COMMUNITY COLLEGE

2025-2026
Faculty Handbook

TABLE OF CONTENTS

Accuracy

We strive to ensure this publication is made as accurate as possible. While it is our practice to be transparent with students and the community, EC3 reserves the right to change and/or modify policies, processes, and procedure without notice.

Academic Calendar 2025-2026

Fall Semester 2024: August 19 – December 6
<u>Early Fall</u>

Mon	Aug 18	First Day of Early Fall Session
Mon	**Sep 1**	**Labor Day (College Closed)**
Fri	Sept 5	Fall Semester Census Day
Fri	Oct 10	Last Day of Early Fall Session
Fri	Oct 17	Final Grades Available for Early Fall Session

<u>Mid Fall</u>

Mon	Oct 13	First Day of Mid-Fall Session
Thu-Fri	**Nov 27-28**	**Thanksgiving Holiday (College Closed)**
Fri	Dec 5	Last Day of Mid-Fall Session
Fri Dec	Dec 12	Final Grades Available Mid-Fall Session
Tue-Wed	**Dec 24-Jan 1**	**Winter Break (includes Christmas Day & New Year Day recognitions)**

Winter Session 2026: December 8, 2025 – January 30, 2026

Mon	Dec 8	First Day of Winter 8-week Session
Mon	**Jan 19**	**Martin Luther King, Jr. Day (College Closed)**
Fri	Jan 30	Winter Session Ends
Fri	Feb 6	Final Grades Available for Winter Session

Spring Semester 2026: February 3 – May 30

<u>Early Spring</u>

Mon	Feb 2	First Day of Early Spring Session
Fri	Feb 20	Spring Semester Census Day
Fri	Mar 27	Last Day of Early Spring Session
Fri	Apr 3	Final Grades Available for Early Spring Session
Mon-Fri	**Mar 30 – Apr 3**	**Spring Break**

<u>Mid Spring</u>

Mon	Apr 6	First Day of Mid-Spring Session
Mon	**May 25**	**Memorial Day (College Closed)**
Fri	May 29	Last Day of Mid-Spring Session
Fri	Jun 5	Final Grades Available for Mid-Spring Session

<u>Summer Semester 2026: June 8 – July 31</u>

Wed	Jun 8	First Day of Summer Semester
Thu	**Jun 19**	**Juneteenth (College Closed)**
Fri	July 31	Last Day of Summer Semester
Fri	Aug 7	Final Grades Available for Summer Semester

Important Dates 2025-2026

Fall 2025

	16	EA	MD	4A	4B	4C	4D
Term Start	**8/18**	**8/18**	**10/13**	**8/18**	**9/15**	**10/13**	**11/10**
Last Day to Add	8/24	8/20	10/15	8/20	9/17	10/15	11/12
Last Day to Drop w/ 100% Refund	8/24	8/20	10/15	820	9/17	10/15	11/12
Last Day to Withdraw w/ 50% Refund	9/7	8/28	10/23	8/23	9/20	10/18	11/15
Census Date	**10/16**						
Last Day to Withdraw w/0% Refund	10/28	9/24	11/29	9/4	10/2	10/30	11/27
End of Term	12/5	10/10	12/5	9/13	10/10	11/7	12/5
Final Grades Due	**12/13**	**10/17**	**12/13**	**9/29**	**10/17**	**11/14**	**12/12**

Spring 2026

	16	EA	MD	4A	4B	4C	4D
Term Start	**2/2**	**2/2**	**4/6**	**2/2**	**3/3**	**4/6**	**5/4**
Last Day to Add	2/8	2/4	4/8	2/4	3/4	4/8	5/6
Last Day to Drop w/ 100% Refund	2/8	2/4	4/8	2/4	3/4	4/8	5/6
Last Day to Withdraw w/ 50% Refund	2/23	2/11	4/16	2/7	3/7	4/11	5/9
Census Date	**3/8**						
Last Day to Withdraw w/0% Refund	4/26	3/11	5/13	2/19	3/19	4/23	5/21
End of Term	5/29	3/27	5/29	2/27	3/27	5/1	5/29
Final Grades Due	**6/5**	**4/4**	**6/5**	**3/6**	**4/3**	**5/9**	**6/5**

Winter 2026 / Summer 2026

	8	4E	8	4A	4B
Term Start	**12/8**	**1/5**	**6/8**	**6/8**	**7/6**
Last Day to Add	12/10	1/7	6/10	6/10	7/8
Last Day to Drop w/ 100% Refund	12/10	1/7	6/10	6/10	7/8
Last Day to Withdraw w/ 50% Refund	12/18	1/10	6/18	6/13	7/11
Last Day to Withdraw w/0% Refund	1/14	1/22	7/15	6/25	7/23
End of Term	1/30	1/30	7/31	7/3	7/31
Final Grades Due	**2/6**	**2/6**	**8/7**	**7/10**	**8/7**

Legend
EA= Early Fall/Spring
MD=Mid Fall/Spring
4E= Winter 4 Week

Important Contact Information

A full Directory of all staff can be found on Workday

Dr. Keri Bowman
Assistant Vice President
for Student Affairs

Dr. Stuart Blacklaw
Dean of Academics

Jennifer Kline
Associate Dean of
Academics

Kimber J. Forrester
General Studies Division Chair

Mari Howells
Learning Support Specialist

Chris Ray
Director of IT & Facilities

Clarissa Stewart-Baker
Coordinator of Student Success

Andrea Campbell
Academic & Disabilities Counselor

Julie Hofmann
Assistant to the Deans

Helpdesk
It-Help Desk

Bailey Shafer
Director of Allied Health Program

Denise Goodman
Student Finance/Bursar

EC3 Mission and Vision

Mission
Erie County Community College's (EC3) mission is to empower individual learners and cultivate a skilled workforce to strengthen Erie County.

Vision
EC3's vision is to transform lives and strengthen communities by providing affordable access to innovative education and workforce training, to foster economic stability of Erie County.

Values

Welcoming & Collaborative Environment	Innovative & Excellent Education
Workforce & Economic Impact	Intentional & Sustainable Growth

Strategic Priorities (Full Strategic Plan)

· **Ensuring Access and Student Sucess-** Enhance student enrollment, support services, and completion initiatives to promote access and success for all learners.

· **Advancing Academic Excellence-** Utilize data-driven decision-making, faculty/staff development, and curriculum innovation to improve student learning and program effectiveness.

· **Strengthening Partnerships-** Build strategic collaborations with schools, employers, and organizations to align academic programs and workforce needs.

· **Scaling for Organizational Growth-** With stewardship of resources always in mind, continue to develop EC3 through operational excellence and obtaining MSCHE accreditation.

Roles and Responsibility of Faculty

Faculty Responsibilities

Generally, faculty members play a vital role in supporting the mission of EC3 by empowering students to become proficient learners through quality teaching and career-focused activities.

Faculty members are committed to the pursuit of knowledge and to guiding students through the process of discovery, helping them gain practical understanding and skills that support academic achievement and personal growth.

The expectations of EC3 faculty include:

- Provide high-quality instruction and mentorship to students in alignment with institutional policies outlined in this Handbook, including curriculum standards, grading practices, and other faculty responsibilities.
- Ensure timely submission of all required reports, including attendance verification, final grades, and assessment data.
- Engage in academic ceremonies and institutional events, with full-time faculty members expected to participate and part-time faculty members encouraged to do so.
- Communicate classroom information to students in an efficient and effective manner.
- Arrive prepared and punctual for all scheduled classes.
- Maintain professional conduct and attire at all times.
- Support and promote the college's mission and strategic goals through responsible and ethical actions.

Full-Time Faculty

The general role of full-time faculty members at EC3 is a three-fold combination of teaching, service, and professional development.

Teaching

Teaching is the primary role of any faculty member. At EC3, faculty members are expected to teach a total of 30 contact hours per academic year, averaging 15 contact hours per semester. Delivery of instruction may occur in both 16-week and 8-week time frames across multiple modalities including in-person, online, and a hybrid approach. Additionally, faculty are involved in curriculum development and review and assessment of programs.

Service

Full-time faculty members participate in departmental, college-wide, and shared governance committees. Faculty members also work directly with students through the recruitment and advising processes. Faculty members connect with community partners to enhance their individual programs and increase opportunities for community collaboration. Faculty members will also support and mentor new faculty members within their area and assist students in connecting with career opportunities. Faculty members will also represent their program and the college in the community.

Professional Development

Full-time faculty members participate in regular professional development activities to expand their knowledge in their teaching areas and help to expose their teaching colleagues to new and inventive teaching methods to benefit student success.

Part-Time (Adjunct) Faculty

Faculty hired to teach less than a full load (maximum of 12 credit/contact hours per semester). Part-time faculty may be reassigned to do administrative work at the discretion of the President.

Academic Freedom

Erie County Community College fosters an environment for excellence in teaching, learning, and inquiry by sustaining freedom of expression, scholarly pursuit of knowledge, spirited and open debate, and intellectual exchange in a culture of mutual respect.

Academic freedom is essential to the shared goal of the pursuit of knowledge and is fundamental to the exploration of new ideas. Academic freedom encompasses both the individual's and College's right to maintain academic standards and ensure intellectual integrity, while ensuring faculty members' rights to freedom of discussion in the classroom, encourage intellectual integrity, and sustain pedagogical approaches consistent with the discipline taught.

Academic freedom does not involve expression that substantially impairs the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the college community. Academic Freedom also does not provide protection for faculty who demonstrate professional incompetence or dishonesty regarding their assigned discipline.

Members of the College community, as individuals and groups, have the right to exercise their full freedom of expression and association. The College is committed to creating an educational environment that is free from intolerance directed towards individuals or groups. Respect for the rights, privileges, and sensibilities of each other is essential in preserving the College community. The College recognizes that all students are bound by the EC3 Student Code of Conduct relative to freedom of expression and alleged instances of code violations are addressed according to the process outlined within the Student Code of Conduct.

For more information on academic freedom, see the College Policy Manual.

Attendance

To benefit from the learning environment, regular class attendance is necessary. Excessive absences result in poor classroom performance, low grades, and possible failure. The attendance process of individual instructors should be communicated on the first day of class and will appear in the course syllabus.

Faculty will complete the attendance verification process during the first week of the full 16-week class (or 20% of shorter sessions). Students not attending during that time will be dropped from the class. Faculty will also report attendance at the 60% date of the session for federal compliance.

For Online Learning Students—Each faculty member should define his/her own attendance policy; and provide it on the course syllabus distributed prior to the first day of the term.

When absence is due to illness or other uncontrollable causes, students should notify their instructor. When the absence is prolonged, students should also contact the Academic and Disability Counselor in writing or by phone for assistance with possible accommodations.

Attendance Procedure for Religious Observance for Students

EC3 is committed to creating an inclusive campus community that values and respects all its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment,

the college makes good faith efforts to accommodate students' religious practices or beliefs, unless such accommodation creates undue burden on other students or the college. The college will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams to observe a religious holiday or participate in some other form of religious observance. Students will be provided, whenever possible, with a reasonable opportunity to make up academic assignments missed due to such absences, unless doing so creates or imposes an undue burden on other students or the college. It will be the students' responsibility to provide written notice to the instructor if they need to miss class for religious reasons.

Class Rosters

All faculty are expected to regularly cross-reference their class rosters available on Workday with their rosters on Blackboard to ensure that students who are actively enrolled in Workday are also on the Blackboard course roster. In addition to this, faculty are expected to verify attendance to ensure that students are attending courses. To ensure this, census dates are sent from the deans to all active faculty each semester, asking instructors to identify students who are attending, who have never attended, or those who have stopped attending. This will require faculty to utilize their Workday rosters.

Faculty Availability and Office Hours

A minimum of 5 hours should be dedicated to office hours for full-time faculty members. Part-time faculty members should identify one office hour per week for each class they are teaching to be available for students.

- If a full-time faculty member teaches all in-person classes, 3 of the 5 office hours must be on campus. The remaining 2 office hours may be online using Blackboard Collaborate or other college-approved meeting platform. Available appointment times must be consistent each week and posted on each class syllabus. For student convenience, in-person office hours may be accessed virtually by students.

- If a faculty member teaches all online/virtual classes, then all office hours can be virtual using Blackboard Collaborate or other college-approved meeting platform. Available appointment times must be consistent each week and posted on each class syllabus.

If a faculty member teaches a combination of online and in-person classes, then on-campus/in-person office hours need to be proportional to the number of in-person or online classes that faculty member teaches. For example, if a faculty member teaches 3 online classes, 2 in-person classes, then 40% of the faculty member's office hours should be on campus.

All office hours, whether on campus or virtual, must be stated in each course syllabus. In the case of virtual office hours, a link to the virtual meeting space must be added on Blackboard course homepage and office hours listed in the course syllabus.

Faculty are expected to respond to student emails and phone calls within 1 business day.

Although faculty are not required to keep scheduled office hours after the last day of the term, they must continue to be available for consultation with students and/or college staff to address students' issues up to 7 calendar days after the final grade submission deadline.

Guidelines for Conducting Classes

Faculty teaching in-person sessions are expected to hold class meetings at regularly scheduled times for the entirety of the class. Class meetings are to be treated as instructional time, where the faculty is

responsible for presenting materials and guiding students in learning. The content of each class should be of high quality and academic rigor. Each class session should be carefully planned and prepared for prior to the class session.

Grading

The following represents grading standards at the College:

A	Academic achievement of superior quality
B	Academic achievement of high quality
C	Academic achievement of satisfactory quality
D	Academic achievement of minimal quality required for course credit
F	Academic achievement below the minimum required for course credit.
W	Official Withdrawal. No course credit.
P	Passing Developmental Course
Z	Failing Developmental Course
I	Incomplete.

Incomplete Grade

After 75% of the course session has been completed and prior to the last class meeting, students with satisfactory academic standing who are unable to complete their coursework due to valid, unforeseen circumstances can request an incomplete grade with the permission of the instructor. If the faculty member is in agreement, the instructor shall seek formal approval from the Dean via email using the following process:

- The faculty and student should make a written plan that identifies missing assignments and extended final due dates.
- The faculty emails the Request for Incomplete grade to the DEAN, "CC" the student. The email should include:
    o Course section number and term (i.e. fall 2022 – 1st 8 weeks)
    o Student name/Instructor Name
    o The late work that has been extended (Identify the assignments)
    o An agreed upon plan for submitting the late work
    o Due date for that work
- The Dean will approve the plan via email – and "cc" the student.
- The faculty should assign the student's "Incomplete" grade for the final grade in Workday by the regular Final Grades Due deadline.
- Once the work is submitted, follow the grade change process in Workday.

The final changed grade must be submitted in WORKDAY no later than 90 days after the end of the term.

The instructor will provide a written summary of the agreement of the work to be completed, as discussed with the student, including deadlines for the work, and "cc" the student when emailing the Dean. The deadline for completing the course requirements shall be no more than 90 days after the final day of the semester in which the Incomplete grade was issued. An "I" grade will change to an F grade when the agreement of work is not satisfied or when more than 90 days from the final day of the semester have elapsed.

Grade Reports

The assignment of course grades is an integral part of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the

responsible faculty member can assign or recommend changes of letter grades (A, B, C, D, F) for the student's courses.

Faculty members are expected to evaluate student achievement and submit grade reports within the time limits set by the registrar and adhere to course grade policies as follows:

Final grade reports, including incomplete grades, should be submitted by the time and date specified each term. It is extremely important for faculty to meet the deadlines for grade submissions set by the Registrar. Incomplete grades not removed by the time and date specified each term are automatically changed to F on the student's transcript. After submission, course grades are not changed except for mathematical error or in special cases in which instructor error is obvious. Grade changes cannot be made when they are based on simple reevaluation of the teacher's original judgment. Grade changes must be initiated by the time and date specified by the registrar (usually within 90 days after the close of the term in which the grade was earned.)

Class Cancellation Policy

In the rare event of an emergency when a class meeting needs to CHANGE, CANCEL, or RESCHEDULE for any reason including Field Trips, faculty must obtain written approval from the DEAN's OFFICE in advance, or in the case of an emergency, immediately upon the knowledge of a need for a cancellation or modality change.

- Modality Change (in-person to online, live on-line to asynchronous, etc.,) requests/plans should be submitted as a request to the Dean's office.
- Request should include:
  - Course section number
  - Original meeting date/time/location
  - Proposed change in meeting time/date/location
  - Reason for change
  - Plan to make up the instructional time (if cancellation)

Syllabus

Faculty members are expected to:

- Post and distribute course syllabi no later than the initial class meeting of each session.
- Present course syllabi that explain the primary goals of the course, course requirements, basis for grading, due dates of exams (including final exams) and other assignments, and a schedule or outline of the main ideas to be covered in the course.
- Submit copies of syllabi to the department chair and, upon request, to the appropriate dean at the beginning of each session.

EC3 Faculty Observation Procedure

Teaching observation is one factor in total evaluation of academic performance of the teaching staff. As such, EC3 has developed a faculty observation policy to help maintain its academic standards.

- Full-Time faculty: Shall be observed once during their first academic year of employment and then once every three academic years. This observation shall be conducted by the appropriate Dean or the Dean's chosen representative.

- Adjunct Faculty: Shall be observed once during their first academic year of employment and then once every three academic years. This observation shall be conducted by the appropriate Division Chair or the Chair's representative.

- The observer will contact the faculty member, a minimum of one week prior, to set up a schedule for the observation and to obtain the appropriate syllabus for the class being observed.
- The length of the observation may be agreed upon but must last at least one hour.
- The observer will meet with the faculty member to discuss the results within one week of the observation. They will be provided with detailed feedback on the observations containing areas of strength and areas to improve upon, which they will be asked to sign. The signature indicates that the document has been discussed but does not imply agreement with the content.
- The faculty will have the opportunity to comment on the observation and may refuse to sign until the faculty response is attached. If the faculty disagrees with the observation, a meeting may be scheduled with the appropriate Dean or Executive Vice President to further discuss the matter.

Online Course Observation Policy

Faculty members who teach online should also have their online courses observed.

- The observer and faculty member will set up a week for the observer to gain access to the Blackboard course. The observer will have guest access which will allow them to see but not interact with any materials or sensitive student data. As part of this process the observer should be copied on all course messages and email responses to observe interaction.
- The observer will meet with the faculty member to discuss the results within one week of the observation. They will be provided with detailed feedback on the observations containing areas of strength and areas to improve upon, which they will be asked to sign. The signature indicates that the document has been discussed but does not imply agreement with the content.
- The faculty will have the opportunity to comment on the observation and may refuse to sign, until the faculty response is attached. If the faculty disagrees with the observation, a meeting may be scheduled with the appropriate Dean or Executive Vice President to further discuss the matter.

Academic Integrity

Creating a Culture of Trust

Erie County Community College is committed to preparing our students to go into the workforce with the skills necessary to be successful. Our faculty do an excellent job in providing training and holding students accountable for doing their best work. One method employed by our faculty is academic accountability.

Academic integrity is highlighted by responsible and honest decision-making, submission of individual work, and acknowledging the use of the work of other contributors. Students play an integral part in the learning process and are expected to take responsibility for always maintaining academic integrity at EC3.

Faculty members also play a role in the academic integrity process. Helping students to understand academic expectations for submitting individual work, how to identify and avoid plagiarism and other work citation errors and creating an environment of trust in and outside of the classroom is key to encouraging highly engaged and responsible students.

Academic Code of Conduct

The Academic Code of Conduct at EC3 is established to maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students must honestly represent their personal effort to demonstrate respect for the educational process and support a culture of academic integrity.

It is important for students and faculty to fully understand the Academic Code of Conduct and to uphold its premises throughout the learning process. <u>Faculty are strongly encouraged to include information from and links to the Academic Code of Conduct in each of their syllabi, as well as other class information that is distributed to students at the beginning of the term.</u>

Academic honesty includes, but is not limited to, the following:

- Presenting accurate information and respecting documentation in all work and assignments and learning experiences.
- Truthfully conveying the results, data, and conclusions for any assignment.
- Avoiding plagiarism in presenting work of one's own while:
    - crediting all sources used to create one's work.
    - accurately representing all sources used with proper citation.
    - accurately reproducing direct quotes from another person's work without altering the meaning.
    - paraphrasing or rewording ideas and concepts found in other sources with integrity.
- Ethically completing one's own exams and assignments.
- Only submitting one's own work.
- Never using unauthorized resources during an exam or while completing assignments.
- Avoiding the aiding the cheating of others in any manner.

Academic Misconduct Definitions

- **Plagiarism:** Plagiarism is the presentation of another's work as one's own. The term, "plagiarism" covers everything from inadvertently passing off as one's own, the work of another because of ignorance, time constraints, or careless notetaking, to deliberately hiring a ghost writer to produce an examination or paper. Plagiarism can also extend to using AI to complete the entire assignment, buying, borrowing, or stealing data, images, or computer code and presenting it as one's own.

- **Cheating:** Cheating is the unfair or dishonest acquisition or use of information to gain an advantage. This includes but is not limited to unauthorized use of information from another person's paper, quiz, or exam, using AI, buying/borrowing, or selling/loaning quizzes, exams, or papers, unauthorized use of opened textbooks, notes, or other devices during a quiz or exam. It is the responsibility of each student to consult with faculty about the study aids and materials that are permissible.

- **False Citation:** Material should not be attributed to a source from which that material was not obtained. That is, one must not pass off primary sources as if they had been consulted when the material is based upon a secondary source. All primary and secondary source material must be properly identified and cited, including AI sources.

- **Inadequate Citations:** As scholarly writers, we are expected to acknowledge the authors of ideas that we use that are not our own by citing our sources. The cited information can include phrases, sentences, data, computer code, charts, diagrams, figures, images, and longer verbatim quotations. Sources can include, but are not limited to, course readings, lectures, websites, interviews, and other students' work as well as AI sources.

Procedures for Alleged Violations of Academic Integrity

Informal Process

The faculty member may choose to discuss the academic misconduct directly with the student. If the student accepts responsibility or it is found that academic misconduct did not occur, the matter can be resolved between the faculty member and student. If the student accepts responsibility, the faculty member is encouraged to submit the Violation of Academic Dishonesty Reporting form to the appropriate dean as information only.

Formal Process

If the student denies the allegation of academic misconduct, the faculty must notify the student in writing that the allegation of academic misconduct is being filed with the appropriate academic dean. The faculty member must complete the Violation of Academic Dishonesty Reporting form and send it to the appropriate academic dean and the student via EC3 official email within **three (3) calendar days** of the completion of the informal process. **Once the formal process to investigate violations of academic misconduct begins, a student may not withdraw or change their course status for the class in question.** The appropriate dean will oversee the conduct proceedings.

Upon receipt of the allegations, the dean will have **five (5) calendar days** to conduct a preliminary review of the evidence. The dean may choose to include the Assistant Vice President for Student Affairs in the investigation as warranted. As part of the review, the dean will schedule a meeting with the respondent to clarify information that has been provided. At the end of the review, the dean may:

- dismiss the allegation(s).
- if the student admits to or is found to be responsible for the violation, impose a sanction as appropriate by the Academic Code of Conduct.
- impose alternative sanctions to those identified in the Academic Code of Conduct.

Once the dean has made the decision of whether the student is found responsible or not and imposed the appropriate sanction, a letter must be sent to the student's EC3 official email address outlining the violation, the decision, and the assigned sanction. This letter should also include steps for the student to follow if they choose to appeal the decision. The letter should also be copied to the Assistant Vice President for Student Affairs and the Executive Vice President.

Student Appeals

All students found responsible for violating the Academic Code of Conduct have the right to appeal the decision in writing using the Appeals form and emailing the form to the Executive Vice President. This appeal must be received within **three (3) calendar days** of the notice of decision and include the specific reason(s) why the student is challenging the dean's decision and all supporting documentation. The Executive Vice President will review the appeal and provide a decision to the student in writing via EC3 official email within **five (5) calendar days** of the receipt of the appeal. All decisions made by the Executive Vice President will be final.

Acceptable Reasons for Appeal

Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial

consideration of the case.
- The student believes that the investigation process was not followed as written.
- The student believes that the imposed sanction is not in line with the severity of the academic dishonesty violation.
- The student has new evidence that can be substantiated which was not known at the time of the investigation and may have affected the outcome had it been known by the investigator.

Sanctions for Academic Misconduct
Imposed by faculty during Informal Process
- Warning (Verbal or Written): An instructor may determine that the violation was unintentional and will re-educate the student on the examples of academic dishonesty.
- Resubmission/Alternative Submission: An instructor may allow the student to resubmit the assignment or an alternative assignment to support the learning process. This may be for the full grade amount or for a lesser grade.
- Grade Penalty: An instructor may assign a zero or failing grade for the specific assignment, project, or exam.

Imposed by the Dean during the Formal Process
- Written Warning: A written communication of the violation, continued classroom attendance, and warning that future violations will potentially result in more severe sanctions.
- Probation: A written communication of the violation, continued classroom attendance permitted with specific restrictions
- Course Failure: A written communication of the violation, removal from the course with an assigned failing grade
- Recommendation of Academic Suspension: A written communication of the violation and recommendation for removal from all enrolled courses for a specific length of time sent to the Assistant Vice President.

Grievances and the Formal Complaint Process

EC3 is committed to providing a fair and respectful environment for all members of the college community. All members have the right to due process, and all complaints and appeals must be conducted in a manner which ensures the accused receives adequate notice and a fair opportunity to be heard. All members of the college community are welcome to submit general complaints about college policies and processes or specific instances of unfair treatment.

No one submitting a complaint in good faith will be subject to any form of retaliation from any member of the college community.

In any case where a complaint involves alleged discrimination, including any claim that a student or staff member has been subject to discrimination on the basis of race, sex, national origin, age, religion or disability, marital or parental status or status as a veteran, the recipient of the complaint will notify the Title IX Coordinator in writing of the complaint. Claims of discrimination will be investigated using the appropriate policy.

The following procedures will be followed to ensure an appropriate resolution of a complaint at the lowest possible level:

- The student or staff member will attempt to rectify the complaint with the supervisor of the area in which the alleged violation occurred within 10 business days.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform the complainant in writing of any decision made and the reason for that decision within five business days.
- If the complainant feels the complaint has not been resolved, he/she may submit a written complaint to the Executive Vice President (EVP) or Director of Human Resources (HR) within 10 business days from the time the complaint was filed at the previous level and request a conference. The EVP or Director of HR must, within five business days following the conference, inform the complainant in writing of any decision made and the reasons for making that decision.

These proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved.

Definitions

- Informal Complaint: An informal complaint is defined as an academic or non-academic issue that a member of the college community has with a faculty/instructor, staff member, administrator, or department or program of the college.

- Non-Academic Complaint: when a complaint form is submitted because a student believes they have been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the college as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.

- Academic Complaint: when a complaint form is submitted because a student believes they have been academically harmed by arbitrary or unfair treatment within the context of a course. To file an academic complaint, the student must demonstrate actual academic harm (grade or learning impact). It does not involve perceived rude treatment, classroom style or general grading policies. The student may, however, use the informal complaint process to talk with an administrator about the perception of inappropriate behavior. The assignment of course grades are at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend grade changes.

- Complainant/Grievant: an individual who believes their rights have been violated

- Respondent: an individual who is alleged to have been responsible for the nature of a complaint

- Appellant: an individual who files an appeal

- Appeal: an action by either the complainant or respondent as a result of not agreeing with an

official decision made as a result of an academic or non-academic complaint

Any member of the college community may submit a complaint about any matter in which he or she feels unjustly treated by completing the college's complaint form.   [Erie County Community College Complaint Form](#)

On-Site Safety

The College promotes a healthy, secure workplace for students, employees, and visitors. Information regarding safety and health is regularly communicated through various channels, and everyone is expected to adhere to safety protocols. Any unsafe conditions should be reported

promptly, and failure to comply with safety standards may result in disciplinary action. Each classroom is equipped with a safety manual for your convenience. Please make sure to familiarize yourself with the safety manual in your classroom.

EC3 also maintains a Safety and Security Team comprising leadership members, dedicated to addressing safety concerns and conducting threat assessments. They aim to reduce incidents and foster a secure environment. In emergencies, individuals should call 911, and for non-life-threatening situations, notify an EC3 Safety and Security Team member for coordinated support (814) 413-7048.

Reporting a Threat
Any concerned individual should call 911 for an immediate, life-threatening emergency. If the threat is not immediate, the EC3 Safety Team should be contacted by calling 814-413-7048. If the situation does not require immediate action, it should be documented in writing via CARE form.

Behavior Assessment Team (BAT)
EC3 formed a behavior assessment team composed of faculty and staff to monitor and assess "red flag" behaviors that have been reported to the college using the CARE form. The team uses a structured approach to assess the level of risk to the student and the college community and determines the appropriate response. The main goal of the BAT team is to intervene prior to behaviors being deemed potential student of code of conduct violations. The BAT team may employ a multitude of resources to assist students in addressing underlying issues that may be contributing to the behaviors in an effort to mitigate further concerning behaviors.

Policies

Full-time faculty are expected to adhere to the college policies with regards to students in need as follows:

Acceptable Use Policy for Interactive Systems
In support of its mission, EC3 provides access to computing and information resources for students, faculty, staff, members of the Board of Trustees and other parties that may be given access to the College's interactive systems within institutional priorities and financial capabilities. Interactive systems are defined as those devices that are connected to the College network infrastructure whether directly or remotely. This is to include all equipment connected to the College network for the use of data transmission or processing using the College infrastructure. Remote connection may be accomplished via dial-in, VPN or other secure methods.

All members of the College community who use the College's computing and information resources are responsible to safeguard the integrity of these resources, respect the rights of other computing users, and abide by all pertinent license and contractual agreements. It is the policy of EC3 that all members of its community act in accordance with these responsibilities, any relevant laws and contractual obligations, and the highest standard of ethics and integrity.

Social networking services/sites can provide a virtual community external to the College. Members create their own online "profile" with biographical data, pictures, likes, dislikes, and any other information they choose to post. They communicate with each other by voice, chat, instant message, videoconference and blogs, and the service typically provides a way for members to contact friends of other members. Examples include but are not limited to Facebook, LinkedIn, Instagram, etc.

The use of information technology must remain in keeping with the philosophy and mission of EC3. Users must abide by this and any other relevant policies, procedures, and guidelines. The College also recognizes federal, state, and local laws regarding copyright, privacy, or any other statutes that relate to the online environment, as binding upon users of the College's interactive system as well as employees identifying an affiliation with the College when using any social networking service.

EC3's interactive systems are intended for use as an educational tool, and as such support the teaching, learning, research, community engagement and campus activities of the College community and facilitates the management of administrative functions. The College, therefore, provides students, faculty and staff and others with access to the technology, resources, and interactive systems of the College. This policy applies to all users of the College system and any others to whom the College wishes to make the system available. The College makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the College's system will be error-free or without defect. The College will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through the unauthorized use of the system. The College's Director of Information Technology will oversee the College's system by working with other College officials, government agencies and appropriate regional, state and national organizations as necessary. The use of the College's interactive systems is a privilege, not a right, and inappropriate use can result in the termination or suspension of some or all of those privileges. Users will be expected to abide by generally accepted rules of network etiquette.

Anti-Harassment Statement
Definitions
- Harassment consists of unwarranted or unwelcome conduct, whether verbal, written, physical or graphic, that is based upon an individual's race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law.

- Harassment can be (1) is sufficiently severe, persistent, or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or hostile working or learning environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or education opportunities.

- Sexual harassment is a form of prohibited harassment under Title IX consists of unwarranted or unwelcome sexual advances, requests for sexual favors or other verbal, written, graphic or physical conduct of a sexual nature, when (1) submission to such conduct is either implicitly or explicitly made a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

- Sexual harassment may take many forms, including deliberate or careless use of offensive, vulgar or demeaning terms connected with a person's gender or sexual orientation; sexually suggestive comments, compliments, jokes, innuendos, questions or flirtations; offensive or sexually suggestive objects, graffiti, pictures, or graphic displays; sexual gestures or unwanted touching; pressuring or asking an individual for dates or sexual favors; or any other conduct that has the effect of unreasonably interfering with an individual's ability to work or learn.

Reporting Violations

- Employees, students, third-party vendors and guests may contact the College's Office of Human Resources (hr@ec3pa.org, 814.413.7007), the Title IX Coordinator (TitleIX@ec3pa.org, 814.413.7000), or such other officials as designated, to report conduct that is believed to be in violation of these procedures, to request interim measures or support, or to learn more about the College's investigative process. Employees must promptly report acts of harassment that they witness or of which they become aware.

- All complaints and reports of harassment will be promptly investigated, and appropriate and necessary corrective action will be taken to prevent its recurrence. Confidentiality of all parties will be maintained to the fullest extent possible under the circumstances, consistent with the College's legal and investigative obligations.

- The College prohibits retaliation against any person who in good faith makes a report of harassment, provides information in connection with the College's investigation of a report or complaint of harassment, sexual harassment, or sexual violence, or who otherwise engages in protected activity under the law.

- Substantiated violations of this Policy will result in disciplinary action, up to and including termination of employment or, in the case of students, removal from the College, in accordance with procedures and due process rights provided under applicable law and College policies.

Drug and Alcohol-Free Policy
The college prohibits the unlawful manufacture, distribution, sale, possession and/or use of illegal drugs, unauthorized controlled substances, alcohol, or similar activity at any college facility or college event. Violations of this Policy will result in appropriate corrective and/or disciplinary action up to and including expulsion. For more information on EC3's Drug and Alcohol-Free Workplace Policy, see the College Policy Manual.

Equal Employment Opportunity Policy
Erie County Community College is committed to and affirms a policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex, sexual orientation,

age, national or ethnic origin, disability, genetic information, gender identification, status as a disabled or Vietnam era veteran, or any other legally protected characteristic and to provide each and every individual with the ability to work in a safe, productive and professional work environment that is free from discriminatory practices. Under the direction of the President, the Human Resources Department shall ensure compliance with this policy. The Human Resources Director, and all other staff in a supervisory capacity, shall implement this policy.

In achieving equal opportunity, we commit ourselves to:
- Recruit, hire, train, and promote the most qualified persons without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, disability, status as a disabled or Vietnam era veteran, or any other legally protected characteristic.
- Ensure that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensure that all personnel actions relating to compensation, benefits, transfers, retention, terminations, training, social and recreational programs and education are administered in a nondiscriminatory manner.

Freedom of Expression and Demonstration Policy

Erie County Community College is committed to freedom of expression and the exchange of views and ideas in a manner that promotes collective engagement, mutual respect and understanding, and promotes learning in a diverse and complex world. The College recognizes the right of students, faculty, staff, and guests to assemble and express dissenting viewpoints under the following general principles:

- **Freedom of Expression:** The college supports the right of individuals to engage in peaceful and lawful demonstrations.

- **Respect for Rights:** Demonstrations must respect the rights and freedoms of others, including their right to learn, teach, and work without undue disruption.

- **Safety and Order:** Demonstrations must be conducted in a manner that does not threaten the safety of participants or others and does not result in damage to property.

This policy shall apply to college property and does not apply to public sidewalks or streets not owned or controlled by the Erie County Community College. This policy creates a limited public forum for students, faculty, staff and invited guests while participating in a demonstration on college property.

The process for requesting and receiving approval to participate in demonstrations on college property rests with the Office of the Executive Vice President. All demonstration requests will be granted or denied based on reasonable time, place, and manner considerations without regard to the content or viewpoint of the demonstration.

For questions, please contact your supervisor Office of the Executive Vice President at 814.413.7003.

Family Educational Rights and Privacy Act (FERPA)

The college affords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

For the full explanation of FERPA see the College Policy Manual.

EC3 considers directory information to be a student's name, program of study, dates of attendance, credentials earned, enrollment status, and previous institutions attended. All other information will not be shared without a proper release in place. Students may sign a FERPA release form to allow the College to share other non-directory information. For FERPA assistance, contact the Registrar at registrar@ec3pa.org.

Non-Discrimination Policy

The purpose of the Anti-Discrimination and Harassment Complaint Policy is to ensure an academic and working environment free of unlawful discrimination or harassment. Erie County Community College does not tolerate discrimination or harassment based on age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with the College's commitment to excellence and to a community in which mutual respect is valued. The prohibition against unlawful discrimination and harassment applies to all levels and areas of College operations and programs, students, administrators, faculty, staff, volunteers, vendors, and contractors.

The College is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Federal executive Order 11246, Genetic Information Nondiscrimination Act of 2008 (GINA), the Clery Act, the Violence Against Women Reauthorization Act (VAWA), and all other rules and regulations that are applicable.

Under the direction of the President, the Executive Vice President and Human Resources Director shall ensure compliance with this policy. All staff in a supervisory capacity shall implement this policy. As set forth in the Policy Against Sexual Misconduct, Relationship Violence, and Stalking, all College employees have a duty to report claims of sexual misconduct, including sexual assault, domestic violence, dating violence, or stalking to the Human Resources or Executive Vice President.

Prohibited Acts

- **Discrimination/Harassment** – any conduct directed toward an individual or group based upon one or more of the following categories or traits: age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status that is sufficiently severe or pervasive to a reasonable person that it alters an individual's employment condition, educational environment or participation in a College activity and creates intimidating, offensive or a hostile environment for employment, education, or participation in a College activity. Harassment may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, touching or other forms of physical harassment or objects or activities directed at an individual based on any of the above categories or groups.

  Note: Although this policy prohibits sexual harassment and other sexual misconduct, including but not limited to sexual assault, such conduct is specifically governed by the College's Policy Against Sexual Misconduct, Relationship Violence, and Stalking.

- **Retaliation** – It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation. Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

- Knowingly Filing False Complaints – Knowingly filing a false complaint of discrimination/harassment is a violation of this policy.

Requirements

Erie County Community College is committed to creating and maintaining a working and learning environment for all faculty, staff, and students, which is free of discriminatory or harassing conduct or communication. The College will not tolerate any conduct which creates an intimidating, hostile, threatening, or offensive working or learning environment. The College views all forms of discrimination/harassment and all attempts to commit such acts as a serious offense and will impose disciplinary action up to and including expulsion, required withdrawal, suspension, or termination. The College is committed to maintaining an environment free from discrimination/harassment toward visitors. Discrimination/harassment by employees, students or contractors toward visitors will not be tolerated.

Duty to Investigate Harassment Complaints

Allegations of harassment require that the College take action to investigate and remedy the situation, if harassment has occurred. The College is legally obligated to take action to eliminate harassment that is known or should have been known to anyone in an executive, managerial or supervisory capacity. Employees in supervisory roles must report allegations of harassment to the Diversity Officer.

Cooperation

Employees have an obligation to cooperate in the investigation of any such complaint. Management at every level has an affirmative responsibility to ensure that recommendations for corrective action are promptly implemented.

Confidentiality

The confidentiality of all parties involved in a discrimination/harassment complaint shall be protected as long as it does not interfere with the College's obligations to investigate allegations of misconduct or take corrective action.

Withdrawing Complaint

A complainant may, at any time, request to have his/her complaint withdrawn. At its discretion the college may continue to pursue the investigation and seek remedy if the issues brought forth during the investigation have an adverse impact against other employees, students, or the College.

Official Communications Policy

EC3 recognizes many forms of communication for official college business. College officials may utilize written documentation, text, telephone conversations, and EC3 issued e-mail accounts or Web documents as formal forms of communication. Official college business includes all actions of the college including but not limited to providing general information, course information, student conduct notices, and administrative notices from the college.

EC3 provides e-mail accounts to students; these are recognized as official documents and notification addresses for college communications. All students are responsible for checking their EC3-issued e-mail accounts and are held accountable for the contents of e-mails issued by the college.

Policy for Responsible Computing

In support of its mission of teaching, learning, research, student support and community engagement, Erie County Community College provides access to computing and information resources for students, faculty, and staff, within institutional priorities and financial capabilities. All members of the College community as well as visitors and guests who use the College's computing and information resources are responsible for the integrity of these resources. All users of College-owned or College-leased computing

systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and abide by all pertinent license and contractual agreements. It is the policy of Erie County Community College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics and integrity. Access to the College's computing facilities is a privilege granted to College students, faculty and staff and some visitors and guests. Access to College information resources may be granted by the designated administrators of the information based on that administrator's judgment of the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity and the risk of damage to or loss by the College. The College reserves the right to limit, restrict or extend computing privileges and access to its information resources. Designated data owners--whether College units, faculty, students, or staff--may allow individuals other than College faculty, staff and students access to information for which they are responsible, so long as such does not violate any license or contractual agreement, College policy or any federal, state, county or local law or ordinance. If there are any questions about potential violations, contact the Chief Information Officer of the College. College computing facilities and accounts are to be used for College- related activities for which they are assigned. College computing resources are not to be used for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College may require payment of appropriate fees. This policy applies equally to all College-owned or College-leased computers. Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the College and those on networks to which the College systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of College computing facilities, and intentional corruption or misuse of information resources are direct violations of this Policy and may subject the violator to disciplinary action. Users of the College's computing resources or facilities have the following responsibilities:

1. To use the College computing facilities, and information resources, including hardware, software, networks, and computer accounts, responsibly and appropriately, respecting the rights of other computing users and respecting all contractual and license agreements.
2. To use only those computers and computer accounts for which authorization has been granted.
3. To use College assigned user accounts only for the purpose(s) for which they have been issued, and to use College-owned computers/devices for College related projects only.
4. To refuse to share computer accounts and to take reasonable steps to protect the confidentiality of each account's password, changing it when required and/or once security has been breached.
5. To report unauthorized use of accounts to the appropriate college authority (e.g., project director, instructor, supervisor, system administrator).
6. To cooperate with system administrator requests for information about computing activities. Under certain unusual circumstances, a system administrator is authorized, and reserves the right, to access individual computer files when it is the administrator's opinion that such an action is necessary.
7. To take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network or server operated.
8. To take responsibility seriously for one's own work performed on a computer. For example, ensure data is saved on a network drive to ensure that backup has occurred and to provide security of one's data.

Access and use violations of computing facilities, equipment, software, information resources, networks or privileges may result in the loss of privileges, disciplinary action, and prosecution under appropriate laws.

Title IX Policy

EC3 is committed to maintaining an educational and working environment free of unlawful discrimination and harassment. Under this policy, forms of discrimination or harassment based on sex will not be tolerated. This policy prohibits Sexual Harassment, as defined by federal Title IX regulations, by or against any student, faculty, administrator, staff, employee, vendor, contractor, volunteer, or visitor to the College. Sexual Harassment includes Sexual Assault, Dating Violence, Domestic Violence or Stalking. As set forth in this policy, the College will take all appropriate steps to prevent and respond to incidents of sexual harassment in a prompt and equitable manner.

Reports of Sexual Harassment that do not rise to the level of unwelcome verbal or physical conduct based on sex or of a sexual nature that does not rise to the level of sexual harassment under this policy may be covered by the College's Anti- Discrimination and Harassment Complaint Policy.

This policy will:
- Define Title IX Sexual Harassment.
- Explain how to make a report of Sexual Harassment.
- Identify interim measures and support services available for Complainants or Respondents under this policy.
- Provide information on the Sexual Harassment complaint process, including how reports made under this policy are equitably investigated and the hearing process.

For more information see the full Title IX Policy.

Tobacco and Vape Free Policy

EC3 is committed to fostering a healthy and vibrant campus environment for all. With this understanding, the use of all tobacco products, including cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems (ENDS), and vaping devices, are prohibited within the boundaries of our campus.

- Accountability-All employees of the College support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.

- Applicability-This policy applies to all students, employees, volunteers, independent contractors, and visitors to the College.

Use and Duplication of Software Policy

Erie County Community College forbids, under any circumstances, the unauthorized reproduction of software or the use of illegally obtained software. Using College equipment to make illegal copies of software is prohibited. Employees and students of the College who violate this policy are subject to disciplinary action. Individuals who violate federal copyright law and software licensing agreements may also be subject to criminal action and/or civil action by the owner of the copyright. The College purchases or licenses the use of copies of software from a variety of outside companies. The College does not own the Copyright to this software or its related documentation and, unless authorized by the software developer or copyright Owner, does not have the right to reproduce it for use on more than one computer. The College will make a reasonable effort to correct any discovered instances of illegal software by deleting it. The College will not defend or indemnify any employee or student of the College who makes unauthorized copies of software programs or otherwise violates the terms on which any software programs are licensed. Individuals are responsible for familiarizing themselves with the copyright provisions of the software they use. Erie County Community College, along with many other colleges and universities, supports the following statement from the 1987 brochure entitled "Using Software," distributed by EDUCOM (a non-profit consortium of over 450 colleges and universities):

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to the works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.
2. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Employees and students of the College are required to adhere to any specific conditions or restrictions required by the licensing agreements for software programs purchased or licensed with College funds. In addition, the following general conditions apply:
1. It is illegal to copy a software program, such as but not limited to Office Applications Tools or Suites, Database Processing Tools, Anti-Virus Utilities, or Operating Systems, and install that single program for simultaneous use on more than one machine except where specifically licensed otherwise.
2. Unauthorized copies of software programs may not be used knowingly on College equipment. This applies even though the individual may not have made the illegal copy.
3. Employees and students of the college are prohibited from making, assisting in making, or knowingly using illegal copies of software on college equipment.
4. Employees and students of the college are permitted to make an archival (i.e., back-up) copy of a software program unless prohibited by the software licensing agreement, but any copy so created must be used solely for archival purposes and all archival copies of a particular computer program must be destroyed if the continued possession of that computer program ceases to be rightful.

Under U.S. copyright law, unauthorized software duplication constitutes "copyright infringement" and is punishable by a fine of up to $250,000 and imprisonment for up to five years. Federal law also permits the recovery of "actual damages" sustained by the copyright owner, based on the number of copies produced. However, even if the copyright owner is unable to prove "actual damages", it may be entitled to "statutory damages" ranging up to $100,000 for willful copyright infringement.

Student Support

Basic Needs Support
EC3 has established connections with area agencies and service providers to help students with accessing assistance with housing and food insecurity. Students can speak with a staff member to be connected to local agencies who can help.

Course Embedded Student Success Coaches
Every course has an assigned success coach, designed to be a proactive facilitator to assist students in anticipating and preventing academic or personal difficulties that may put them at risk of not succeeding at EC3. The success coach will partner with faculty to pinpoint and become actively involved in mitigating student achievement patterns and classroom issues that may contribute to students dropping out. The success coach will be familiar contact that the student connects with for questions, concerns, and communications. The constant contact with students and faculty members will allow the coach to provide strategies and/or resources to help them succeed at EC3.

Student Accommodations

Students with a documented disability who need accommodation at any stage in the conduct process should notify the Academic and Disability Counselor in writing at least three days prior to the hearing or meeting. The initial contact can be by email to accommodations@ec3pa.org.

Reasonable accommodation(s) will be determined by the College.

Veteran Services

Veterans in need of assistance with education due to military service-connected issues should contact an advisor at advising@ec3pa.org. Faculty should be aware of veteran students who are experiencing these complications and be sensitive to the student's situation. Faculty are expected to work with these students and provide reasonable accommodations, if needed, in collaboration with the student and the Assistant Vice President.

The Learning Center

The mission of the Learning Center at the Erie County Community College is to provide in-person and online academic support for students and faculty. Our goal is to be an essential part of student success by providing research assistance, technology help, class support, and information literacy instruction.

The community college has subscribed to e-book databases and general article databases in order to provide trusted sources of information targeted for community college students. The Learning Center also has a collection of reference materials and select physical textbooks in order to support the community college classes.

Location
EC3 Erie West, Room 213
Mari Howells, Librarian and Learning Support Specialist
mhowells@ec3pa.org
(814) 413-7020

Tutoring/Academic Support

Tutoring and academic support are available to students as needed. When possible, students will be grouped together to address common academic concerns. Workshops addressing study habits and academic needs are offered on a regular basis, and the library provides classroom visits, lectures, individual consultations as a resource for research and writing. Visit Tutoring Information or contact the Library and Student Success Specialist at 814-413-7020 for more information.

Technology Access

EC3 students have access to computer labs at the Erie West location. Assistance accessing appropriate technology for courses will be provided upon request. Workshops on various technological resources and software are provided, and individual IT assistance is also made available.

Laptop computers are available for student use for both on-campus and off-campus use.

On-campus usage policy:
- Laptops are available to be signed out and should remain on campus and returned to staff before the end of the business day for that location.
- The laptop should remain with the student during their entire time on campus.
- Staff will work with students when laptops are damaged while in their possession.

Off-campus usage:
- Students may request access to the laptop loaner program, using the Laptop Loaner Agreement Form at either the Erie West or EC3@ YLI location.

Erie County Public Library Access

Students will be asked to apply for an Erie County Public Library (ECPL) card if they do not already have one. With the card, they can choose to borrow materials from ECPL's extensive physical collection, and they will have access to numerous electronic databases.

- Access all available print, digital, and audio-visual collections, and materials at public library locations across Erie County.
- Use internet-connected computers. These devices provide access to a range of databases, including POWER Library.
- Participate in interlibrary loan services to gain access to even more materials not available within the ECPL catalog.
- Have study time in study rooms or collaborate with classmates and peers.
- Access printing, scanning, 3-D printing, and fax services (some additional charges may apply).
- Receive assistance from Reference Librarians.

Branches

Blasco Memorial Library	Millcreek Branch Library	Edinboro Branch Library
160 East Front Street	2088 Interchange Rd., Suite 280	413 W. Plum St
Erie, PA 16507	Erie, PA 16565	Edinboro, PA 16412
(814) 451-6900	(814) 451-7084	(814) 451-7081
Iroquois Avenue Branch	Lincoln Community Center	Corry Public Library
4212 Iroquois Ave	1255 Manchester Rd	117 Washington St
Erie, PA 16511	Erie, PA 16506	Corry, PA 16407
(814) 451-7082	(814) 451-7085	(814) 664-7611

Additionally, the bookmobile visits EC3's Erie West location biweekly.

University Library Access

EC3 students can register for library cards at associated universities, which allows them to benefit from the vast print collection available at each library. Students will also have access to all of Penn State's databases when visiting any of their campuses. Additionally, EC3 students can use public and private study areas and spaces at these facilities.

John M. Lilley Library	**Baron-Forness Library**
4951 Behrend College Dr.	200 Tartan Rd.
Erie, PA 16563	Edinboro, PA
(814) 898-6106	(814) 732-2273

Course Texts

EC3 is committed to keeping costs as low as possible for our students. As often as possible, our faculty choose Open Educational Resources (OER) as the texts/resources for their classes. Faculty are strongly encouraged to select texts that represent the broad spectrum of authors, researchers, and contributors to

educational fields to enhance student exposure to a diverse understanding of the field of study. Some courses that cannot use OERs may have textbooks for rent. Faculty of courses using the rental texts will communicate the rental process.

Transferring to Other Colleges or Universities
The College provides students with advising and other resources regarding transfer from the College to another college or university.

The College has developed articulation agreements with baccalaureate institutions to formalize the transfer of credits. It is the responsibility of the student to make decisions and take the actions necessary in order to complete the transfer process.

Assistance for students wishing to transfer to a 4-year college or university is provided by advising staff at advising@ec3pa.org.

Alerts and College Communication

Emergency Alerts
In the event of an emergency or urgent campus closure due to weather or other issues, EC3 uses an electronic emergency alerts system to send notifications to students and staff. This alerts system allows EC3 to instantaneously message students and staff via voice, email, and text with important emergency information and instructions. Please ensure your contact information is correct in Workday to ensure you receive the important emergency information when it is sent.

Emergency Closings
It is the practice of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops that requires the cancellation of classes and activities, the college's closing will be announced through social media and emergency text and email messages sent to all college employees and students. It is important to have updated cell phone information in Workday so you can receive any such notifications.

At times the College may determine that it is appropriate to officially close the campus but continue to serve the community remotely. During these times, faculty are expected to transition in-person class meetings to an alternative modality that can simulate the in-person classroom experience for students. Work with your dean or the Division Chair for information and assistance.

IT Support

If you are having an issue with any of your EC3 Technology, including Workday, Outlook, Blackboard, or a computer please send an email to Help Desk or submit a ticket at the EC3 Service Area.

EC3 has established policies related to the acceptable use of technology for faculty, staff, and students. All Information Technology policies can be found in the College Policy Manual and summarized in the Policies section in this handbook.

Privacy
While the College does not intend to routinely review the contents of files on the system, the College will engage in routine maintenance and monitoring of the system. Accordingly, system users should have no

expectation of privacy using the College's system, including personal e-mail messages and other data files. Routine maintenance and monitoring of the system may lead to the discovery that a particular user has or is violating the College's Acceptable Use Policy, or applicable law. The College will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the College system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the College's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. College employees should be aware that their personal files (including personal e-mail messages) may be discoverable in court or agency proceedings and possibly elsewhere. Use of the College system to access or attempt to access student or employee information for any use not job-related violates College policy along with state and federal laws. Confidential information, whether it relates to students, employees, or others shall not be disclosed or distributed using the College system or by employees identifying an affiliation with the College when using any social networking service. Exceptions are activities which are in accordance with College policy and federal laws, such as the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach Bliley Act. Federal Laws pertaining to confidentiality of information can be accessed by each federal law's website. Users must not post, transmit, re-post, or re-transmit private information about another person or organization on the College's system without first obtaining the permission of that person or organization. Employees are prohibited from using a College-provided or personal cell phone or Smartphone camera or video recorder to take, transmit, download, or upload to social networking or video sites either for business reasons or for non-business purposes any photos or videos of College employees, vendors, officials or students without their consent.

Unacceptable Use
Under no circumstances may users attempt to gain unauthorized access to the College's interactive system or to any other computer system through the College's system, or to go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. Users must not make deliberate attempts to disrupt the College's computer systems' performance or destroy data by introducing or spreading computer viruses or by any other means. Users must not use the College system to access material that advocates illegal acts, or that advocates violence or discrimination towards other people. Employees identifying an affiliation with the College may not post content or conduct activities that fail to conform to local, state, and federal laws when using any social networking services. Under no circumstances will users access the College system to engage in any other illegal act.

System Security
Users are responsible for the use of their individual account and must take all reasonable precautions to prevent others from being able to access or use their account. Under no conditions should a user provide his/her password to another person. Users must immediately notify the system administrator if they have identified a possible security problem. Users will not attempt to investigate or correct a security problem. Such activity may be construed as an illegal attempt to gain access. Users must not knowingly post, transmit, re-post or re-transmit information on the College's system that, if acted upon, could spread a virus, cause damage or a danger of disruption.

Inappropriate Language
Members of the College community, as individuals and groups, have the right to exercise their full freedom of expression and association. The College neither sanctions nor censors individual expression of opinion on its systems. The College is committed to creating an educational environment that is free from intolerance directed towards individuals or groups. Respect for rights, privileges, and sensibilities of each other are essential in preserving the College community. There is a wide range of material available on the Internet, some of which may conflict with the values of students and employees. The College cannot accept responsibility for any individual user's accessing offensive materials through its computer systems.

Users must not engage in libel, slander, or harassment in violation of College policies, or the use of threatening language. Users must not knowingly or recklessly post, transmit, re-post, or re-transmit false or defamatory information about a person or organization on the College's system. The College discourages the use of language that embarrasses or intimidates others.

Inappropriate Activities

Users must not use the College system to access material that is profane or obscene (including pornography). For students, a special exception may be made for potentially inappropriate material if the purpose of such activity is to conduct research and access is approved by the instructor. College employees may access the above material only in the context of legitimate research. Users must not look at, copy, alter or destroy anyone else's personal files without express permission. The ability to access a file or other information does not imply permission to do so. Users may not use the College system for commercial purposes, defined as offering or providing goods or services for sale or barter to others or purchasing goods or services for personal profit. The College acquisition policies will be followed for purchasing online any goods or services for the College. Users may not use the system for political lobbying, that is, to express their opinion on political issues to their elected representatives, or to urge others to do so, unless this communication is in support of the academic mission of the College. Students may also use the system to express their opinions to elected officials on political issues if those communications are made in connection with an educational assignment.

Use of College Name or Logo

Users of the College system, as well as employees identifying an affiliation with the College when using any social networking service, may not use the College's name or logo in their Pages in any way that implies College endorsement of other organizations, products, or services, without first obtaining written permission from the College.

Social Networking

Employees identifying an affiliation with the College when using electronic social networking services are also bound by all provisions of this policy. The College recognizes that some employees may, for personal reasons, access, view, operate, and post, download, or upload content to external social networking sites and video sites on their own time via their own computer equipment. Employees identifying an affiliation with the College when using electronic social networking services must post the following disclaimer: "The opinions expressed on this social networking profile (video site) are my own personal opinions. They do not reflect the opinions of my employer, Erie County Community College."

Complaints

Individuals who have a complaint or a grievance on matters related to this policy should contact the College's Director of Information Technology. The Director of Information Technology will determine the appropriate College office or department to hear and/or investigate the complaint or grievance.