@nccc.edu</a></td>
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<tr>
<td>English/Humanities</td>
<td>Shir Filler</td>
<td><a href="mailto:sfiller@nccc.edu">sfiller@nccc.edu</a></td>
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<tr>
<td>Human Services</td>
<td>Joe Keegan</td>
<td><a href="mailto:jkeegan@nccc.edu">jkeegan@nccc.edu</a></td>
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<td>Massage</td>
<td>Dave MacDougall</td>
<td><a href="mailto:jdmacdougall@nccc.edu">jdmacdougall@nccc.edu</a></td>
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<tr>
<td>Math</td>
<td>Lee Susice</td>
<td><a href="mailto:lsusice@nccc.edu">lsusice@nccc.edu</a></td>
<td>3248</td>
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<tr>
<td>Nursing; Interim</td>
<td>Charles VanAnden</td>
<td><a href="mailto:cvananden@nccc.edu">cvananden@nccc.edu</a></td>
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<tr>
<td>Outdoor Recreation Leadership</td>
<td>Jimmy Cunningham</td>
<td><a href="mailto:jimcunningham@nccc.edu">jimcunningham@nccc.edu</a></td>
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<tr>
<td>Radiologic Technology</td>
<td>Elizabeth Wasson</td>
<td><a href="mailto:ewasson@nccc.edu">ewasson@nccc.edu</a></td>
<td>1234</td>
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<tr>
<td>Science</td>
<td>Judy Steinberg</td>
<td><a href="mailto:jsteinberg@nccc.edu">jsteinberg@nccc.edu</a></td>
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<tr>
<td>Social Sciences</td>
<td>Bill Price</td>
<td><a href="mailto:wprice@nccc.edu">wprice@nccc.edu</a></td>
<td>2204</td>
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<tr>
<td>Health, Recreation, Sports &amp; Wellness</td>
<td>Larry McFaddin</td>
<td><a href="mailto:lmcfaddin@nccc.edu">lmcfaddin@nccc.edu</a></td>
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</table>

You might want to refer to the policies section of the website, sexual harassment would be important in this document for risk management purposes.
Appendices

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# APPENDIX A

## FACULTY WORKLOAD AND OFFICE HOURS

Name: _____  
Office: _________  Ext: ________

<table>
<thead>
<tr>
<th>Course/Section/Title</th>
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<th>Day(s)</th>
<th>From (am/pm)</th>
<th>To (am/pm)</th>
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**FACULTY WORKLOAD TOTAL**

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**OFFICE HOURS TOTAL**

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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total**

---

**Other**

---

**Fall Total Credits** \( \text{Credits} - 18 \) (*Only if assigned more than 18 credit hours) = ____

**Fall Overload**

---

Faculty Signature Date Coordinator/Director Date

Vice President for Academic Affairs Date
APPENDIX B

North Country Community College
Course Syllabus Guidelines

The following is a basic outline of what should be included in a syllabus. The syllabus that we hand out on the first day of classes is a contract between the students and the instructor, so it should contain some basic information that is uniform across the department. How you format and organize your syllabus is your choice, but the essential required information should be included in it.

Since this is a contract, the more specific you are the easier it is to ensure fairness to all students, and when a problem does arise you, the department coordinator/director, vice president, and president will have a specific document to refer to help resolve the problem and to better support you as the instructor. A vague syllabus opens the door to problems and misunderstandings. Also since the syllabus is handed out the first day of classes, this is your chance to establish the learning environment and how you want the class structured so that everyone can learn.

Another reason for your syllabus to be complete and specific is that when students transfer, colleges are now asking for copies of specific syllabi instead of the general course outline that are not always updated in a timely manner. The colleges accepting our students as transfer students want a more specific picture of what happened in a course so that they can better determine the transferability of a course. If you have a vague syllabus you may jeopardize the transferability of the course for a student.

Please note that you will need to submit a copy of your syllabus to the Vice President for Academic Affairs Office at the beginning of each semester.

REQUIRED ELEMENTS IN YOUR SYLLABUS

Course and Title:
The course number and title of the course (i.e. MAT 121 Elementary Statistics)

Credits:
Identify the number of credits. Most courses are three (3) credit courses, however, many science courses are four (4) and physical education courses one (1) credit. If uncertain, contact your area coordinator/director or the Academic Affairs office.

Instructor:
Your name

Office:
Location of your office (full time faculty) or where students can find you for additional help (adjunct faculty) when on campus.

Time/Room:
The specifics for when your class will meet and where it will be held. For example: M, W 4 – 5:20 p.m. in C-13.
Office Hours:
These are specific times that you will be available on campus to provide extra help to students. These hours should not conflict with other responsibilities. Full-time faculty members are required to have five (5) hours spread out throughout the week. Adjunct faculty members are requested to hold one office hour per course and are encouraged to be available for a few minutes before or after class meets.

Telephone:
For full time faculty this should be their office telephone extension (should also include the phone number that dials into your campus). For adjunct faculty this should be the main phone number for the campus you are at so that a message can be taken and left in your mailbox. If you wish you may include your home or cell phone number, but this is not encouraged.

E-mail:
You should include your NCCC email address. If you wish to include another email address you may also. Using official NCCC contact information is encouraged over personal address information. Whatever address you provide students with you are expected to check for messages on a regular basis.

Required or Recommended Materials:
This should state the materials you expect students to have for the class. The required textbook should be specifically stated, using the title, edition and author (ISBN is optional). Any other materials that you want the students to have should also be identified. You should be specific in what is required and what is recommended. For example, if requiring calculators, be specific if you require a basic four-function calculator or a graphing calculator.

Course Description:
This should be copied exactly as it appears in the department’s course outlines. If you need a copy of the course outline please contact your g/director. This description is what appears in the college’s student catalog and on the college website.

Course Objectives:
This should be copied exactly as it appears in the department’s course outlines. If you need a copy of the course outline please contact your area coordinator/director.

Course Content:
This can be as simple as just stating the chapters you plan on covering out of the required textbook for the course. The recommendation is to include a statement that says if there is extra time, then the following additional chapters will be covered. A more elaborate description can be to copy what is in the course outline for the course.

Attendance:
You should have a stated attendance policy. The policy should include consequences for at least excessive absences. See Faculty Handbook for the College’s Supported Attendance Policies.
Homework:
Many courses of study yield the best results through regular homework assignments. Your policy should be specific in what you expect students to do in general for homework, how often you will collect, and what you expect for work. You should also have a statement about how the homework will be graded. You are encouraged to collect homework at least on a random basis throughout the semester. If you do not collect homework, you should have a statement in your syllabus that encourages students to do homework and then have another method (also stated in the syllabus) of confirming that they have done the homework. For example weekly or daily quizzes have worked well for others.

Tests & Quizzes:
For clarity’s sake, the definitions of quiz and test are:

A quiz is a quick check in on the most current material and a test is a more comprehensive assessment/evaluation over a longer period of time/material.

You are encouraged to use a combination of measurements, including tests and quizzes where appropriate, to determine a student’s semester grade. At a minimum there should be measurements in place to assess midterm grades (in some cases a cumulative midterm exam) and there must be a final exam/activity for each course. It is strongly recommended that you give several opportunities for students to demonstrate their learning. You should also include a timeline for when tests and quizzes will be given. There should also be a statement concerning your policy on if or how a student can make up a missed test or quiz.

Papers/Other Assignments:
Some courses assess student performance and achievement via papers and or other assignments, either as the primary source of grades or to supplement tests and quizzes. As with tests and quizzes, you are encouraged to use a combination of measurements to determine a student’s semester grade. While all the details are not required to be included in the syllabus, the more information you can provide regarding your expectations the better.

Grading:
You should be specific in exactly how you will calculate the student’s grade. Regardless of whether you use a percentage system or point system the student should be able to take the materials you have graded and the syllabus and be able to calculate their own grade. If you will also drop any low grades you should be specific in how you will determine what grades will be dropped. This statement could appear under the specific category in which you will drop the grade. For example, if you drop the lowest quiz grade then you could state that under the section where you describe what you will expect when you give a quiz.

Grading System:
This should be how a numerical grade will translate to the letter grade that will appear on the student’s official transcript. The college’s letter grade system is below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>80-82%</td>
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<tr>
<td>B-</td>
<td>77-79%</td>
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<tr>
<td>C+</td>
<td>73-76%</td>
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<tr>
<td>C</td>
<td>70-72%</td>
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<tr>
<td>D+</td>
<td>67-69%</td>
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<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
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</tbody>
</table>
Calendar/Outline:
This is a tentative schedule of what you plan to cover in each class meeting. For those who want a more detailed course content section this can be combined with the outline. The purpose here is to give the student some idea of what you want to cover and how quickly you want to cover the various topics for the course.

Academic Honesty:
You should have a statement about academic honesty in your syllabus and the consequences of dishonesty.

OPTIONAL ELEMENTS IN YOUR SYLLABUS

NCCC Student Email:
Student email accounts are the official communication tool of the college to the students. You are encouraged to require students to check their student email on a regular basis and to use the college's official communication tool to contact students outside of the classroom.

Classroom Accommodations:
For classroom accommodations to be granted you should get an official letter from the accommodations director (or whoever is responsible on the various campuses) that details what the accommodations are. Without this letter you need to treat all students the same. It is the student's responsibility to give you this letter and to provide all the necessary paperwork to the appropriate people who issue the letters. As far as your syllabus goes you can include a statement about what the student needs to do to get you the appropriate letter. If you have questions about accommodations you should contact the person on your campus who coordinates the paperwork on your campus (generally the person is in the LAC).

Other Issues:
This can be anything else that you want to include in your syllabus to improve the learning environment in your classroom. Some examples are listed below.

Examples: Classroom Manners
Study Skills
Video conferencing issues
Other resources available to the student (LAC, websites, etc.)

If you have any questions, comments, or suggestions on what you think should be included in a syllabus please contact your area coordinator/director. How you format and present the syllabus is up to you, but the more specific you are the better.
COURSE TITLE: Introduction to Cultural Anthropology

COURSE NUMBER: ANT 100

CREDIT HOURS: 3

TEXTS:


SUPPLEMENTARY READINGS: Throughout the course, there may be additional, assigned readings to supplement the class and text.

INSTRUCTOR: Dawn Ofman dofman@nccc.edu
Saranac Lake: SB-B1 867-5309 ext. 867
Malone: BM-202 483-4550 ext 000

OFFICE HOURS: SARANAC LAKE: Mon & Weds 9:55-10:55 am
Fri 7:55-8:55 am
Malone: Tues/Thurs 8:15-9:15 am
COURSE DESCRIPTION:
Anthropology is the study of human beings in all times and places, tracing human biological and cultural development from our origins to the present. This course explores the field of cultural anthropology, introducing students to the discipline, its principle theories and methods and the wealth of knowledge learned about the human experience from studying other cultures, past and present.

COURSE OBJECTIVES:
Students who successfully complete this course will be able to:
1. Develop an understanding of the "anthropological perspective" and examine its application to the study of human social life
2. Explain the central role of culture in anthropology and discuss culture as a multifaceted entity
3. Develop a working knowledge of both classical and current anthropological research and the insights gleaned regarding the human experience including:
   a. how humans organize themselves and how these organizations influence their behavior
   b. how societies are structured and function
   c. the role of culture and socialization in shaping society and our behavior
   d. the role of language, religion, gender, status and other social forces on our human experience and life chances
4. Disarm ethnocentric thinking regarding other cultures, while developing an enhanced understanding of and appreciation for the diversity of human behavior via the examination of past and present cultures
5. Develop a working knowledge of the theoretical perspectives and research methods used by anthropologists in their quest to understand human behavior
6. Develop an understanding of the ethical issues facing anthropologists in their study of humans and their culture
7. Apply and further develop competencies/skills such as writing, researching, revising, oral communication, information management, reasoning critically, and using mathematical methods where appropriate
8. Demonstrate knowledge of the major concepts, models and issues of cultural anthropology (Social Sciences ~ Gen Ed SILO #2)

COURSE CONTENT
A. Introduction to American Anthropology
   1. Franz Boas and the Birth of American Anthropology
   2. The 4-Field Approach

   Other times available by appointment.
3. Core Anthropological Concepts
   a. culture
   b. ethnocentrism
   c. human diversity (biological)
4. Anthropological Approaches to Culture
   a. cultural relativism
   b. emic vs etic

B. Anthropological Methods ~ “Doing Anthropology”
   1. Ethnography and Fieldwork
      a. Participant observation
      b. Role of informants
   2. Ethnology
   3. Ethnohistory
   4. Ethical Issues in Fieldwork
   5. Historical and Contemporary Approaches

C. Towards an Understanding of Culture
   1. Historical Approaches
   2. Characteristics of Culture
   3. Culture as Adaptation
   4. Culture as Ideas (Mental Templates)
   5. Culture as Shared Meanings
   6. Culture as Norms

D. Language and Linguistic Anthropology
   1. Language and Field Work
   2. Origins of Human Language
   3. Linguistic Subfields
      a. Structural/descriptive
      b. Historical
      c. Language and Culture (Ethnolinguistics)
      d. Sociolinguistics

E. Culture and Human Development
   1. The Enculturation Process
      a. Cross-cultural practices in child-rearing
      b. Rites of Passage
   2. Psychological Anthropology
      a. National Character Studies
      b. Mental Illness in Cross-Cultural Comparison

F. Subsistence Strategies
   1. Foraging
   2. Pastoralism
   3. Horticulturalism
   4. Intensive Agriculture
   5. Peasants
G. Economic Anthropology
1. Economic Systems
2. Organization of Labor
   a. Sexual Division of Labor
   b. Specialization
3. Systems of Exchange (Distribution of Resources)
   a. Reciprocity
   b. Redistribution (Potlatch)
      1) Leveling Mechanisms (cargo systems)
   c. Market exchange (capitalism)

H. Marriage and Family
1. Functions of Marriage
2. Marriage Rules
   a. Exogamy/Endogamy/Number of Spouses
   c. Potential Mates/Mate Selection
3. Marriage as Economic Exchange
   a. Bridewealth/Bride Service/Dowry
4. Family Types and Residence Rules

I. Kinship
1. Defining Kin
2. Rules of Decent
3. Types of Descent Groups
4. Kinship Classification

J. Gender and Sexuality
1. Gender vs. Sex
2. Gender as Cultural Construction
   a. Alternative Gender Roles
3. Culture and Sexual Expression
4. Gender Roles and Gender Relations

K. Political Anthropology
1. Politics and Power
2. Types of Political Organization

L. Social Stratification
1. Examining Social Stratification
2. Stratification Criteria
3. Systems of Stratification

M. Ethnicity
1. Perspectives on Ethnicity
2. Ethnicity and the Nation-State
N. Religion
   1. Functions of Religion
   2. Characteristics of Religion
   3. Religion, Magic, Witchcraft
   4. Religious Practitioners

O. The Arts
   1. Art and Culture
   2. Functions of Art

GRADING/COURSE EVALUATION
Examinations/Assignments:
Grades will be based upon your performance on three-four examinations (including a final), quizzes and out-of-class assignments (papers/reports). You can expect an exam every three-four weeks and will receive adequate notice prior to all assignments. Late assignments will not be accepted. Students who miss a quiz, exam or assignment will receive a grade of zero.

Exams are typically 100 points unless otherwise noted. The final exam will also be worth 100 points unless otherwise noted. Exams are typically a combination of objective (multiple choice, true-false, matching) and subjective (short-answers, essays) questions with each comprising about 50% of the exam.

Assignments will vary this semester from shorter (due next class period) to longer (due within a week or two of the assignment given). As anthropology is a course that allows for a lot of “doing” you can expect to receive a number of out of class assignments that help you with in-class concepts. Some anticipated assignments include:
   o a mini-ethnography
   o classroom presentation on a culture
   o others specific to a topical area (language, kinship)

Grading
Your final grade will be determined by your performance on quizzes, exams and assignments.

The following is a rough estimate of how grades will be assessed:
    1. Unit exams and finals 50-60%
    2. Assignments 30-35%
    3. Quizzes 10-20%

Each assignment and exam will have a point total that you will be apprised of. Grades are assigned and recorded and you will be made aware of your grade on each assignment. At the conclusion of the class, I will take the number of points earned by you during the semester and compare them to the total possible number of points and calculate your final average. In fact, I keep an ongoing record of your average throughout the semester and you are welcome to that information at any time.

Late Assignments and Make-ups
As a rule, late assignments will not be accepted. Any changes to that rule will need be
reviewed with me prior to the time that the assignment is due. In the case of extenuating circumstances, accompanied by an excused absence and with prior instructor approval, a make-up exam may be given. However, the student needs to have this confirmed by the instructor prior to the examination. In the case of missed exams, quizzes and assignments the student will receive a grade of zero.

**Academic Integrity**
Doing your own work is an essential component of education. Thus students are expected to submit the fruits of their personal efforts only. Cheating and/or plagiarism is not tolerated and will result in an automatic failure for the course.

**Final Exam Policy**
In order to pass the course, students must complete the final exam.

**OTHER COURSE REQUIREMENTS**

**Writing, Grading and Quality of Material Submitted ~**
Writing is a critical competency in anthropology and any individual aspiring to be a professional is wise to be literate. Learning to write, write well or improve your writing are all worthwhile goals that pay handsomely. As a result, I hold you to high standards regarding writing. Materials that you submit to me, unless otherwise noted, need to be typed (word-processed). They will also need to be presentable – that is, clean, neat, attended to, stapled, identified (your name, this class) and so forth. If you are not a good speller this is an opportunity for you to learn to become a better one, to learn spell-check and/or to reach out and ask someone to proofread your material. *Written work that is not up to the basic standards expected in the field will result in a loss of points, and in some cases will not be accepted and returned to you without a grade.* Take pride in your work and express it through the quality of what you submit.

Students may receive additional support with developing/fine-tuning their writing skills by visiting the Learning Assistance Center (LAC). The LAC is open Monday-Friday with student-friendly hours and their services are free-of-charge.

**Attendance Policy ~**
Students are expected to attend all scheduled classes. To be successful in class, regular attendance and participation is critical. Students are responsible for all information presented and discussed as well as assignments given at each class meeting. **More than two unexcused absences** can result in loss of a letter grade for the final grade. Additionally, **more than four absences can result in dismissal from the class**. Students are responsible for keeping track of their absences as well as notifying the instructor if absences are excused.

**Late Policy ~**
Attendance will be taken at the start of each class period. Students are expected to be on time for class. If you know you are going to be legitimately late, alert me quick call or email where possible. Tardiness is disruptive to the class and the education process. Excessive tardiness (> 3 class periods late) can negatively impact the student’s overall grade and may result in the student’s forfeiting their right to participate in that class.
**Ethical Conduct ~**
It is expected that students will conduct themselves in a manner that is respectful of the class as a whole. Behavior that is considered to be disruptive/disrespectful will result in the student being removed from the class. I request that **all cell phones be turned off/disabled during class**, along with other electronic paging devices. Additionally, **drinking beverages in class is welcomed, however eating is not.**

**Course Changes ~**
The instructor reserves the right to modify the policies and the outline of the course in the event that the course goals are deemed to be better served by such alterations.

**Student Portal ~**
Throughout the semester we will be using the Student Portal for posting of assignments, information and grades. Please check your portal frequently.
A Final Note - Keys to Success:

Here are some suggestions I would like to make to you about how to be successful, at least in this class. The following list identifies some of the key behaviors you can take to gain all you can from the material and demonstrate that on exams.

- **Regular attendance and being prepared for class.** This includes asking questions about material that is not clear, commenting on material and ideas that are presented, reading/completing assigned material in a timely fashion. Not knowing is the starting point of learning. To admit that you don't understand something, don't know something or aren't clear about something is not an admission of failure. It is in fact an awareness of self that can lead to greater understanding, knowledge and liberation. If you don’t know, please ask!

- **Regular study habits** – The old rule of college success is the 1:3 rule. For every one-hour in class you are studying three hours outside. Students who apply this guideline perform better than those who don’t. Studying the material regularly, rather than just before the exam commits the material to long-term memory and is known to be more effective than cramming, where you store the information in a more short-term compartment.

- **Active note-taking in class and active reading of the text.** When reading your text, do so to answer your objectives. Ask questions of the material you are reading and the material presented in class. Become an active participant of it.

- **Answer the objectives using both the material from your reading as well as from class notes.** I would recommend a section of your notebook devoted to answering the objectives. Combine both your reading and your notes to fully answer the objectives. Once you have done this, use those answers to guide your studying.

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### Grading Method

Student achievement is reported according to letter grades. The quality of work indicated by each grade is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(93+)</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>(90-92)</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89)</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>(83-86)</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>(80-82)</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>(77-79)</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>(73-76)</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>(70-72)</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>(67-69)</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>(63-66)</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>(60-62)</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>(&lt;60)</td>
<td>0.0</td>
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</tbody>
</table>

Superior work indicating exceptional ability and application
Better than average work indicating excellent ability and application
Average college work indicating average ability and application
Passing work, below average but acceptable. (Not transferable to most schools.)
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Weds Sept 3rd</td>
<td>Review Syllabus &amp; Course Overview</td>
<td>Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Anthropology</td>
<td>- Nanda &amp; Warms (Ch 1)</td>
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<td>- 4-field approach</td>
<td>- Ferraro</td>
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<td>- Hallmarks of Field</td>
<td>- Ch 1 (Nacerima)</td>
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<td>- Anthropological Perspective</td>
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<td>2</td>
<td>Mon Sept 8th</td>
<td>Development of modern Anthropology</td>
<td>Reading</td>
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<tr>
<td></td>
<td></td>
<td>- Offspring of Colonialism</td>
<td>- Complete Ch 1 Nanda</td>
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<td>- 19th Century anthropology</td>
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<td></td>
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<td>- Franz Boas (Pt 1)</td>
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<td>- Emic vs Etic approaches</td>
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<td>3</td>
<td>Weds Sept 10th</td>
<td>Anthropology Methods</td>
<td>Reading</td>
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<tr>
<td></td>
<td></td>
<td>- Ethnography and Ethnohistory</td>
<td>- Nanda (Ch 3)</td>
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<td>- Ethnographic Method</td>
<td>- Introduction &amp; Ch 1 Weiner</td>
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<td>- Ethnography and Fieldwork</td>
<td>- Lessons in Intro Fldwk</td>
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<td>4</td>
<td>Mon Sept 15th</td>
<td>Ethnography in Historical Perspective</td>
<td>Reading</td>
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<tr>
<td></td>
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<td>- Boasian Influence</td>
<td>- Complete Ch 3 Nanda</td>
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<td>- Malinowski’s contributions</td>
<td>- “From the Verandah”</td>
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<td>- Positivism vs post-modernism</td>
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<td>- Contemporary issues</td>
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<td>5</td>
<td>Weds Sept 17th</td>
<td>Human Origins (Pt 1)</td>
<td>Reading</td>
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<td>- Biological vs Cultural Evol</td>
<td>- Nanda (Ch 2)</td>
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<td>- Theory of Natural Selection</td>
<td>Assign Mini-ethnography</td>
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<td>- Humans as Primates</td>
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<td>6</td>
<td>Mon Sept 22nd</td>
<td>Human Evolution – (Pt 2)</td>
<td>Reading</td>
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<tr>
<td></td>
<td></td>
<td>- Overview of Human Ancestors</td>
<td>- Complete Ch 2 Nanda</td>
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<td>- Australopithecines</td>
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<td>- Homo</td>
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<td>7</td>
<td>Weds Sept 24th</td>
<td>Exam #1</td>
<td>Reading</td>
</tr>
<tr>
<td>8</td>
<td>Mon Sept 29th</td>
<td>Exploring Culture (Pt 1)</td>
<td>- Nanda (Ch 4)</td>
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<td>- Characteristics</td>
<td>- Ferraro (Ch 2 Queer Customs)</td>
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<td></td>
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<td>- Conceptualizations of culture</td>
<td></td>
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<tr>
<td>9</td>
<td>Weds Oct 1st</td>
<td>Exploring Culture (Pt 2)</td>
<td>Mini-ethnography Due</td>
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<tr>
<td></td>
<td></td>
<td>- Cultural universals and particulars</td>
<td>Reading (hand-outs)</td>
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<tr>
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<td>- Modes of Cultural Change</td>
<td>- “Not a Real Fish…”</td>
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<td>- “Eskimo Science”</td>
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| 10   | Mon Oct 6<sup>th</sup> | Language, Culture and Human Behavior  
- Origins of Language  
- Language Acquisition  
- Anthropological Linguistics  
  - Structural/Descriptive/Historical  | - Nanda (Ch 5)  
- Ferraro  
  - Ch 3 (*Rapport Talk*)  
  - Ch 4 (*Sounds of Silence*)  
- Compliment analysis |
| 11   | Weds Oct 8<sup>th</sup> | Language (Pt 2)  
Sociolinguistics  
- Language and Gender  
  - Sapir-Whorf Hypothesis  | - Complete Ch 5  
(Nanda) |
| 12   | Mon Oct 13<sup>th</sup> | College Closed  
Columbus Day                                                                                             |                                                                                                                   |
| 13   | Weds Oct 15<sup>th</sup> | Enculturation  
- Psych Anthro  
- Cross-cultural look at Child-rearing  
  - Dependent vs Independent  
- Rites of Passage  | HO |
| 14   | Mon Oct 20<sup>th</sup> | Psychological Anthropology  
- Development  
  - Erikson vs Amish  
- Mental Illness (Schep-er-Hughes)  | - Ferraro  
  - Ch 8 (*Death without weeping*) |
| 15   | Weds Oct 22<sup>nd</sup> | Exam #2                                                                                                           |                                                                                                                                 |
| 16   | Mon Oct 27<sup>th</sup> | Subsistence – Making a Living  
- White's Layercake Model of Culture  
- Subsistence Strategies  
- Foraging Exercise  | - Nanda (Ch 6)  
- Hand-out  
  - Trekking w/ Yanomami  
  - Ferraro  
  - Ch 5 (*Eating Xmas*) |
| 17   | Weds Oct 29<sup>th</sup> | Social and Political Char’s of  
- Foraging societies  
- Horticultural societies  
- Agricultural societies  | - Nanda ~ complete  
  Ch 6 and read Ch 11  
- Hand-out (*Worst Mistake in History*) |
| 18   | Mon Nov 3<sup>rd</sup> | Economic Anthropology (Pt 1)  
- Economics  
- Mauss’ “Gift” & American “gift-giving”  
- Production and Distribution Patterns  
- Potlatch & Leveling Mechanisms  | - Ch 7 (Nanda)  
- Hand-out (*Potlatch*) |
| 19   | Weds Nov 5<sup>th</sup> | Econ Ant (Pt 2)  
Reciprocity Systems  | “Kula”  
- Reading |
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<td>Nov 10th</td>
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<td>Marriage and Family (Pt 1)</td>
<td>- Nanda (Ch 7)</td>
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<td>- Family (Types and Functions)</td>
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<td>Marriage and Family (Pt 2)</td>
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<td>- Descent Groups</td>
<td>- Ch 7 (When Brothers...)</td>
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<td>Nov 19th</td>
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<td>Nov 24th</td>
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<td>Sex and Gender</td>
<td>- Nanda (Ch 10)</td>
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<td>- Anthropology tx of Gender</td>
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<td>Thanksgiving Break</td>
<td>- Ferraro</td>
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<td>(Weds Nov 26th – Fri Nov 28th)</td>
<td>- Ch 9 (Society Sex Roles)</td>
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<td>- Ch 10 (Women &amp; Men)</td>
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<td>Religion</td>
<td>- Nanda (Ch 14)</td>
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<td>- Anthropology of Religion</td>
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<td>- Religious Rituals and Practitioners</td>
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<td>Revitalization Movements</td>
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<td>Magic, Witchcraft and Religion</td>
<td>- Ferraro</td>
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<td>Art and Culture</td>
<td>- Nanda (Ch 15)</td>
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APPENDIX D

NORTH COUNTRY COMMUNITY COLLEGE
CODE OF CONDUCT

PREAMBLE

North Country Community College (NCCC) has a commitment to the well being of all members of the College community – students, faculty, staff and the family at large. To the students, that philosophy is defined in the College's mission statement – to serve the students at NCCC with “quality educational opportunities.” The College expects that all members of the College community will be aware of this commitment and that each member will not hinder the rights of others to pursue the objectives of the College's philosophy within the rules set forth in the College policy.

Responsibility is the key. Individual responsibility for one's own actions and responsibility towards others of the College community insures that they also gain the full benefits offered by NCCC. Members of the College community have the right of expression and advocacy within the law. All members of the College accept both the rights and responsibilities when they enter the College as students or employees. By accepting the privilege of being a member of the College community, one must be willing to live within the basic framework set forth in the Code of Conduct.

CODE OF CONDUCT

The NCCC Code of Conduct provides realistic guidelines for individuals to follow regarding their academic, social, and personal conduct. The Code reflects that which is appropriate, reasonable and considerate action for members of the College community. The Code is monitored by the College Review Board and applies to all members of the College community. It is appropriate and reasonable to expect members of the College community to:

1. Comply will all laws of the Villages and Towns in which the respective College campuses/sites are located, as well as all State and Federal laws.

2. Comply with all College rules and regulations, particularly those in Appendix A hereof and in the College catalog.

3. Proceed in an orderly, lawful and responsible manner when attempting to change or modify College rules and regulations that are considered in need of reconsideration and modification.

4. Not engage in harassment of individuals based on status, age, sexual orientation, handicap, race, creed, gender, position of authority or for any other reason. This includes any activity which endangers the mental or physical health of another individual, such as verbal or physical activity of a threatening or offensive nature against another, either in person, by telephone, by computer message
or otherwise; activity amounting to stalking or refusing to cease a course of conduct when requested to do so by another individual; activity consisting of nonconsensual touching of another individual, etc.

4a. Refrain from committing a hate crime which is identified by the New York State Penal Code as a “specific offense” by intentionally selecting a person(s) against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding specified attributes of race, color, national origin, ancestry, gender, religion, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

4b. Refrain from abusive, derogatory, and destructive behavior towards self and/or others. Students engaging in destructive behavior against self or others will be dismissed from the College immediately. Re-admission may be considered, pending submission of professional evaluation(s) stating that the individual no longer represents a threat to others as well as herself/himself.

5. Respect the personal property rights of others, and the property rights and facilities of the College.

6. Complete their pursuit of knowledge following the highest levels of scholarship. For students this means abiding by the academic tradition not to plagiarize, nor seek, receive, utilize or provide unauthorized assistance in the completion of assignments and tests.

7. Comply with all terms and conditions set forth in the NCCC Responsible Use of Electronic Communication Policy incorporated herein as Appendix B.

8. Avoid unauthorized and unlicensed duplication of copyrighted material found in paper media, computers, computer software, or the Internet.

9. Attend to their College duties (teaching, learning, administering, etc.) with the desire and goal to achieve excellence, and with due care and concern for the individual and collective rights of others.

10. Use socially acceptable language.

11. Dress in a manner socially acceptable and befitting to the various College activities.

12. Represent the College to the wider public community in a manner consistent with the purposes of the College. The NCCC standards of behavior apply to both on and off-campus conduct when relevant to the mission, processes, functions, or interests of the College.

13. Comply with all “No Tobacco Use” signs and regulations for health and safety reasons.

14. Refrain from the use, possession or distribution of alcoholic beverages on College owned or controlled property or while attending sanctioned off-campus College events. The College permits the consumption of alcoholic beverages at social functions only when the President in advance of the event has granted permission in writing. In the event written permission is granted by the President, only those individuals authorized by the President shall be permitted to bring alcoholic beverages onto a campus/site for College functions. Consumption of alcoholic beverages shall be permitted only within the approved area designated for said event. No person under the age of 21 years shall consume any alcoholic beverage at any College sanctioned event.

15. The use, possession or distribution of any drug considered illegal by Federal or State laws or a controlled substance not permitted by law at the College or at College sanctioned events is prohibited. The College regards any illegal drug involvement as an educational, as well as a legal issue, and offers counseling opportunities to members of the College community who wish to use those services. See Appendix C, which is made a part hereof.
16. College clubs, organizations, and athletic teams are prohibited from any action or situation (hazing) which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with said organization. This regulation shall govern the conduct of student, faculty, and other staff as well as visitors and other licensees and invitees on campus or college owned property.

SECTION I:
APPLICATION AND ENFORCEMENT
OF THE CODE OF CONDUCT

A. The procedures for enforcement of these standards of conduct involving College staff and employees have been established in the applicable collective bargaining agreements between staff and employees and the College, and said procedures shall apply.

B. The procedures for enforcement of these standards of conduct involving any student are as set forth below, and these procedures shall apply to all acts or conduct of a student which are of an academic or a non-academic nature occurring on any of the campuses/sites of the College, or off campus at a function sponsored or conducted under the aegis of the College.

SECTION II:
DEFINITIONS

A. When any provision of these procedures requires that a written notice be given to another person, the term “written notice” shall be deemed to require that such written notice to be given be mailed to said other person by United States Post Office certified mail, return receipt requested. If such notice is to be given to a student, it shall be addressed to the address last appearing on the student’s current College registration form on file at the Registrar’s Office of the College. If such notice is to be given to a member of the faculty or staff of the College, the notice shall be addressed to that person by title and name and shall be addressed to the campus address where the staff person’s office is located. For purposes of computing all time requirements provided by these procedures based on a time for giving of notice, the giving of notice shall be deemed to commence on the date of actual mailing such notice at the United States Post Office by the sender, and such date shall be established by the stamped date of the United States Post Office stamped on the receipt received by the sender at the time of mailing, regardless of the date when such notice be actually received or accepted by the recipient.

B. The term “working day” when used in these procedures means a day when the College is in session by conducting one or more classes at its main campus in Saranac Lake, New York. Notwithstanding the foregoing, a “working day” shall not include official legal holiday days recognized by Federal or State laws, or any Saturday or Sunday days even if one or more classes are conducted at the main campus in Saranac Lake, New York.
C. The term “College Review Board” when used in these procedures means the board charged with providing hearings and making recommendations involving charges of violations of the Code of Conduct by students of the College. The College Review Board (CRB) shall consist of one member of the teaching faculty appointed by the President who shall serve as Chief Justice of the CRB; one member of the permanent staff of Management Confidential of the College appointed by the President; one member of the faculty or staff appointed by the Vice President for Enrollment Management and Student Services; and two students of the College selected each year by the majority vote of the Student Government Association Presidents. Except for student appointees, each member appointed to the CRB shall serve for a three-year term, except for the student appointees and shall hold office until said appointees successor is appointed. In the event of a vacancy during the term of a member’s appointment by reason of death, resignation, disqualification or withdrawal from student or College staff status, such vacancy shall be filled by the specified appointing authority for the unexpired term in the same manner as the original appointment. All meetings of the CRB shall be open to the public. Three (3) members of the CRB shall constitute a quorum for the transaction of its functions. All meetings of the CRB shall be conducted at the main campus of the College at Saranac Lake, New York. Each member of the CRB shall have his/her recommendation on any matter considered by the CRB reported to the Vice President for Enrollment Management and Student Services even if such recommendation be contrary with the recommendations of other members of the CRB. The Vice President for Enrollment Management and Student Services of the College shall be an ex-officio member of CRB, but shall have no right to vote. The Chief Justice shall preside at all meetings of the CRB, and shall prepare and submit all written reports and recommendations of the CRB required pursuant to these procedures.

SECTION III:
INFORMAL PROCEDURES REGARDING MINOR DISPUTES INVOLVING ACADEMIC OR NON-ACADEMIC MATTERS OF STUDENTS OF THE COLLEGE

A. In the event of a dispute between a member of the faculty and a student involving an academic grade, only the instructor has the authority to change a grade (unless said instructor is no longer employed by North Country Community College or is incapacitated.) Any student who believes that a final grade has been computed incorrectly or has a grievance regarding the final grade must submit a letter outlining the change desired to the instructor within one month after the grade reports are issued. The student’s written application shall include a copy of the grade transcript showing the grade and the postmark date, and shall set forth all of the details of the student’s position regarding the dispute. The student shall sign all applications for review. The student shall also provide a complete copy of the application for review to the member of the faculty whose final grade is being reviewed. That faculty member shall consult and discuss the disputed grade with the Department Chair, which consultation shall occur in the absence of the student, and shall submit any written documentation pertaining to the disputed grade as in the sole discretion of the member of the faculty, fairness requires. In the event a satisfactory resolution of the dispute is not achieved following review by the Department Chair, the student shall have the right to have the dispute submitted to the Vice President for Academic Affairs, who shall have the right to determine and resolve all issues as, in the Vice President for Academic Affairs sole discretion, fairness and the academic policies and standards of NCCC requires. The decision of the Vice President for Academic Affairs shall be final. No further review or appeal shall be allowed.
B. In the event of a minor dispute between a member of the faculty/staff of the College and a student arising from or effecting classroom activities, except for disputes pertaining to an academic grade which shall be processed only in accordance with (A) above, the procedural course for resolution without initial risk of the imposition of any sanction is by the student seeking the assistance of and consulting with the appropriate Department Chair, or in the case of a College site, the Site Coordinator or Academic Coordinator/ Campus & Student Life Coordinator. In the event mutual resolution is not achieved following such consultation, the student or the faculty/staff member shall have the right to seek the assistance and mediation of the Vice President for Enrollment Management and Student Services of the College. In the event satisfactory mutual resolution of the dispute is not achieved following mediation and consultation with the Vice President for Enrollment Management and Student Services, the student or the faculty/staff member shall have the right to submit the dispute to the President of the College, who shall have the right to determine and resolve all remaining unresolved issues as in the President’s sole discretion, fairness and the best interests of the College and the parties dictates. In the event the student or faculty/staff member electing to participate in this informal dispute resolution process provided by this section of the Code thereafter fails or refuses to comply with the resolution determination of the President and the dispute continues, the President shall have the right to elect to initiate appropriate formal disciplinary proceedings pursuant to Section IV hereof, which process may result in a sanction against the student as herein provided or, if the dispute involves a faculty/staff member, the President shall have the right to elect to initiate appropriate disciplinary procedures in accordance with the provisions of the applicable collective bargaining agreement and/or College Policy.

SECTION IV:
FORMAL PROCEDURES REGARDING ALLEGED VIOLATIONS OF THE CODE OF CONDUCT BY A STUDENT

A. Any charges pertaining to an alleged violation of the Code of Conduct by a student shall be submitted in written form with appropriate details identifying the name of the student, the date and place of the alleged occurrence and the details of the alleged violation. All charges shall be signed by the complainant initiating such charges. All such charges shall be submitted to the office of the Vice President for Enrollment Management and Student Services.

B. Within five (5) working days following receipt of a written charge of alleged violation of the Code of Conduct, the Vice President for Enrollment Management and Student Services shall give notice to the student so charged of the charges by providing a true copy thereof, and shall give written notice to the student of the time, date and place where the student is to report for a consultation meeting. The Vice President for Enrollment Management and Student Services or his/her faculty or staff designee will serve as Judicial Advisor and shall be responsible to review and discuss the charges with the student.

C. At the time and place of the consultation meeting between the Judicial Advisor and the student, the student shall be provided with a copy of the Code of Conduct and advised of his/her rights according to the procedures herein. The Judicial Advisor shall review the charges with the student, hear the student’s explanations, if any, and review the disciplinary sanctions herein provided. The student shall be advised he/she has the right to present his/her explanations or denials in writing, which writing shall become part of the record regarding the charges.
D. Within five (5) working days after the consultation meeting, the individual serving as Judicial Advisor shall complete the written record with documented findings for determination to include a copy of the charges, all written submissions by the student and such other documentation as is deemed appropriate. The Vice President for Enrollment Management and Student Services shall render a decision and announce any recommended sanctions, if any, within five (5) working days following submission of said report. Written notice of the Vice President’s decisions shall be provided to the student as required by Section II (A) above. In the event the charge results in a decision by the Vice President for Enrollment Management and Student Services that the student violated the Code of Conduct, the notice of the Vice President’s decisions shall include notification to the student of his/her right to request a hearing before the CRB, and shall advise the student that the right to a hearing before the CRB shall be entertained only upon written application for such hearing by the student within fifteen (15) working days from the date of the giving of notice of the decisions as above provided, and only on good faith grounds shown.

E. A student seeking to have a CRB hearing shall serve written request for such hearing in a timely manner by service of a written request specifying the good faith grounds claimed by the student warranting a hearing to the office of the Vice President for Enrollment Management and Student Services in the manner provided by Section II (A). Upon receipt of a timely request for a CRB hearing the Vice President for Enrollment Management and Student Services shall transmit such request to the Chief Justice of the CRB within three (3) working days following receipt. In the event the request is untimely, the Vice President for Enrollment Management and Student Services shall return the request within three (3) working days to the student with a written notice advising that the request was untimely filed and no hearing is to be provided by the CRB.

F. If no request for a CRB hearing be filed in a timely manner, the decision and any imposed sanction by the Vice President for Enrollment Management and Student Services shall be final. If a timely request for a CRB hearing be properly filed, any disciplinary sanction imposed by the Vice President for Enrollment Management and Student Services may be suspended by the Vice President for Enrollment Management and Student Services as, in his/her discretion the circumstances warrant, such suspension to be in effect until the CRB hearing process is concluded and the decision is either confirmed, reversed or modified. If the Vice President for Enrollment Management and Student Services determines that the disciplinary sanction be temporarily suspended, written notice shall be given to the student within two (2) working days of such discretionary decision. If the Vice President for Enrollment Management and Student Services does not elect to suspend the sanction during the CRB hearing process, the sanction shall be in full force and effect until the CRB hearing process is concluded.

G. Upon receipt of a timely request for a hearing by the Chief Justice of the CRB, the Chief Justice shall first determine if, in his/her sole discretion, there are good faith grounds for a hearing based on the reasons stated by the student. In the event the Chief Justice determines there are no good faith reasons warranting a CRB hearing, and that the contentions of the student applicant are frivolous or in bad faith, and intended to delay or prolong the imposition of the sanction, or asserted to harass or maliciously injure another person, the Chief Justice shall have the right to deny a CRB hearing. In the event the Chief Justice determines that a hearing request is frivolous or in bad faith, he/she shall notify the student of the denial of a CRB hearing, which notification shall specify his/her reasons for denying a CRB hearing. Written notice to the student shall be given within five (5) working days following the Chief Justice’s receipt of the application for a hearing.

H. Any student receiving notice from the Vice President for Enrollment Management and Student Services that his/her application for a CRB hearing was denied because untimely, or receiving notice from the Chief Justice that his/her application for a CRB hearing was denied because it is, in the
opinion of the Chief Justice, frivolous or not in good faith, shall have the right to submit a written request for reconsideration of such decision by the President, provided written application for such reconsideration be filed by the student at the office of the President within 10 (10) working days following the date of mailing of such decision to the student by the Vice President or Chief Justice. The President shall decide the issue based on the written documentation presented, and the President’s decision shall be final. If the President reverses the decision being appealed, the review procedures below shall commence. Notice of the President’s decision shall be given to the student and the Vice President for Enrollment Management and Student Services or the Chief Justice within five (5) working days following receipt of the application for reconsideration by the President.

I. Upon receipt of a timely good faith request for a CRB hearing, the Chief Justice shall provide written notice to the student of the date, place and time of the hearing. The Chief Justice shall also provide such written notice to all members of the CRB. The Chief Justice shall have the authority to grant any adjournments of a noticed hearing only on good cause. Notice of a CRB hearing shall be provided to the student at least five (5) working days prior to the scheduled hearing date.

J. Any student participating in a CRB hearing shall have the right to the assistance of an advisor or attorney of his/her choice, at the student’s sole expense. A student shall have the right to present witnesses, to question the complainant and dispute any documents related to the charge. The rules of evidence shall not apply to any CRB hearing and hearsay may be considered. The Chief Justice and/or each member of the CRB participating in the hearing shall submit their written recommendations based upon the information presented at the hearing in written form to the Vice President for Enrollment Management and Student Services within three (3) working days following the conclusion of the hearing. Written notice of a copy of all of the recommendations of the CRB shall be provided to the student.

K. Within three (3) working days following receipt of the recommendations of the CRB, the Vice President for Enrollment Management and Student Services shall render a final decision confirming, modifying or reversing the decision on appeal. If the appealed decision and imposed sanction is confirmed, any temporary suspension of the sanction, if any, shall terminate, and the actions shall proceed and be in full force and effect. If the decision or sanction under appeal be reversed, all records pertaining thereto shall be purged, and the student’s records cleared of any reference thereof. If the decision or sanction be modified, or confirmed, that decision shall be final and binding, unless such decision or sanction involves dismissal of the student from the College or denial or revocation of a previously granted College honor, degree or certificate, in which case the recommendation of the CRB and the decision of the Vice President for Enrollment Management and Student Services shall be referred to the President of the College for final review and determination.

L. All recommendations of the CRB and all decisions of the Vice President for Enrollment Management and Student Services involving dismissal of a student from the College or denial or revocation of a previously granted College honor, degree or certificate shall be finally and exclusively decided by the College President, without any further appeal.

SECTION V:
AVAILABLE SANCTIONS
FOR VIOLATION OF THE
CODE OF CONDUCT
In the event any violation of the Code of Conduct is established, any of the following sanctions or combination of sanctions can be imposed:

1. **Official reprimands and warning letters** may be imposed outlining the consequences if the behavior continues.

2. **Restrictions or revocation of activities or privileges** may be imposed, including social probation by which students are prohibited from attending non-academic functions sponsored by the College or the Student Government Association. Social probation may be given for academic or disciplinary reasons, and shall be made for a specific time period. Mandatory workshops for anger management, alcohol or drug-related control may also be imposed. Additional and/or more severe sanctions may be imposed for non-compliance or for the occurrence of additional Code violations during the probationary period.

3. **Restitution** may be imposed, which may include requiring payment for damages caused by the offender, and/or indirect payment through rendering service to the College.

4. **Fines** previously established and published may be imposed. Proceeds from fines levied will benefit the Ragusa Student Emergency Fund and/or the NCCC Foundation Scholarship Fund.

5. **Loss of course credit** may be imposed for academic offenses only. In such cases, no monetary refund of any College fees shall be allowed.

6. **Denial or revocation of a College honor, degree or certificate** may be imposed, particularly in cases where the charge pertains to falsification of records or academic offenses are of such nature that the absence of entitlement to the honor, degree or certificate is established. In such cases, the final decision is subject to final determination by the College President. In such cases, no monetary refund of any College fees shall be allowed.

7. **Denial or revocation of membership and/or elected or appointed representative office in Organizations, Clubs or the Student Government Association.** Such denial or revocations shall proceed in accordance with the provisions set forth in the various Organizations, Club or Student Government Association constitution or charter. In such cases, the final decision is subject to final determination by the College President. In such cases, no monetary refund of any College fees shall be allowed.

8. **Withdrawal from a course** may be imposed, which sanction may be imposed for academic or non-academic charges. No monetary refund of any College fees shall be allowed.

9. **Suspension from College** may be imposed. This sanction means that the student is not allowed to participate in any College activity in any form, including classes, for a specified length of time. No monetary refund of any College fees shall be allowed.

10. **Dismissal from College** may be imposed. This sanction means that the student is prohibited from taking part in any college activity. No monetary refund of any College fees shall be allowed. In such case the final decision is subject to final determination by the College President.

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**SECTION VI:**

**APPEALS OF DISMISSAL OR DENIAL OR REVOCATION OF COLLEGE HONOR DEGREE OR CERTIFICATE TO THE PRESIDENT**
In those cases where a sanction recommendation is made for dismissal of a student from the College or denial or the revocation of a College honor, degree or certificate, the following final appeal process is available:

1. The student may appeal the Vice President’s recommendation of dismissal or denial or revocation of a College honor, degree or certificate to the College President within ten (10) working days of receipt of the Vice President’s decision. Such appeal shall be in writing and shall set forth a clear statement of why the student claims the recommendation of the Vice President should not be followed, stating all details and specifics constituting the grounds for the appeal.

2. The College President shall make a final decision of such appeal and notify the student of the President’s decision in writing, with copies to the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Services, and the College Review Board. Notification will be made to the student within ten (10) working days of receipt of the student’s appeal.
APPENDIX E

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

Guidelines
North Country Community College is respectful of freedom of expression and reveres the diversity of perspectives, values, and beliefs of the individual members of the College community. NCCC owns and operates computing systems which are provided for the express use of registered students, faculty, and staff in support of the programs of the College and are to be used for educational purposes, academic research, and academic development only. PERSONAL, COMMERCIAL, SOCIAL, AND RECREATIONAL USES ARE PROHIBITED. All computer users, including special permission invitees, are expected to use the available hardware, software, and Internet access for permitted uses only and only in an effective, efficient, equitable, ethical, and lawful manner in accordance with College policies, the Code of Conduct - Individual Rights and Responsibilities, as well as Local, State, and Federal Laws.

Agreement
By using any of these computer systems the user agrees that they have read, understand, and will comply with these Guidelines.

Rights
The College does not censor or condone censorship. NCCC does, however, reserve the right to place appropriate restrictions on the use of its computers and systems in response to verified, valid complaints presenting evidence of violations of these Guidelines, applicable College policies, the Code of Conduct - Individual Rights and Responsibilities, as well as Local, State, and Federal Laws.

Responsibilities
Users of NCCC computers and computer systems are responsible for complying with the following conditions:

1. Equitable sharing of all computers, computer systems, software, and Internet access and instructional services.
2. An educationally sound environment conducive to teaching, research, and learning.
3. An environment free of illegal, unethical, malicious, harassing, or hostile acts.
4. An electronically safe and secure environment based on academic honesty and integrity.

Sanctions
The full range of sanctions is available for any and all violations. In the case of criminal acts, further legal action by law enforcement officials beyond the limits of the NCCC Code of Conduct - Individual Rights and Responsibilities may result.

In the event a violation of the Code of Conduct is established, the following types of sanctions can be imposed:

1. OFFICIAL REPRIMANDS AND WARNING LETTERS may be imposed outlining the consequences if the behavior continues.
2. RESTRICTIONS ON ACTIVITIES OR PRIVILEGES may be imposed, including social probation, by which students are prohibited from attending non-academic functions sponsored by the College or the Student Government Association. Social probation may be given for academic or disciplinary reasons, and shall be made for a specific time period.
3. RESTITUTION may be imposed, which may include direct payment for damages caused by the offender or indirect payment of the same through service to the College.
4. LOSS OF COURSE CREDIT may be imposed for academic offenses only. In such cases, no monetary refund of any College fees shall be allowed.

5. DENIAL OR REVOCATION OF A COLLEGE HONOR, DEGREE, OR CERTIFICATE may be imposed in cases where falsification of records or academic offenses are of such nature that the absence of entitlement to the honor, degree, or certificate is established. In such cases, the final decision is subject to review and final determination by the College President. In such cases, no monetary refund of any College fees shall be allowed.

6. WITHDRAWAL FROM A COURSE may be imposed and may be made for academic or non-academic reasons. No monetary refund of any College fees shall be allowed.

7. SUSPENSION FROM COLLEGE may be imposed, and shall mean that the student is not allowed to participate in any College activity in any form, including classes, for a specified length of time. No monetary refund of any College fees shall be allowed.

8. DISMISSAL FROM COLLEGE may be imposed, and shall mean that the student is prohibited from taking part in any College activity. No monetary refund of any College fees shall be allowed. In such cases, the final decision is subject to review and final determination by the College President.

The College reserves the right to update and amend this Electronic Communication Policy at any time without notice. Individuals wishing to submit relevant suggestions for improving and strengthening this policy are urged to contact the Vice President for Academic Affairs or the Vice President for Enrollment Management and Student Services.

**Inappropriate Computer Usage**

Prohibited and inappropriate use of NCCC computers and computer systems includes, but is not limited to, intentional behaviors which violate one or more of the following:

1. Any Federal, State, or Local Law.

2. The stated mission of the College.

3. The Family Educational Rights and Privacy Act of 1974 (The Buckley Act, P.L. 93-308), or in any way accessing, divulging, or transmitting any personally identifiable information of another individual.


5. Any College rule or regulation, particularly those found in the College Catalog and in Appendix A of the NCCC Code of Conduct - Individual Rights and Responsibilities.

6. NCCC sexual harassment policy. This includes, but is not limited to, creating, displaying, printing, downloading, or in any way transmitting sexually explicit, pornographic, graphically disturbing, or sexually harassing images to text.

7. Installing and/or playing computer games.

8. Use of chat rooms for social, rather than educational purposes.

9. Knowingly installing or running any program, virus or worm, or conducting any other activity that threatens or contaminates the integrity of the computers, computer systems, computer programs or software of the College.
10. Illegally accessing and/or using the intellectual property of another individual.

11. Installing, changing, or deleting software on any computer system, to include changing system defaults, personally customizing settings, deleting files belonging to others, and inappropriate storing of data files.

12. Using electronic messages to harass, intimidate, or in any manner that violates the personal and property rights of others.

13. Deliberately overloading computer resources and/or wasting or failing to conserve computer resources, including document printing, instruction, and time.

14. Using computer equipment for personal, financial, or commercial gain.

15. Violating copyright laws, usage policies, or violating network regulations or contracts.

16. Plagiarism, cheating, or any behavior that violates academic honesty standards.

17. Purchasing or ordering for trial use any goods or services without documented administrative approval.

Violations and Reporting Violations
Adhering to due process rights, all reports of alleged violations will be handled in accordance with the provisions set forth in the North Country Community College Code of Conduct - Individual Rights and Responsibilities. All such alleged violations will be administratively processed and determined by the Vice President for Enrollment Management and Student Services and should be immediately submitted using the “NCCC Incident Report Form”. Incident Report Forms should be routed directly to the Vice President through class instructors, academic department chairs, academic coordinators, computer lab supervisors, and/or any computer service administrator. Under extreme circumstances, the Vice President may immediately and/or temporarily suspend an individual’s computer access rights. Some violations may constitute criminal offenses requiring legal action referrals.
FIELD TRIP PLANNING FORM

If you propose to conduct off-campus field trips in your course(s), please complete the following form, supplying the required information for each proposed field trip:

Course: ____________________________________________

Instructor: __________________________________________

Date of Field Trip: __________________________________

Destination: _________________________________________

________________________________________________________________________

Time of Departure: ________________  Time of Return: ________________

Please return this form to your Department Coordinator/Director. All proposed field trips must receive prior authorization by the Department Coordinator/Director. All sessions of all courses will meet in their assigned classrooms at the scheduled times unless exceptions are granted.

Instructor Signature                       Date

Department Coordinator/Director Signature                   Date

Vice President for Academic Affairs                       Date
North Country Community College
Incident Report Form

Please make a copy for your records and forward the original to the Director of Campus and Student Life (bkarp@nccc.edu)

Campus: [ ] Malone  [ ] Saranac Lake  [ ] Ticonderoga

Please complete an Incident Report Form per person involved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Time:</td>
</tr>
<tr>
<td>Phone</td>
<td>Location:</td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
</tbody>
</table>
| Email | Assistance Received by (check all that apply):

- [ ] Security
- [ ] Police
- [ ] Fire
- [ ] Ambulance/Rescue
- [ ] Other explain |
| ☐ Student ☐ Staff ☐ Visitor |

Detailed Description of incident (attach sheet if necessary):

<table>
<thead>
<tr>
<th>Witnesses: Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Report Form Completed by:</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
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<tr>
<td>Cell Phone</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX H

NORTH COUNTRY COMMUNITY COLLEGE
FACULTY CLASSROOM OBSERVATION FORM

Faculty Member: ___________________________ Date: __________________

Course Observed: ______________________________________________________

RATINGS:
4 = Outstanding  3 = Exceeds Expectations  2 = Meets Expectations  1 = Approaches Expectations  0 = Does Not Meet Expectations

<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>Mastery of material</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Organization of presentation</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Clarity of presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Effective use of class time</td>
<td></td>
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<tr>
<td>Ability to maintain interest and attention</td>
<td></td>
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<tr>
<td>Use of illustrative aids</td>
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<tr>
<td>Clarity in questioning</td>
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<tr>
<td>Stimulates students intellectual efforts</td>
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<tr>
<td>Encourages student participation</td>
<td></td>
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<tr>
<td>Deals effectively with student questions</td>
<td></td>
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<tr>
<td>Values of class content</td>
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<td>Classroom management</td>
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<td>Student behavior</td>
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<tr>
<td>Teacher-student rapport</td>
<td></td>
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<tr>
<td>Quality of student participation</td>
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<table>
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<th>INSTRUCTOR</th>
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<th>2</th>
<th>1</th>
<th>0</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>Sensitivity to students’ needs</td>
<td></td>
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<tr>
<td>Enthusiasm</td>
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<tr>
<td>Self-confidence</td>
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<tr>
<td>Flexibility/resourcefulness</td>
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<tr>
<td>Innovation/creativity</td>
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<tr>
<td>Tactfulness</td>
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<tr>
<td>Organized</td>
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<tr>
<td>Sense of humor</td>
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<tr>
<td>Eye contact</td>
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<tr>
<td>Voice quality</td>
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</tbody>
</table>

Remarks:
____________________________________________________________________________________
____________________________________________________________________________________
Part II: Narrative

Utilizing the observations recorded on the first page, faculty observers are to write a narrative of the experience for the faculty member being observed. Recall that observations, at their best, are honest assessments of relative strengths and weaknesses and, in the end, should help foster the development of the individual’s instructional ability.

Ultimately, what is being observed and evaluated is one’s ability to instruct at the college-level effectively. This involves a number of factors that should be considered in the assessment of the experience. Mastery of the material/content that is being covered coupled with effective methods of delivery/teaching are essential components of effective instruction. These are necessary but not sufficient. Other factors to be included are more material in nature, such as the physical space and whether or not it supports learning, while others still are more temperamental, such as the individual’s ability to connect, read and respond to the class. When all is said and done, the narrative ought to address these issues and more. It should support and praise what is working, identify what is not and suggest steps to take to improve one’s abilities and skills.

The narrative should include the following subheadings and address the questions covered within:

A. **Introduction** – Background information to set the stage (date and time of observation, faculty member and course observed, topic(s) covered, student information, general outline of class period)

B. **Description and Evaluation of Instructional Space** – How does the instructional space support/not support teaching and learning?

C. **Observations of Instructor/Instruction**
   1. What strong points characterize this instructor’s teaching? Content? Methods? Give examples to illustrate.
   2. What did you find wanting in the instructor’s teaching? Give examples to illustrate.
   3. Is the method of instruction observed the best for this learning situation? Why or why not?
   4. In what ways does the instructor need to improve? Give two or three specific suggestions.

D. **Summary and Suggestions**

E. **Evaluation of General Teaching Effectiveness** (check one).
   4. Outstanding
   3. Exceeds Expectations
   2. Meets Expectations
   1. Approaches Expectations
   0. Does Not Meet Expectations
<table>
<thead>
<tr>
<th>Observer Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
APPENDIX I

NORTH COUNTRY COMMUNITY COLLEGE
Faculty Evaluation Form

Instructor Name

Course #

/Course Title

Date

INSTRUCTIONS:
Read each statement and indicate your opinion by marking the appropriate response. Add any comments on the back of this sheet and return to the person conducting the evaluation. If done conscientiously, this information will help improve the course. Your answers will not be identified to the instructor except as gross totals to insure confidentiality.

Thank you.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Always</td>
<td>Usually</td>
<td>Sometimes</td>
<td>Almost Never</td>
</tr>
<tr>
<td>Does Not Apply</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. The instructor plans, organizes and prepares for teaching

2. The instructor demonstrates knowledge of course content, its relationship to other courses and, if applicable, its relationship to careers.

3. The instructor shows reasonable understanding and concern for students as individuals.

4. The instructor uses effective teaching methods.

5. The instructor promotes student interest and involvement.

6. The instructor is fair in giving exams and grades.

7. The instructor is prompt in returning assignments and quizzes.

8. I would recommend that others take a course from this instructor.
9. Please make comments on the strengths and areas of improvement of the instructor or the course below. Thank you.

Comments typed as written:

COMMENTS:
APPENDIX J

Verification Grade Submission via the Faculty Portal
Instructions Document

Verification grades are submitted three weeks into the Fall and Spring terms. At the ‘Verification Point’ in each Fall or Spring term, Faculty will report any student that has Never Attended Classes for the term by submitting a Final Grade of ‘E’ for the student.

Verification Grade Submission Process / Procedure:
To submit any grades for a course you must first setup your course gradebook(s) for the term within the Faculty Portal. If your course gradebook is already setup and at least one assignment has been graded go to Submitting Grades below.

Gradebook Setup Process:
- Select Setup Grade Standards and load the appropriate grade scale for your course.
- Select Setup Categories and establish categories based on your grading scheme for the course.
- Select Setup Assignment and establish at least one assignment that can be graded.

You must have your gradebook(s) setup for the term with at least one Category and one Assignment established to submit Verification Grades.

Recording Grades:
- Record a grade of ‘0’ for at least one assignment for any students that have Never Attended Classes as of the Verification Point

Submitting Grades:
- Select Calculate Final Grades – please make sure you submit as a final and not midterm
- Select Submit Grades
- On Submit Grades step 1 of 3 ensure that Final Grades are checked and the select ‘Continue to Submit Grades Step 2’.
- On Submit Grades step 2 of 3 change the ‘Allowed Grade’ to the letter grade ‘E’ using the available dropdown list for any student(s) that have Never Attended Your Class.
- Make sure you submit only grades of ‘E’. Uncheck the Final Grade Submit box before any non ‘E’ grades before proceeding to submission. Once you have entered all ‘E’ grades for the course and have unchecked the Final Grade Submit option for all non ‘E’ grades select ‘Continue to Submit Grades Step 3’.
- On Submit Grades step 3 of 3 you will see a confirmation message that states ‘New Grades have been submitted to the Registrar’s Office’. At this point you are finished with Verification Point Grade Submission.

If you have questions or need assistance submitting Verification Grades please contact:
(Academic Requests) Registrar’s Office at 518-891-2915 ext. 1245 or records@nccc.edu
(Technical Requests) Computer Support at 518-891-2915 ext. 1246 or helpdesk@nccc.edu
## APPENDIX K

### 2014-2015 COLLEGE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Faculty &amp; NTP’s return to campus</td>
</tr>
<tr>
<td>August 27</td>
<td>On-site &amp; New Student Registration for Fall 2014 - Malone &amp; Ticonderoga</td>
</tr>
<tr>
<td>August 28</td>
<td>On-site &amp; New Student Registration for Fall 2014- Saranac Lake Campus</td>
</tr>
<tr>
<td>September 1</td>
<td>Labor Day – No Classes, College closed</td>
</tr>
<tr>
<td>September 2</td>
<td>Orientation</td>
</tr>
<tr>
<td>September 3</td>
<td>Fall 2014 Semester begins</td>
</tr>
<tr>
<td>September 3 - 9</td>
<td>Add/Drop Period – <strong>Full Semester Courses &amp; 1st Quarter Courses</strong></td>
</tr>
<tr>
<td>September 10 –</td>
<td><strong>Official Withdrawal Period for Fall 2014 Full-semester courses</strong></td>
</tr>
<tr>
<td>November 21</td>
<td>If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after November 21st.</td>
</tr>
<tr>
<td>September 10 –</td>
<td><strong>Official Withdrawal Period for 1st Quarter courses</strong></td>
</tr>
<tr>
<td>October 10</td>
<td>If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 1st Quarter courses will be accepted after October 10th.</td>
</tr>
<tr>
<td>October 13</td>
<td>Columbus Day - No Classes, College closed</td>
</tr>
<tr>
<td>October 20 – 24</td>
<td>Midterm Exam Period for full semester courses</td>
</tr>
<tr>
<td>October 24</td>
<td>End of 1st Quarter Courses</td>
</tr>
<tr>
<td>October 27</td>
<td>Beginning of 2nd Quarter Courses</td>
</tr>
<tr>
<td>October 27 – 31</td>
<td>Add/Drop Period – <strong>2nd Quarter Courses</strong></td>
</tr>
<tr>
<td>October 28 –</td>
<td><strong>Official Withdrawal Period for 2nd Quarter courses</strong></td>
</tr>
<tr>
<td>December 1</td>
<td>If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 2nd Quarter courses will be accepted after December 1st.</td>
</tr>
<tr>
<td>October 31</td>
<td>Midterm grades due</td>
</tr>
<tr>
<td>November 3 – 14</td>
<td>Preregistration for Spring 2015 courses</td>
</tr>
<tr>
<td>November 7</td>
<td>Deadline for filing for December 2014 Graduation</td>
</tr>
<tr>
<td>November 26 – 28</td>
<td>Thanksgiving Break - No Classes, College closed</td>
</tr>
<tr>
<td>December 13</td>
<td>New Student Registration (all campuses)</td>
</tr>
<tr>
<td>December 18</td>
<td>Last Day of classes for Fall 2014 Semester</td>
</tr>
<tr>
<td>December 23</td>
<td>Last Faculty work day – Final Grades due</td>
</tr>
<tr>
<td>December 24 –</td>
<td><strong>Holiday Break – No Classes, College closed</strong></td>
</tr>
<tr>
<td>January 1</td>
<td></td>
</tr>
<tr>
<td>January 2</td>
<td>Winterim 2015 classes begin</td>
</tr>
<tr>
<td>January 2 –</td>
<td>Add/Drop Period – <strong>Winterim</strong></td>
</tr>
<tr>
<td>January 6</td>
<td>If a student drops a course before or during this period, there is no record on the transcript.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 7 – 14</td>
<td><strong>Official Withdrawal Period for Winterim</strong> If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for Winterim courses will be accepted after January 14th.</td>
</tr>
<tr>
<td>January 19</td>
<td>Martin Luther King Day - No Classes, College closed</td>
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<tr>
<td>January 20</td>
<td>Faculty &amp; NTP’s return</td>
</tr>
<tr>
<td>January 23</td>
<td>New Student Registration</td>
</tr>
<tr>
<td>January 26</td>
<td>Winterim classes end</td>
</tr>
<tr>
<td>January 26 – 30</td>
<td><strong>Add/Drop Period – Full Semester Courses &amp; 3rd Quarter Courses</strong> If a student drops a course before or during this period, there is no record on the transcript.</td>
</tr>
<tr>
<td>January 30</td>
<td>Final Grades for Winterim due</td>
</tr>
<tr>
<td>February 2 – April 17</td>
<td><strong>Official Withdrawal Period for Full Semester courses</strong> If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after April 17th.</td>
</tr>
<tr>
<td>February 2 – March 6</td>
<td><strong>Official Withdrawal Period for 3rd Quarter courses</strong> If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA. No withdrawals for 3rd Quarter courses will be accepted after March 6th.</td>
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<tr>
<td>February 16</td>
<td>President’s Day - No Classes, College closed</td>
</tr>
<tr>
<td>March 9 - 13</td>
<td>Midterm Exam Period for full semester courses</td>
</tr>
<tr>
<td>March 13</td>
<td>3rd Quarter Courses end</td>
</tr>
<tr>
<td>March 14 – 22</td>
<td>Spring Break – No Classes, College Open (Classes resume March 23)</td>
</tr>
<tr>
<td>March 23</td>
<td>4th Quarter Courses begin</td>
</tr>
<tr>
<td>March 23 - 27</td>
<td><strong>Add/Drop Period – 4th Quarter Courses</strong> If a student drops a course before or during this period, there is no record on the transcript.</td>
</tr>
<tr>
<td>March 30 – May 1</td>
<td><strong>Official Withdrawal Period for 4th Quarter courses</strong> If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 4th Quarter courses will be accepted after May 1st.</td>
</tr>
<tr>
<td>April 3</td>
<td>Good Friday – No Classes, College closed</td>
</tr>
<tr>
<td>April 6</td>
<td>Full Semester Midterm grades due</td>
</tr>
<tr>
<td>April 6</td>
<td>Deadline for filing for May 2013 Graduation</td>
</tr>
<tr>
<td>April 6 – 17</td>
<td>Preregistration for Summer 2015 and Fall 2015 -</td>
</tr>
<tr>
<td>May 14</td>
<td>Last Day of classes for Spring Semester and 4th Quarter 2015</td>
</tr>
<tr>
<td>May 16</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 20</td>
<td>Last Faculty work day – Final Grades due</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day – No Classes, College Closed</td>
</tr>
<tr>
<td>May 26</td>
<td>1st Summer Session (6wks) and 10wk Summer Session Begin</td>
</tr>
<tr>
<td>May 26 – June 1</td>
<td><strong>Add/Drop Period – 1st (6wk) Summer Session/10wk Summer Session</strong> If a student drops a course before or during this period, there is no record on the transcript.</td>
</tr>
<tr>
<td>June 2 – 18</td>
<td><strong>Official Withdrawal Period for 1st (6wk) Summer Session courses</strong> If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>June 3 – July 11</td>
<td>Official Withdrawal Period for 10wk Summer Session courses. If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 10wk Session courses will be accepted after July 11th.</td>
</tr>
<tr>
<td>Week of June 22</td>
<td>New Student Registration (on-site) for Fall 2015</td>
</tr>
<tr>
<td>July 2</td>
<td>End of 1st Summer Session</td>
</tr>
<tr>
<td>July 6</td>
<td>Independence Day (Observed) – No Classes, College Closed</td>
</tr>
<tr>
<td>July 7</td>
<td>2nd Summer Session Begins (6wks)</td>
</tr>
<tr>
<td>July 7 – 9</td>
<td>Add/Drop Period – 2nd (6wk) Summer Session</td>
</tr>
<tr>
<td>July 9</td>
<td>Final grades for 1st Summer Session due</td>
</tr>
<tr>
<td>July 13 – 30</td>
<td>Official Withdrawal Period for 2nd (6wk) Summer Session courses. If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 2nd Summer Session courses will be accepted after July 30th.</td>
</tr>
<tr>
<td>Week of July 20</td>
<td>New Student Registration (on-site) for Fall 2015</td>
</tr>
<tr>
<td>July 30</td>
<td>End of 10wk Summer Session</td>
</tr>
<tr>
<td>August 6</td>
<td>Final grades for 10wk Summer Session due</td>
</tr>
<tr>
<td>August 13</td>
<td>End of 2nd Summer Session</td>
</tr>
<tr>
<td>August 20</td>
<td>Final grades for 2nd Summer Session due</td>
</tr>
</tbody>
</table>

(This calendar is subject to change without notice.)

*Questions? Contact the Records office (518) 891-2915 ext. 1278*
Community Resources

Emergency    911
CRISIS HELPLINE 24 Hr:    800-342-5767
North Star, Saranac Lake: 518-891-5535
North Star, Malone: 518-483-3261
New York State Police: 518-897-2000
Saranac Lake Fire Dept: 518-891-2211
Malone Fire Dept: 518-483-0386
Ticonderoga Fire Dept: 518-585-3456
National Suicide Prevention: 800-273-8255
Sexual Assault Hotline: 877-212-2323
Malone Police Dept: 518-483-2424
Saranac Lake Police Dept: 518-891-4422
Ticonderoga Police Dept: 518-585-3456

***The President’s Office should be notified immediately if emergency medical services, or the police or fire department are called to any campus or college event.***

***The Office of Campus and Student Life should be notified immediately if any of the Crisis, Sexual-Assault Hotline, or National Suicide Prevention numbers are called.***
Campus Map ~ Malone
Campus Map ~ Ticonderoga