Essential Classroom Information for Faculty
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Preparation

Did I set up my Email?
Email is the primary mode for communication at GRCC. All important information will come to you via that medium. All faculty members are expected to have an active GRCC email box and to check it regularly. If you have not yet set up your GRCC email box or need instructions regarding forwarding email to a different email box, please contact your support professional.

Did I set up my Voicemail?
You may request a voicemail extension here on campus. This will be a place for students to leave messages for you only. If you would like a voicemail, request it through your support professional. If you decide not to get a voicemail, you should have another way for students to contact you via phone. Some instructors give out their home, office, or cell numbers. If you do not feel comfortable doing that, please request a voicemail so students can connect with you.

You will need to set-up your voicemail once you have received your phone number. For CISCO phones, adjunct must press the "+" key after the voice mail system answers so it will prompt them for their extension; to access voicemail off campus dial (616) 234-3050.

To dial an outside number while on campus, press nine and then the number. To reach another office on campus you only need to dial the last four digits of the number.

Did I locate my Mailbox?
It is your responsibility to check departmental mailboxes, as there are important items that are mailed that need attention.

Did I get my RaiderCard?
You can get your RaiderCard at Student Life (first floor, Student Center) or other on and off campus locations; visit grcc.edu/raidercard for a list of locations. This card is your campus ID and is needed for parking and using the copy machine. You are requested to wear your ID at all times on campus. ID’s must also be worn at all off campus locations, especially at high schools.
Did I locate where to Park?
You will be assigned to a parking ramp by Campus Police. Most likely it will be in the Bostwick Ramp (you enter off of Fountain). You will need to pick up your parking tag from Campus Police when you pick up your keys. Faculty and students are not allowed to park under the Applied Technology Center or College Park Plaza.

Did I get my Keys?
Once you have been hired and have been entered into PeopleSoft, keys will be requested for you by the support professional in your respective department. You will receive keys to your classroom as well as your academic department office for access to your mailbox and copier. Once the request is processed, Campus Police will contact you via your GRCC email address to let you know they are ready for pick-up. You must pick these up yourself as you will need to sign for them. Campus Police is located at the northwest corner of Lyon and Bostwick.

Did I locate the Faculty Touchdown Spaces?
You have RaiderCard and/or key access to faculty touchdown spaces. These touchdown spaces are equipped with a copier/printer, phone, and computer(s). The touchdown spaces are located in:
• 209 Cook Academic Hall
• 307 Cook Academic hall
• 411 Cook Academic Hall
• 508 Cook Academic Hall
• 232 Main Building
• 116 Sneden Hall

Did I sign my Faculty Information Form (FIF)?
Your Associate Dean’s Office or support professional will distribute FIFs. Please review carefully all of the information on your FIF, then sign and return the form immediately. Mark any corrections on the form. Since this form is your official agreement with the College and it is also used to produce your payroll, it must be complete, accurate and legible – address, home phone number and degree verification are also REQUIRED. Your accurate and timely paycheck depends on it. PLEASE double-check your “degree level” listed. If you are new or have recently earned a higher degree, HR must receive your official transcripts in order for payroll to be correctly processed. If your transcripts are not on file, you will be paid at a lower rate and your increase will be effective beginning the following semester.

Do I know how to report my Absence?
Faculty absences must be reported as follows. Call:
• (616) 234-3909 by 7:00 a.m. to report daytime absences
• (616) 234-3909 by 3:00 p.m. to report evening absences
• (616) 234-3909 by 7:30 a.m. to report absences for Saturday classes
• (616) 234-3909 to report absences for Sunday classes (Noon-5:00 p.m.)

Day and evening absences will be displayed around campus and on the College website. If you are teaching off-campus, you also need to notify the host school regarding your absence so that proper posting and notification can be done.

All faculty members are encouraged to use Blackboard to notify students when they are absent and to communicate their instructions about assignments students need to complete.

Overload Absences for Full-time Faculty
For a class that is entirely overload, a faculty member shall be granted one class period of sick leave pay for each time per week the class meets. These sick leaves are granted each semester and are not cumulative.

Faculty members who exceed their paid sick leave entitlement each semester will have their overload pay reduced to reflect the excess absences.

If you call in sick, you will be considered absent from all scheduled classes unless you state the specific classes you meet with that day.

Reductions in pay for overload absences may not be made in the same pay period that the absence occurred. Deductions will be completed no later than the last pay period for the semester in which the absences occurred.

Part-time/Adjunct Faculty
Part-time/adjunct faculty shall be granted one class period leave with pay for each time per week a class meets. These sick leaves are granted each semester and are not cumulative.

Part-time/adjunct faculty members who exceed their paid sick leave entitlement each semester will have their pay reduced to reflect the excess absences.

If you call in sick, you will be considered absent from all scheduled classes unless you state the specific classes you meet with that day.

Reductions in pay for absences may not be made in the same pay period that the absence occurred. Deductions will be completed no later than the last pay period for the semester in which the absences occurred.

Do I know how to request a Leave of Absence?
If you are going to attend meetings and other College-related functions off campus, including class trips, you must complete an application for Leave of Absence Form at least five (5) days before the actual absence. We cannot approve requests for a leave of absence after the fact. If you are requesting an expense reimbursement, the approved Leave of Absence form must be on file; otherwise, the reimbursement cannot be approved. Expense reimbursements (especially if grant-funded) should be submitted within 30 days after the activity. Refer to Policy 8.3 College Sponsored Student Travel for additional information.

Do I know where to go for Professional Development?
Grand Rapids Community College’s Center for Teaching Excellence (CTE) is the primary provider of faculty professional development opportunities for all full-time and adjunct faculty. Our faculty-led opportunities include one-on-one assistance, small-group workshops, webinars, and online “just in time” resources. The Center’s programs include professional development that focuses on traditional and innovative pedagogies, academic service learning, curriculum development, assessment of student learning, and other practices that support the scholarship of teaching and learning. The Center also assists faculty in making community connections to guest speakers and other colleagues who seek opportunities for collaboration. Additionally, the Center invites suggestions and requests for small-group and departmental professional development activities. The CTE is located on the third floor of the Main Building and offerings are listed online.
Do I know about Adjunct Professional Development Funds?
GRCC provides funds for adjunct/part-time faculty professional development. These funds are intended to provide support for adjunct/part-time faculty in their work for the College where the expenditure is for their professional development, including but not limited to professional activities, conferences, publications and/or professional dues related to their assignment at GRCC. For more information, visit Adjunct Professional Development Dollars.

Technology and Teaching

Did I access Blackboard (GRCC Online Learning Center)?
Faculty Commitment: By no later than the second semester of teaching, each faculty member will, at a minimum, use the Blackboard Learning Management System to provide students with the course syllabus and faculty contact information. Use of the Blackboard Grade Center to provide regular feedback (where appropriate) is strongly encouraged.

Institutional Commitment: To support this Faculty Commitment, GRCC will provide each teaching faculty member with access to appropriate technology, training for its use, adequate system capacity, and timely technical trouble-shooting.

Blackboard is an easy and effective way for professors to: share course materials online, communicate with students, send and receive assignments, post grades and feedback, and more. Using Blackboard contributes to student success and retention, saves time, reduces paper and printing costs, and provides links to a wealth of academic resources. Additionally, feedback from students’ surveys reveal that students consider Blackboard extremely useful in helping them organize their work, get feedback, access grades, connect with their instructors, collaborate with their fellow classmates, and access course materials.

To access Blackboard, simply login with your campus username and password at bb.grcc.edu. If you would like to learn more about using Blackboard in your courses, you may attend a training session through the Center for Teaching Excellence or access a wide array of online support resources available on the Help tab in Blackboard. Professors may also email the Distance Learning and Instructional Technologies Department at dlit@grcc.edu for assistance and/or visit grcc.edu/dlit.

Do I know how to use Classroom Technology?
For emergency assistance with technology, contact the IT Help Desk at (616) 234-3688. If you are teaching a class that depends heavily on technology, it is recommended that you have a back-up plan if the technology in the classroom becomes unavailable.

Do I know where to go for Instructional Technology support?
The office of Distance Learning and Instructional Technologies (DLIT) is located in 316 Main. DLIT provides instructional technology training, resources, and support for faculty. Additionally, DLIT provides training and support in the development and delivery of Online and Hybrid courses. The DLIT team can assist with Blackboard questions as well as the use of other instructional technologies.
For more information, please visit DLIT on the web at grcc.edu/dlit or email the department for assistance, training, or support at dlit@grcc.edu. If you are experiencing a technical problem, error messages, etc. with Blackboard, classroom technology, or your desktop/laptop, please contact the IT Help Desk at ithelp@grcc.edu.

Do I know about Media Technologies?
IT Media Technologies offers a wide array of services to support student learning and promote college goals. This department provides exceptional solutions to media-related issues throughout the college. For more information, visit Media Technologies.

Do I know where to find the Academic Calendar?
The academic calendar can be found on-line at grcc.edu/provost. This calendar has important dates for the current semester.

Did I submit my Syllabus?
Submit an electronic copy of your course syllabus to your Department support professional within the first two weeks of the semester and to Blackboard. Your students should receive your syllabus during the first class session. Advise your students of exactly what they can expect from you, and exactly what you will expect from them to achieve successful completion of the course. For a syllabus template, visit grcc.edu/syllabus or reference Policy 7.16 Common Syllabus Components.

Do I have my Textbook(s)?
Information regarding ordering textbooks, course packs, instructional materials and supplies can be found at grcc.edu/sites/default/files/docs/policies/7-3_textbook_policy.pdf.

The Bookstore's hours of operation and textbook return information can be found at grcc.edu/bookstore. You may want to inform students, particularly those in the evening, weekend, and off-campus classes, that they may order their books online. For information, call the GRCC Bookstore at (616) 234-3880.

Did I Copy my Course Materials?
Please post your materials on Blackboard for students to review and then decide which materials would be beneficial for students to have as a paper copy to ensure successful learning.

To make copies on the copier in the office, you will need your RaiderCard or you will need to log-in to the machine using your GRCC log-in and password. You are asked to not make more than 25 sheets of paper per project on the office copier. Copies exceeding this amount should be sent to GRCCePRINT for copying. Semester start-up is busy so plan ahead as this option may take more than 24 hours during this time.

Printing Services website is grcc.edu/GRCCePRINT. Under the ‘Links” there are several videos on how to use the GRCCePRINT online ordering system. Please review the proper videos before you register and place an order. GRCCePRINT has different times for delivery depending on your location so check the GRCCePRINT website for your delivery location time.
Did I get Copyright permission?
Copyright Laws of the United States (Title 17 U.S. Code) govern the use of copyrighted materials and making copies or other reproductions of copyrighted material. Although we are an educational site, the doctrine of “Fair Use” does not relieve GRCC of the responsibility to obtain permission for each use. GRCC policy endorses strict compliance with the law, and GRCC provides resources to assist you with compliance. Refer to Policy 7.17 Library Collection Development for additional information.

If you personally have obtained written permission to use specific material, please keep the permission in your records and include copies with your course pack order to GRCCePrint. If you do not have legal permission, GRCCePrint will work with you to obtain appropriate permission. To obtain permission to use any copyrighted materials in a course pack or as a handout, you must submit a full bibliography for each piece of material used, including:
- Author(s)/translator/editor
- Book/journal title
- Chapter and article title
- Exact page numbers needed and where it appears in the course pack
- Publisher name
- Most recent date of publication

Forms for submitting bibliographic information are available from the Copyright website at grcc.edu/library/facultyresources.

The Library & Learning Commons staff will be happy to assist you with the ascertainment of precise bibliographic data and provide training on compliance with copyright law, as well as training on the basics of Copyright Law and Fair Use.

Did I know how to administer Final Exams?
Faculty who teach day classes are required to be in the classroom during the designated final exam time as listed on the Day Exam Schedule, regardless if a final exam is administered. The exam schedule is located at grcc.edu/provost/facultyresources under Resource Documents. This schedule is given to serve our students. Faculty teaching evening classes are required to be in the classroom the last evening the class meets which is designated as the end date of the class, regardless if a final exam is administered. Evening classes are any class that ends after 5:00 p.m.

Did I know how to take Attendance?
You must take attendance at your first class session. Check your class roster often, especially the first day of class, on count date, and whenever a new student appears. No students should be allowed in your class if they are not listed on your class roster. Inform the student that he or she must go to the Associate Dean’s Office, if they are not on your class roster. Student attendance policies can be found at grcc.edu/policies (policy 8.8).

Did I access my Class Lists?
You may access your class list/grade roster via the Online Faculty Center at any time. Students on the class list/grade roster are the only students who have registered and paid for the class and therefore allowed to be in the class. To access the Online Faculty Center go to grcc.edu and click on Online Center Login and type in your user name (your user name is a capital “W” plus your employee ID) and password.

Did I review Early Alert?
Increasing student success and improving retention is a priority that is shared across the institution at GRCC. Advisors, counselors, professors, staff, and the students themselves all play a role in contributing to enriching people’s lives and contributing to the vitality of the Community (GRCC’s Vision).

Faculty are encouraged to use Early Alert to flag students who are having attendance issues, doing poorly in class, and/or having any difficulties in being successful. Early Alert can be accessed in Blackboard and is very easy to use. For more information, contact Chris Sain, Coordinator of Retention, (616) 234-4139 or via email at csain@grcc.edu.

Did I establish Office Hours?
Teaching faculty (full-time) must be on campus a minimum of five (5) office hours per week (for student consultation) in addition to the faculty member’s normal teaching load. These hours should be in both a.m. and p.m. modules and in locations accessible to your students.

To best serve our students, office hours should be scheduled in units of no less than 30 minutes in length, posted for easy student viewing, and adhered to. This schedule should be submitted to the appropriate department support professional upon his/her request. If you will not be in your announced location during these hours, you must communicate the new location by posting a notice in a conspicuous location.

Faculty should also be available on campus additional times each week for preparation and attendance at meetings related to their responsibilities as full-time faculty members, as scheduled by their Dean, Associate Deans, or Department Head/Program Director.

Office hours allow students the opportunity to reach instructors to ask questions, consider their future, or discuss projects outside class time. Adjunct faculty are encouraged to keep office hours on a ratio of one office hour for every three class hours. Students deserve the service of the institution. Please list your office location and office hours on your syllabus. Please also provide office hours to your support professional.

Did I Check my Classroom?
There are three ways to check your scheduled classroom:
A. You can view a photo of your classroom by logging into 25Live:
   2. Log in with your GRCC network username and password.
   3. Locate the “Quick Search” module on the Dashboard tab.
   4. Enter your classroom (e.g. ATC 113) in the “Search Locations” field.
   5. Click on the name of the location to view images and details about that location.

B. Capacity Cards are located in all classrooms indicating the number of seats for the room. If you find furniture missing or in need of repair, contact the office of your Associate Dean of Operations.

C. For non-technology classroom concerns, please contact the office of your Associate Dean of Operations.
Do I know how to use the Classroom Phone?
Classroom phones are placed in each classroom for support and emergency purposes. Classroom phones should remain active or “on the hook” at all times. These phones are equipped to make internal and emergency (911) calls only. Abusive use of classroom phones should be reported to Campus Police.

Classroom phones are equipped with a “CODE 2” button, which will immediately connect you with Campus Police, if necessary. Dispatch will answer, and can immediately identify the classroom you are calling from in the event of a classroom emergency. CODE 2 is not available at off-campus locations.

Classroom phones are also used for the Emergency Phone Alert system, which will broadcast a message in the event of an emergency.

Do I know the Classroom Door Guidelines?
Grand Rapids Community College guidelines state that faculty should keep their classroom doors locked from the outside and closed while class is in session. The reasons for this are two-fold: first, this practice helps ensure the safety of students and employees in the event of an emergency situation on campus; and second, this practice helps the college conserve energy in pursuit of its goals as an environmentally-sustainable institution.

Do I know how to Change Classrooms?
To avoid potential conflicts, you must not change rooms. If you have a need to change rooms, contact the office of your Associate Dean of Operations. The Associate Dean of Operations will consider your request. If your class is going to meet anywhere other than your assigned classroom, you must notify the office of your Associate Dean of Operations.

Do I know how to arrange for a Guest Speaker?
Faculty members must seek approval from the appropriate Associate Dean of Operations for all guest speakers one week in advance via a Classroom Speaker Request Form located at grcc.edu/speakerform.

Do I know how to get Driving Clearance?
Any staff member who wishes to use a college vehicle to transport students or other college employees to an off-campus destination must submit a College Vehicle Driving Form to receive clearance to drive the vehicles. The form can be obtained online at grcc.edu/police. Please plan on submitting the form 30 days prior to your departure date. These forms are sent to the Michigan State Police for clearance. The return of information takes approximately three to four weeks.

Institutional Policies
Do I know the institution’s Guidelines for Faculty?
The GRCC faculty member:
A. Maintains current content knowledge.
   1. Demonstrates current knowledge and practice in the discipline.
   2. Shares knowledge to help students anticipate future trends.
B. Promotes an environment conducive to learning.
   1. Uses the learning environment to promote faculty-student and student-student interaction.
   2. Adapts the environment to meet the needs of the course.
   3. Maintains an environment that cultivates respect, care, and rapport among students.
   4. Creates an environment in which students are comfortable asking questions, stating opinions, challenging ideas/content.
   5. Understands their student’s background, culture, needs, aspirations, and goals.
C. Designs courses to promote learning and success for students.
   1. Incorporate available information about student’s initial knowledge and needs into the course.
   2. Clearly defines the course objectives and expectations for both faculty member and students.
   3. Teaches to course objectives.
   4. Assesses student achievement of outcomes and/or experience.
   5. Provides timely feedback to students.
   6. Provides opportunities for student feedback to faculty member.
D. Establishes a professional relationship with students and between students.
   1. Demonstrates authenticity in his/her interactions with students.
   2. Encourages students to be authentic and able to express themselves.
   3. Demonstrates compassion and encourages students to demonstrate compassion.
   4. Accepts others and their viewpoints and lifestyles in the learning environment.
   5. Knows his/her own strengths and areas for improvement.
   6. Encourages students to recognize their own strengths and areas for improvement.
   7. Recognizes strengths of students and helps them capitalize on them.
   8. Cares about students and their success in the classroom and in life.
E. Creates and maintains a community of learners.
   1. Supports colleagues in his/her own Department or Program
   2. Communicates and interacts constructively with those in other Departments and Programs.
   3. Values contributions of all College staff.
   4. Shares expertise and resources with colleagues.
   5. Takes responsibility for the whole; supports consensus decisions and actions.
   6. Collaborates with community partners to enhance learning experiences when appropriate for achieving course outcomes.

☐ Do I know about FERPA?
FERPA stands for Federal Right to Privacy Act. Please be familiar with this act as there is very little information you can give to a student’s family, friends or other students. FERPA policy can be viewed at grcc.edu/policies. The policy number is 8.6.

☐ Do I know about accommodations for students with Disabilities?
Grand Rapids Community College is fully committed to providing equal opportunity for participation in all programs, services and activities for students with disabilities as mandated by federal law. Please be aware that as a faculty member you are required to make and/or permit reasonable accommodations with regard to all aspects of the learning environment. Failure to do so could result in an Office of Civil Rights investigation or legal action.

   It is strongly recommended that the following statement be placed in your syllabus:

   “Students with disabilities who wish to request accommodations must be registered with the Disability Support Services (DSS) Office in 368 Student Center. You may contact them at (616) 234-4140 or (616) 234-4155 for more information. Once you are registered with the DSS Office, you will be given an Accommodations Agreement to present to me to verify your registration. Please see me as soon as possible so we may have a private conversation to discuss accommodations.”

☐ Do I know the institution’s Credit Hour Definition?
A credit hour gives value to an amount of work represented in intended learning outcomes and verified by evidence of student achievement of those outcomes. A credit hour requires a minimum of one hour of direct faculty instruction and two hours of out-of-class student work each week for the equivalent of fourteen weeks.

Many academic experiences are integral to courses or programs because they allow students to practice and apply their learning in the laboratory, studio or workplace. Each of these requires additional contact hours to earn a credit hour.

- Clinicals require a minimum of 1.75 hours of student participation each week for the equivalent of fourteen weeks for each credit hour.
- Laboratories, Music Ensembles, Studios, Practica, Internships, and Fieldwork require a minimum of two (2) hours of student participation each week for the equivalent of fourteen weeks for each credit hour.
- Co-ops require a minimum of five (5) hours of student participation each week for the equivalent of fourteen weeks for each credit hour.
- Lecture/Labs are a way to implement an instructional strategy particular to a discipline. The department/program defines the credit hour/contact hour ratio according to the type of work required of students to meet the outcomes of those courses.

☐ Do I know the institution’s Grading requirements?
If you are not using the “gradebook” on Blackboard, grade books are available from your support professional. Grades must be submitted via the Online Faculty Center.

Grades for 14-week courses are due 60 hours from the end of the last scheduled exam. Early ending classes (7, 10 and 12 weeks), grades are due within 72 hours. Please contact IT Help with password or login concerns.

Incomplete Grades (“I”)
An incomplete (“I”) grade can be temporarily assigned in the event of extenuating circumstances such as illness, injury, birth of a child, death of a family member, jury duty or other situations that are beyond the control of the student and prevent completion of the course requirements during the semester. The following requirements must be met in order to receive an incomplete (“I”) grade:

1. The coursework up to the time of the absence has been satisfactory and in the instructor’s judgment, the student can complete the required work without repeating the course or attending any class sessions in subsequent semesters.
2. Approximately 90 percent of the course time has elapsed or coursework has been completed as determined by the instructor.
3. An incomplete form has been completed. This form will indicate the actions the student will take to finish the course, when those actions will take place (not to exceed one year), and the grade the instructor will submit (“A”, “B”, “C”, “D”, or “E”) should the work remain incomplete after the allotted time. Both the student and instructor will make every effort to sign the form and a copy will be provided to the student and the instructor’s Department Head/Program Director.

Once the coursework is completed or the allotted time lapsed, the instructor will submit an official grade change within 10 business days. If the course work is not completed and/or the instructor does not submit an official grade change, the incomplete (“I”) grade will default to a grade of “E” one year from the end date of the class. In the event of further unforeseen, extreme or unusual circumstances, a written appeal for an extension can be made to the Associate Dean of Hiring and Evaluation of the School where the course resides.

Audit (“V” Grade)
Students may choose to receive an audit grade of V for classes in which they enroll. Students may audit a class for enjoyment, for personal exploration, for gaining insight into a new subject, or for other reasons. Audit status does not count toward full-time enrollment or graduation. The course will appear on the student’s transcript.

Students pay full tuition for classes they audit and are expected to participate in all class activities. However, they are not compelled to take tests or examinations or to write term papers, but they may do so voluntarily.

Students must declare their audit or graded status to their instructor during the first 25% of the class. Graded status may not be changed to audit status, and audit status may not be changed to graded status after this time limitation. Students may make arrangements on an individual basis with their instructor to change from audit to graded status. If they expect to do so, they must take all tests and examinations and write all assigned papers.
Withdrawal

Students may withdraw from a course and receive a W grade until the 70% date of course completion (as noted on the class roster) through the Online Center or at the Enrollment Center. After the 70% date, students may not initiate a course withdrawal or receive a W grade and the final course grade (A, B, C, D, or E) will be assigned based upon all graded and missed assignments. Instructors may not assign a W grade.

However, during the last 30% of a course, students who have a documented extenuating circumstance such as an illness or injury, or the illness, injury or death of a significant other or family member may apply for a Hardship Withdrawal through the Office of the Associate Dean of Student Success and Retention. Students may apply to withdraw from a single course or multiple courses. There is no impact on the student’s GPA for receiving a W grade in the Grand Rapids Community College grading system; however, other institutions may have different policies governing the impact of W grades on transfer student acceptance and/or their calculated GPA. In addition, W grades may have a negative impact on financial aid eligibility.

Financial Aid Participation Confirmation

Faculty should confirm participation for individual students in each of their classes per the dates provided by Financial Aid for each semester. It is important that this process be completed within the provided time frame because only students with confirmations in all classes will be eligible for financial aid disbursement. For additional information regarding this process, contact the Associate Dean of Operations in your respective area.

Please note that all faculty are required to list the students’ “last date of participation” for all “E’s” in their grade records. The College is required by law to certify student participation so that GRCC students may qualify for federal financial aid and/or veteran benefits. There are financial consequences to the College* for not maintaining and producing such records. Therefore, it is important that you have a method to track student participation.

*Please see current College Catalog for complete grading policy.

☐ Did I review the Code of Conduct?

The Code of Conduct clearly outlines your rights and responsibilities in regards to academic honesty and classroom conduct. The code can be found at grcc.edu/studentconduct. If you note behaviors of concern on campus, please contact the Conduct Office at (616) 234-3531 or GRCC Police Department at (616) 234-4010.

In this work, the College utilizes Early Alert to provide the ability for professors to raise flags (concerns) for students that are at risk. In addition, automated flags can be raised based on data in Blackboard such as not logging into an online course. These flags can be raised for a wide array of factors that can affect a student’s retention and success. To use Early Alert, log into Blackboard and select the Early Alert tab. Additional information on using Early Alert can be found there.

☐ Do I know about the Institution’s Ethics/Equal Employment Opportunity (EEO) procedures?

This system has been designed to provide students, staff, and members of the community with multiple means of reporting concerns regarding possible ethics violations. Every person has a responsibility to report facts giving rise to possible ethics violations to enable the college to conduct a prompt investigation and implement a timely and appropriate response. This system has been designed to ensure that reporting ethics concerns can be done easily and with assurance of confidentiality to the extent allowable under the law.

Anyone who has reason to believe that an ethics violation has occurred should immediately report known facts in one of the ways listed below. When reporting a violation, it is important to include the following information:

• Explain the facts of the incident.
• Provide the name of the alleged offender.
• Give the date the incident occurred.
• Optional: Provide a contact name, number and email to allow for confidential follow up.
• Reporting options (It is not necessary to provide a name when making a report.):
  • Contact the GRCC Ethics Hotline at (616) 234-3169.
  • Report Information to a staff member of the Human Resources Department at (616) 234-3972.
  • Report the incident to Campus Police at (616) 234-4010.
  • Report incidents regarding students to any of the above or the Dean of Student Affairs at (616) 234-3925.
  • Send a written statement of facts to the Office of the General Counsel (please note on envelope: Ethics Officer).

☐ Do I know about Title IX/Sexual Misconduct?

Members of the GRCC community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which include acts of sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

GRCC considers consensual relationships with students or subordinates to be a basic violation of professional ethics and responsibility, and expressly forbids them unless both parties agree to and cooperate in making alternate arrangements for the supervision, evaluation, teaching, grading, or advising of the individual. Consensual relationships to which this policy applies are those romantic, intimate, or sexual relationships where an
individual has actual institutional responsibility for or authority over an individual and/or is involved in the evaluation of an individual.

Please know, staff and faculty are considered mandatory reporters* and must report allegations of sexual misconduct or other violations of the GRCC Sexual Misconduct Policy to the Title IX Coordinator, Title IX Deputy Coordinator or designees and/or Campus Police as soon as possible and normally within three workdays.

*Licensed personal counselors in the Counseling and Career Center are considered “confidential employees” and are not mandatory reporters.

What this means to you.

As a mandatory reporter, if you become aware of possible discrimination, including harassment, you must inform a Title IX Coordinator/Deputy Coordinator listed below. Reporting is required regardless of whether the discrimination involves students, faculty, staff, or visitors at GRCC.

Title IX Coordinator, Kimberly DeVries
(616) 234-2120
kimberlydevries@grrc.edu

Deputy Coordinator (Student Affairs), Lina Blair
(616) 234-3924
carolineblair@grrc.edu

Deputy Coordinator (Campus Police), Chief Rebecca Whitman
(616) 234-4012 or (616) 234-4010
rwhitman@grrc.edu

Deputy Coordinator (Human Resources), Cathy Kubiak
(616) 234-3971
cathykubiak@grrc.edu

In speaking with a victim or witness, you should NOT promise confidentiality. Faculty and staff members do not have the ability to guarantee the confidentiality of reports shared with them. If someone begins to discuss an incident, you might want to say something like the following:

I appreciate your willingness to share this information with me. Please know that I am here to help in any way that I can. If you would like to file a formal complaint, I will help you connect with someone who can begin investigating this matter.

It is important that you understand that I cannot promise to keep what you share confidential. If you are still comfortable speaking with me, I am here to listen. If not, we do have licensed personal counselors in our Counseling and Career Center who can provide confidentiality.

For students: The counselors in our Counseling and Career Center are licensed for personal counseling. Students can request a one-hour personal counseling appointment by calling (616) 234-3900.

For employees: Employee Assistance Plan (EAP) services are available and free to all employees (except student employees), their spouses and children living in their household. Services are available 24 hours, seven days-a-week via the hotline number which is (800) 442-0809 or (616) 455-6210.

Title IX requires every institution that knows or reasonably should know of sexual misconduct to conduct an investigation to determine what happened and respond appropriately. This response is required even if a situation is being investigated by police as a criminal matter. The Department of Education can suspend or limit an institution’s ability to administer financial aid, and can issue civil fines up to $35,000 per violation. Employees can be charged with a violation of the GRCC Sexual Misconduct Policy if it is determined they knew of an incident but failed to report it.

For policy information, go to grcc.edu/studentaffairs/sexualmisconduct.

For GRCC and Community Resources, go to grcc.edu/sites/default/files/attachments/GRCC%20and%20Community%20Resources_0.pdf.

Do I know where to locate Institutional Policies?

GRCC policies are located at grcc.edu/policies.

Do I know about the Institutional Review Board for Research at GRCC?

GRCC staff, faculty, and students are increasingly being asked to participate in research projects. In addition, in the course of pursuing advanced degrees, some staff members are using GRCC as the site for research projects to fulfill course requirements. To monitor the research conducted at the College, to ensure that College students and personnel are treated with the respect and care outlined by the American Psychological Association guidelines for research with human subjects, and to maintain the integrity of the institution, proposals for all research projects conducted on the GRCC campus involving its students, faculty or staff must be submitted to and approved by the GRCC Institutional Review Board for Research at GRCC. Please contact Donna Kragt, Dean of Institutional Research & Planning, at (616) 234-4044 or dkragt@grcc.edu for details or visit the department’s website.

Do I know that GRCC is Tobacco Free?

Grand Rapids Community College is committed to protecting the health of students, staff, faculty and guests by prohibiting the use and/or sale of tobacco products, medical marijuana, and electronic cigarettes (e-cigarettes) at any time or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. This policy shall extend to all properties owned, operated, leased or maintained by GRCC, including all Regional Centers and M-TEC properties.

Employees shall not use, chew, smoke or sell tobacco products, e-cigarettes and medical marijuana, during their paid work time. Students shall not use, chew, smoke or sell tobacco products, e-cigarettes and medical marijuana, at any time while subject to the jurisdiction of the GRCC Student Code of Conduct.

Refer to Policy 3.5 Tobacco/E-Cigarette Free Environment for additional information.
Do I know about the institution’s Energy Conservation efforts?
Grand Rapids Community College understands the effect of energy consumption on both the environment and the budget. With the cost of energy rising and environmental concerns growing, the college is proactively limiting energy consumption whenever and wherever possible. The energy conservation program is designed to reduce utility energy consumption primarily when buildings are unoccupied. However, it also seeks to make students, faculty and staff more conscientious with conservation procedures for thermo-stats, lighting, computers and other resource-consuming systems. By all of us working together, GRCC can become a model of thoughtful stewardship, not only of natural resources and the environment, but also taxpayer and tuition dollars. Visit grcc.edu/energyprocedures for energy guidelines, which outline methods and procedures to reduce energy consumption in campus buildings.

Emergency Contact Information

Did I activate Emergency Text Messaging Alerts?
GRCC offers a text message service to notify students and employees in emergency situations and other important notifications. Now you can be notified anytime, anywhere when GRCC is closed or other critical announcements via your mobile phone. For instructions on how to activate this service, visit grcc.edu/textmessage.

Do I know how to contact Campus Police?
The Campus Police office is located in room 25 Lyon and the office hours are:
- Monday-Thursday 7:00 a.m. - 11:00 p.m.
- Friday 7:00 a.m. - 10:00 p.m.
- Saturday 7:00 a.m. - 5:00 p.m.
- Sunday 11:30 a.m. - 5:30 p.m.

The phone number is (616) 234-4010. If you have an emergency, please call (616) 234-4911, which will ring directly into Campus Police. If you need to contact Campus Police, the dispatcher is reached at (616) 234-4010. There is also a phone in each classroom for emergencies with students or equipment problems. You may press “CODE 2” in a police-emergency. Campus Police will be able to hear what is going on in the classroom and respond.

Do I know what to do in the Event of an Emergency?
In the event of an emergency, there are several methods the GRCC Crisis Management and Response Teams will deploy to communicate with faculty and students. The primary method for classroom communication will be:

Emergency Phone Alert System
Classroom and office phones will broadcast an emergency alert message twice. Please listen for emergency instructions and assist your students if you are in a classroom. Other Communications Methods for Emergencies may include:
- All-staff email messages
- Pop-up messages on computer network stations
- In-person notification by Crisis Response Team members
- Messages on the College web site, grcc.edu
- Messages on campus TV monitors
- Text messaging
- College phone switchboard
- If appropriate, local media outlets and college cable channel 28

Visit Emergency Plans and Procedures for additional information.

Do I know the institution’s Inclement Weather Policy?
When GRCC closes due to inclement weather, the campus is closed for everyone. Please assist in making students aware that if GRCC is closed, no services will be provided or available to them. Let your students know that they can call (616) 234-GRCC after 6 a.m., or check grcc.edu for information about closing due to inclement weather. Closure of the Lakeshore Campus will be decided and communicated separately. Due to the proximity to Lake Michigan, weather conditions can be quite different at that campus.
Off-campus/Regional Sites

Do I know about teaching at Regional Centers?
For information on the various locations and services of our regional centers please visit grcc.edu/regionalcenters.

Do I know about teaching at the Lakeshore Campus?
grcc.edu/lakeshore
- Keys are not issued but buildings and rooms will be opened automatically prior to the start of classes each day. If you find that your room has not been unlocked, please see a front desk staff member for classroom access.
- Most facilities have a computer lab or laptop cart that can be reserved.
  - Please contact your building's support professional if you would like to reserve a lab for your class. Prior notice is required. All computers have access to the internet.
  - Each classroom is equipped with whiteboards, and DVD/VHS projector systems.
  - If you have additional equipment needs or are in need of any technology assistance, advanced notification is required. To make a request, please contact your building's support professional.
- There are two shared faculty office spaces that are available. These are located at the Thompson M-TEC and the Midtown Center.
  - Both have a phone and PC and the Thompson M-TEC has a Scantron machine.
  - Midtown Center's is room 308.
- At the Thompson M-TEC you should show your RaiderCard to the staff in the front office and they can direct you to the room.
- Although there are not assigned faculty mail boxes at the Lakeshore Campus, all mail from the Main Campus is delivered to your respective teaching location.
- In case of an emergency, call 911 or contact a security guard in the evening.
- There are multi-function printers located in the office at the Thompson M-TEC, Midtown Center and West Ottawa that students and staff may use.
- You must swipe your staff or student ID card to access the printer, however if you do forget your card, you can also log in to the printer by using your Novell login credentials.

Do I know about teaching at the Lakeshore Campus?
grcc.edu/lakeshore

Do I know how to request mileage reimbursement?
Mileage reimbursement is available for faculty members who teach at off campus/ regional sites. For more information regarding mileage reimbursement, refer to the Faculty Contract.
Vision
As a college of distinction, GRCC inspires students to meet the needs of the community and the world.

Mission
GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

Values
Excellence
We commit to the highest standards in our learning and working environment as we strive for distinction in all aspects of our work.

Diversity
We create an inclusive learning and working environment that recognizes the value and dignity of each person.

Responsiveness
We anticipate and address the needs of students, colleagues, and community.

Innovation
We seek creative solutions to problems through experimentation and adaptation.

Accountability
We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.

Sustainability
We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

Respect
We treat others with courtesy, consideration and civility.

Integrity
We commit to GRCC values and take personal responsibility for our words and actions.

Ends
Student Success Pathways
A student-centered experience will ensure opportunities for students to learn the skills necessary to achieve their educational goals.

Workforce Pathways
GRCC will prepare students for the workforce in our community and the world.

Transfer Pathways
GRCC prepares students to transfer to the college or university of their choice.

Institutional Learning Outcomes
Communication Skills
Students will effectively express and exchange ideas through listening, speaking, reading, writing, and other modes of interpersonal expression.

Critical Thinking Skills
Students will be able to gather and synthesize relevant information, evaluate alternatives, and implement creative and effective solutions.

Social Responsibility Skills
Students will be prepared to practice community engagement that addresses environmental responsibility, social justice, and cultural diversity.

Personal Responsibility Skills
Students will become independent learners who understand and express the lifelong skills necessary for physical, social, economic, mental, and emotional health.
GRCC Campuses

1. College Park Plaza
2. Lyon Parking Ramp
3. Cook Academic Hall
4. Main Building
5. Calkins Science Center
6. Gerald R. Ford Fieldhouse
6A. Ford Natatorium
7. Student Center
8. Bostwick Parking Ramp
9. Music Center
10. Learning Center
11. Wisner-Bottrall Applied Technology Center
12. Spectrum Theater
13. Preschool (Phyllis Fratzke Early Childhood Learning Laboratory)
13A. Preschool Playground
14. Administration Building
15. Stewart Edward White Hall
16. Sneden Hall
16A. Welcome Center
17. Sneden Hall Parking
18. Mable Engle
19. Carriage House
20. Lettinga House
21. Learning Corner @ Wealthy
22. Leslie E. Tassell M-TEC
23. OAISD Careerline Tech Center
24. Patrick A. Thompson M-TEC
25. West Ottawa High School - North Building
26. Midtown Center
27. GVSU's Meijer Campus

For locations of independently accessible building entrances, please call (616) 234-6100.
Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.

GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.