

MILES

COMMUNITY COLLEGE

START HERE - *Go Anywhere*

Employee Handbook

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MILES CITY, MT 59301

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406-874-6197

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Updated 8/2021

Welcome to Miles Community College!

This handbook provides condensed policy and procedure information extracted from:

Board Policy Handbook

- milescc.edu/AboutUs/Board/Policy/BoardPolicy

Academic Catalog & Student Handbook

- content.milescc.edu/DownloadFiles/WebCatalogs/Web_CatalogCurrent.pdf

While this Handbook provides current employment practices, policies, and benefits applicable to employees, it does not constitute in itself an employment contract or an assurance of continued employment.

Miles Community College (MCC) may, without notice, change any statement in this Handbook.

MCC respects each employee's right to individually identify gender as male, female, or nonbinary, and has decided to make this Handbook as inclusive as possible by using the plural pronouns "they," "their" and "them" instead of pronouns associated with gender choices.

Human Resources

Human Resources (HR) offices are located on the main campus in Lucas Hall.

Dean of Administrative Services and HR

- Kylene Phipps, 218C, 406-874-6292 PhippsK@milescc.edu

HR/Accounting Specialist

- Carrie Preller, 218D, 406-874-6197 PrellerC@milescc.edu

About the College

Since 1939, Miles Community College has provided access to higher education, developmental education, adult basic education, and workforce training for the citizens of Custer County. MCC's mission is to prepare students for success and provide opportunities for lifelong learning through quality programs, community outreach, and partnerships. MCC's Core Themes are:

1. Student Success
2. Academic Achievement
3. Workforce Training and Partnerships
4. Community Outreach and Lifelong Learning

Governance

MCC is governed by a Board of Trustees (milescc.edu/AboutUs/Board) comprised of seven locally-elected members and is accountable to the Montana Board of Regents as specified in Montana Code Annotated 20-15-103. The operation and management of the college are delegated to the President, who is directly responsible to the Board.

Accreditation

All educational programs offered at MCC are approved by the Montana Board of Regents, the United States Department of Education, the United States Bureau of Indian Affairs, the United States Department of Veterans Affairs, and the Montana Department of Vocational Rehabilitation Services.

Miles Community College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The nursing program is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN) and is approved by the Montana Board of Nursing.

EEO, Anti-Discrimination, & Inclusion

MCC is committed to:

- A program of equal opportunity for education, employment, financial aid, and participation in college activities without regard to race, color, sex, age, religion, marital status, physical disability, national origin, or because of mental disability unless based on reasonable grounds.
- Providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.
- Eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a college service or participate in a college-sponsored or hosted event. MCC will make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job.
- Maintaining an environment of respect and acceptance. . . . [and] building a social and educational environment free of harassment, prejudice, and injustice, while encouraging vigorous debate and reasoned disagreement of opinion. This allows for civil discourse and engaged pluralism, which are at the heart of MCC's mission.

Administration

| | | |
|---|--------------------------------------|--------------------------------------|
| President | Dr. Ron Slinger Lucas Hall 218A | 406-874-6158, President@milescc.edu |
| Vice President of Academic Affairs | Dr. Rita Kratky Lucas Hall 209B | 406-874-6199, KratkyR@milescc.edu |
| Dean of Enrollment Management & Educational Support Services | Erin Niedge Lucas Hall 114A | 406-874-6211, NiedgeE@milescc.edu |
| Dean of Student Engagement & Auxiliary Services | Richard DeShields Lucas Hall 115A | 406-874-6226, DeShieldsR@milescc.edu |
| Dean of Administrative Services & HR | Kylene Phipps Lucas Hall 218C | 406-874-6292, PhippsK@milescc.edu |

Employee Directory

- milescc.edu/AboutUs/StaffDirectory

MCC Main & Extended Campus

- Main Campus, 2715 Dickinson St: Lucas Hall, Library, Bookstore, Café, Centra, Vo-Tech Building, Residence Halls
- Workforce Readiness Center, 2500 Main St
- Agricultural Advancement Center, 340 I-94 Business Loop

See milescc.edu/AboutUs/Maps

Employment & Personnel Policies

Joining the MCC Team

Employment opportunities are posted on the MCC website (milescc.edu/employment) and advertised locally and nationally, as appropriate.

Application Process

Required application materials for consideration of employment include:

- Cover Letter
- Resumé
- Three references
- College Transcripts, if applicable
- MCC Employment Application
- Background Check Information Form

Hiring Process

A search committee of employees representing various college departments screen, evaluate, and interview applicants. The committee reports the strengths and weaknesses of each semifinalist applicant to the President, the college hiring authority.

Employment Documentation

- MCC New Employee Information Form
- Employee's Withholding Allowance Certificate Form W-4
- MT Employee's Withholding Allowance and Exemption Certificate MW-4
- Employment Eligibility Verification Form I-9
- Identity and employment authorization documents
- Direct Deposit Form, if applicable

Employment Contracts

The terms and conditions of employment are outlined in an annual Employment Contract. Employment is limited to the time specified in the contract but may be renewed upon approval of the President.

Full-time faculty contracts are detailed in the Master Agreement.

First Day at MCC

The first day of employment begins with HR to:

- Review position description and applicable benefits
- Complete necessary paperwork
- Obtain college accounts credentials and employee ID, as applicable
- Tour the main campus and meet colleagues

College Accounts

Systems Accounts

Employees are assigned an employee (M) number, an MCC email, a Banner account, and may be assigned additional accounts depending on position.

See [Accounts & Systems](#) (p. 19).

IT Acceptable Use

Employees using MCC's software, hardware, and systems are expected to:

- use computing and information technology resources only for their intended purposes,
- protect the access and integrity of computing and information technology resources,
- use only those computing and information technology resources for which they are authorized to use,
- abide by applicable laws including, but not limited to, copyright, intellectual property rights, and licensed software, and
- respect the privacy and personal rights of others (BPH § 1000.1).

New Employee Orientation

Annually, MCC provides orientation for new employees. Attendees spend time with and learn from the college President, the Vice President of Academic Affairs, the Dean of Student Engagement & Auxiliary Services, the Dean of Administrative Services & HR, the Dean of Enrollment Management & Educational Support Services, and the Associate Dean of Academic Affairs/Accreditation Liaison.

Discussion topics include:

- MCC Overview (History, Governance, Mission, Core Themes, & Culture)
- Academic Affairs Overview
- Budget Overview
- Enrollment Management
- FERPA
- Policy Review
- Learning Center (Student Support Services)
- Team Building
- Culture Competence

Probationary Period

New employees are subject to a six-month probationary period. During this probationary period, the employee may be terminated for any reason or no reason at all. These terminations are exempt from the Grievance Procedure. The probationary period does not represent a guarantee of employment for six months or any other period of time (BPH § 600.3).

Full-time faculty probationary periods are detailed in the Master Agreement.

Personnel Files

HR maintains a personnel file for each employee that includes the record of transactions relating to employment at MCC. The file is confidential and is not provided to persons outside the College without the employee's consent, legal authorization, or subpoena/court order. Employees may review their personnel file by appointment.

Conflict of Interest

Trustees, employees, and others affiliated with MCC must disclose to the Dean of Administrative Services and HR any potential conflict of interest and recuse themselves from participation in any decision that may result in personal profit or gain, either directly or indirectly, as a result of their relationship with the College (BPH § 100.5).

Payroll Periods & Pay Dates

- Salaried Employees: The payroll period begins on the first working day of the month and ends on the last working day of the month. Payment will be made monthly on the 25th unless it falls on a holiday or weekend, then payment is made on the last working day before the 25th.
- Hourly Employees: The payroll period begins on the 16th day of the month and ends on the 15th day of the following month. Timesheets showing the number of hours worked each day must be approved and signed by the employee's supervisor and submitted to HR by 5 p.m. on the 16th (or last working day before the 16th) day of the month. Payment will be made monthly on the 25th unless it falls on a holiday or weekend, then payment is made on the last working day before the 25th (BPH § 700.5).

Foundation Donation Payroll Deduction

Through the Miles Community College Foundation (milescc.edu/Giving), employees may deduct a portion of income each month to support MCC students and initiatives such as the Pioneer Scholarship Fund, the Pioneer Club (Athletics), the Pioneer Food Bank. Form available at HR.

Employee Definitions

Non-exempt

- Employee entitled to minimum wage, maximum hours, and overtime pay under specific provisions of federal and state wage and hour laws

Exempt

- Employee excluded from the provisions of federal and state wage and hour laws

Full-Time

- Employee who works an annual average of 40 hours per week

Part-Time

- Employee who normally works less than 40 hours per week

Staff

- Employee in non-teaching activities that support the educational and service programs of the college

Faculty

- Employee hired for a role that specifically requires teaching contact with students

Probationary

- Employee in the specified Probationary Period

Permanent

- Employee who has attained satisfactory completion of the required probationary period

Temporary

- Employee designated as temporary by an agency for a definite period not to exceed 12 months; performs temporary duties or permanent duties temporarily; is not eligible for permanent status; is terminated at the end of the employment period; is not eligible to become a permanent employee without a competitive selection process; if full-time may be eligible for benefits provided to permanent full-time employees with the except for tuition waivers (BPH § 600.1)

Employee Recognition & Professional Development

MCC celebrates and engages employees annually and throughout the year with a variety of initiatives.

Employee Acknowledgment & Recognition

- President's Passion Award
- Excellence and Innovation Award: Teaching, Staff
- Blue & Silver Award
- Length of Service Recognition
- Lure Award

Employee Engagement

- Annual Employee Satisfaction Survey
- Lunch & Learn
- Social Committee Activities
- Health & Wellness
- TGIF Professional Development Summer Program
- Petey the Pioneer

College Committees

Administrative Committees

- Executive Team, President's Cabinet, Academic Standards & Curriculum

Operational Committees

- Admissions Safety and Security, Advising Taskforce, Banner User Group, Behavior Intervention Team, Blue & Silver/Employee of the Semester, Calendar, Career & Technical Division, Campus Safety, Enrollment Action Team, Event Management, Financial Aid & Student Account Appeals, General Education Division, Hall of Fame Selection, Institutional Review Board, Labor/Management, Nursing Admissions Taskforce, Nursing Division, Scholarship, Social, Technology, Website, Wellness

Advisory Committees

- Auxiliary Services Advisory, Athletic Department/Centra Advisory, Speakers Bureau, Student-Athlete Advisory.

Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. New employees and supervisors should meet to discuss the job responsibilities, competencies, and performance requirements of the position. Performance appraisals are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct problem areas, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Official performance appraisals are scheduled according to college policies.

Full-time staff are evaluated before the end of the six-month probationary period and annually thereafter before the end of the contract year (June 30) (BPH § 600.10.1).

Full-time faculty evaluation procedures are specified in the Master Agreement (BPH § 600.10.2).

A copy of an employee's evaluation is placed in the employee's personnel file.

Progressive Discipline

To address issues of performance or conduct, MCC encourages open and ongoing communication and feedback between supervisor and employee. It is expected that a supervisor share performance or conduct concerns with the employee as early and as informally as appropriate (full-time faculty disciplinary procedures are detailed in the Master Agreement). The supervisor should then give the employee a reasonable opportunity to address and resolve the concern/s. If the employee fails to resolve the concern/s, the Dean of Administrative Services and HR may assist before commencement of formal disciplinary action.

Progressive discipline may range from corrective counseling to termination of employment. The number of steps may vary and steps may be repeated or skipped. Termination will not be an initial disciplinary action except in severe cases of unsatisfactory performance or behavior. The President will make the final determination to suspend or terminate an employee. Any employee, except a probationary employee, may file a grievance outlined in [Employee Grievance Procedure](#).

Types of Progressive Discipline

Verbal Warning

- A verbal warning is informal corrective counseling or suggestion for performance improvement. Verbal warnings include, but are not limited to: routine performance errors, tardiness, inappropriate use of work time, unprofessionalism, or inappropriate work attire. A Verbal Warning form is available from the Dean of Administrative Services and HR.

Written Warning

- A written warning is formal corrective action that is issued when an employee fails to correct a problem after receiving a verbal warning or as the first step of progressive discipline for more serious misconduct including, but not limited to: violation of safety rules, displays of anger or disrespect, performance issues, neglect or damage of property.

Suspension

- A paid leave of absence may be imposed when it is determined that an employee must be immediately removed from the workplace. If during an investigation the employee is exonerated, the employee will be reinstated without discipline. If misconduct is verified, the employee will be subject to formal discipline, up to and including termination. A Vice President/Dean may immediately suspend an employee with pay for no more than one workday. No employee may be suspended for more than one workday without the approval of the President. The employee will be notified by the Dean of Administrative Services and HR or designee of their employment status within 24 hours of the suspension.

Termination

- Termination is used in situations when other forms of disciplinary action fail to remove or correct the problem, or it may be used as the first and only step of discipline in response to the most serious types of offenses, including but not limited to: endangering or threatening the health or safety of others, using alcohol or illegal drugs on college property or during work hours, falsifying official records, unauthorized absence from work in excess of five days, using or authorizing another to use any state-owned or leased vehicle or other property for other than official purposes, physical violence or fighting on college property, brandishing any firearm or weapon on college property, immoral or indecent conduct on college property, serious or pervasive sexual harassment, theft, willful destruction or abuse of college or another employee's property or materials, failure to maintain licensure that is necessary to perform job requirements. The Dean of Administrative Services and HR will be consulted prior to any termination. While on suspension, employees will be given an opportunity to respond in writing to the charges against them prior to imposing termination. (BPH § 600.18)

Resolving Workplace Issues

Employees who believe they have not been treated fairly or who have concerns about other workplace matters, and who have been unsuccessful in reaching a satisfactory resolution through discussion with their supervisor or within their department may discuss their concerns with the Dean of Administrative Services and HR. Employees who raise these types of concerns in good faith can do so without concern of retaliation.

Employee Grievance Procedure

A grievance is a claim of injustice or discrimination against the Board of Trustees, administration, a faculty or staff member, or a student employee arising from an event or decision that affects the conditions of employment or welfare of an employee or group of employees.

The grievance process begins with informal discussions between employees and their immediate supervisor. The process may then progress through 3 potential levels:

Level 1

- If after informal discussion, the grievant does not feel that the problem has been satisfactorily resolved and wishes to proceed to the formal grievance process, the grievance must be initiated within 20 working days of the occurrence of the incident, or the employee's initial knowledge of the incident being grieved.

Level 2

- The grievant may request a hearing by a grievance committee if the grievant can provide additional evidence that has not been satisfactorily resolved at Level 1.

Level 3

- If the grievant wishes to appeal the decision of the Grievance Committee, a written request will be made to the President within 5 working days of the Level 2 decision. (BPH § 600.17)

Leaves & Benefits

See BPH § 600.11 for complete leave and benefits details.

Leaves

Family & Medical Leave

- Maternity/Paternity leave will be granted according to the terms of the Family Medical Leave Act of 1993 (FMLA, 29 C.F.R. § 825).
- In applying the provisions of the FMLA, the 12-month period used to measure leave will be the 52-week period immediately preceding the commencement of the leave under the FMLA.
- Each employee on unpaid leave under the FMLA will remain responsible for paying the employee's share of any health care or other premiums applicable to any coverage elected by or provided to the employee under this agreement and will submit directly to the College, not later than the employee's normal payday, the amount of premium owed by the employee.

Bereavement Leave

- 5 days at full salary will be allowed to each employee for each death of an immediate relative or member of the household.

Jury Duty Leave

- An employee will be released to serve on a jury if adequate substitute service can be provided for the day/s of proposed jury duty. If adequate substitute service cannot be provided, the employee will be requested to ask to be excused from jury duty. In the event an employee serves on jury duty on a day in which they would otherwise be performing job-related duties, the employee will receive their regular salary but will remit to the college any jury duty fees.

Military Leave

- Military leave will be granted to employees of at least 6 months employment for a period of time not to exceed 10 working days per academic year for attending regular encampments, training, cruises, and similar training programs of the organized militia of the military forces of the United States.

Legislative Service Leave

- Employees elected or appointed to the State Legislature will be granted leave of absence, commensurate with the legislative session, including any extensions or special sessions that may be imposed, without pay or benefits during the period of time they are performing public service as a member of the legislature.

Staff Leaves

Sick Leave

- Full-time staff members earn one day of sick leave per contracted month for each year of service.
- Part-time staff members shall earn sick leave on a pro-rated basis.
- Leave must be taken in either full- or half-day increments for exempt staff and in hourly increments for non-exempt staff.
- When an employee resigns, retires, loses a position due to reduction of force, or dies, the employee or the employee's beneficiary/estate will be entitled to a cash payment equaling 1/4 of the employee's accumulated sick leave.

Personal Leave

- Full-time staff may take up to 5 days of personal leave per contract year without loss of salary for personal needs.
- Leave must be taken in either full- or half-day increments.

Annual Leave

- Eligible staff members shall earn annual leave according to state laws for Montana Public Employers. Annual leave should be taken during the year in which it is earned, with not more than the amount earned in two years accumulating at any one time. Years of employment and annual leave credits per year:
 - 1 day through 10 years = 15 days
 - 11 years through 15 years = 18 days
 - 16 years through 20 years = 21 days
 - 21 years + = 24 days
- Annual leave may be accrued up to twice the maximum number of days allotted within a fiscal year; leave in excess of the cap must be taken by September 30th of the following fiscal year or it will no longer accrue. Upon an employee's separation, accrued annual leave will be paid at their current salary.
- Leave must be taken in either full- or half-day increments for exempt staff and in hourly increments for non-exempt staff.

Faculty Leaves

Sick Leave

- Full-time faculty members earn 9 days of sick leave per academic year. Annual sick leave accrues monthly as it is earned on a proportionate basis to the employee's work year.
- Leave must be taken in either full- or half-day increments.
- A medical certificate from a qualified physician as evidence of illness, indicating the employee's absence was due to an illness, may be required to qualify for sick leave pay.
- When an employee resigns, retires, loses a position due to reduction of force, or dies, the employee or the employee's beneficiary/estate will be entitled to a cash payment equaling 1/4 of the employee's accumulated sick leave.

Personal Leave

- 4 days of personal leave may be taken per contract year without loss of salary for personal needs.
- Leave must be taken in either full- or half-day increments.

Sick Leave Bank

An employee may donate sick leave to another employee that has exhausted all sick leave due to a personal illness or an illness in the immediate family. Unused sick leave is credited to the donor at the end of each fiscal year.

Benefits

Holidays

Full-time and eligible part-time staff receive 17 holidays off with pay per year at the employee's regular rate of pay. Faculty are provided holidays in accordance with the Academic Calendar (BPH §700.4).

Retirement

All employees are covered by the benefits of Social Security and the Montana Public Employees Retirement System or Teachers Retirement System. Deductions are made from the wages of all employees according to Federal and State statutes; visit choices.mus.edu/Pension_retirement1 for more information.

EAP

Employee Assistance Program benefits are available to all employees and their families at no cost. The EAP offers confidential advice, support, and practical solutions to real-life issues. For more information and to obtain the group code; visit choices.mus.edu/eap-work-life for more information.

Centra

Centra membership benefits are available to:

- Full-time/retired employees and current Trustees:
- free annual family membership
- Part-time employees:
- free monthly individual membership

Tuition Waivers

Trustees and full-time employees (excluding temporary) and their spouses will have 100% of their tuition waived when enrolled in Miles Community College credit courses. All other expenses will be the responsibility of the student. Dependents (BPH § 600.1) receive 100% tuition waivers provided they meet the minimum standards as defined by the Financial Aid Satisfactory Academic Progress Policy stated in the Academic Catalog & Student Handbook.

Pioneer Games

Employees receive free admission to Pioneer Athletic events (except for tournaments and post-season play) with their employee ID; schedule available here mccpioneers.com.

MUS Benefit Plan

Health Benefits & Plans

Through Choices, the MUS employee benefits program, an array of health plans are available to benefits-eligible¹ employees. The benefits summary is available here choices.mus.edu.

MCC contributes the employer contribution as established by the Montana University System Group Insurance Plan and applicable state law. Any additional cost is borne by the employee and paid through payroll deduction.

Wellness Program

The MUS Wellness initiatives help plan members stay healthy by providing and incentivizing preventive health screenings, healthy lifestyle education and support, and disease prevention/management programs; visit wellness.mus.edu.

¹ Eligible employees: A person employed by a unit of the MUS, OCHE, or other agency or organization affiliated with the MUS or the BOR of Higher Education is eligible to enroll in the Employee Benefits Plan if qualified under one of the following categories: Permanent faculty or professional staff regularly scheduled to work at least 20 hours per week or 40 hours over 2 weeks for a continuous period of more than 6 months in a 12-month period. Temporary faculty or professional staff scheduled to work at least 20 hours per week or 40 hours over 2 weeks for a continuous period of 6 months or more, or who actually do so regardless of schedule. Seasonal faculty or professional staff regularly scheduled to work at least 20 hours per week or 40 hours over 2 weeks for a continuous period of 6 months or more, or who actually do so regardless of schedule. Academic or professional employees with an individual contract under the authority of the BOR which provides for eligibility under one of the above requirements. [Who's Eligible | Montana University System \(mus.edu\)](https://www.mus.edu/who-is-eligible)

Campus Safety

MCC strives to provide a safe and positive environment for people to work and study. The College reports on the incidence of crime on campus and provides statistics, reporting tools, and additional resources online at milescc.edu/AboutUs/CampusSafety.

Emergency Procedures are posted in every classroom and online at milescc.edu/FacultyStaff/Emergency.

All employees are covered by Industrial Accident Insurance and by Workers' Compensation. All work-related accidents and near misses, no matter how minor, must be immediately reported to the employee's supervisor, and a First Report of Injury Form (available at HR) needs to be completed and returned to the Dean of Administrative Services and HR.

MCC is committed to providing a drug-free workplace and complies with all relevant federal and state laws and regulations. Possession or consumption of alcoholic beverages is prohibited on campus, or in any college facility. Smoking in any form is prohibited inside all college-owned or leased buildings and college-owned or rented vehicles. Smoking outside in any form must be at least 25 feet away from any campus building.

Timely Warnings & Emergency Notifications

MCC will issue Timely Warnings (TW) or Emergency Notifications (EN) as appropriate to keep the campus community informed about safety and security matters. TW/EN, will be distributed via methods reasonably likely to reach the entire campus community; however, EN may be limited to only certain populations. These communications are typically accomplished via the Rave Alert system and by email but may also include notification and/or bulletins posted on building entrances and exits and on the college website. Students, employees, and visitors may subscribe to Rave Alert to receive text and/or email message alerts in the event of a campus emergency, milescc.edu/AboutUs/CampusSafety/RaveAlert.

TW

- Are triggered when the College determines from a report filed by a CSA that a crime presents a serious or continuing threat to students and employees. This includes criminal offenses such as murder, manslaughter, rape, domestic violence, dating violence, stalking fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

EN

- Are triggered by any significant emergency or dangerous situation involving a broader range of potential threats than TW. This includes weather emergencies, campus closures, etc.

Employee Roles & Reporting Responsibilities

MCC uses the following reporting mechanisms to quickly provide critical services and interventions. All reporting forms are available from the Faculty & Staff web page, Secure Forms.

Secure Forms Credentials

- Username: first part of MCC email
- Password: same as MCC email

Campus Security Authorities

All employees serve as Campus Security Authorities (CSAs). This requires prompt reporting (within 48 hours) of Clery Act crimes reported to them. Crimes include murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, and stalking. Additional items required to be reported include arrests and disciplinary referrals for weapons possession, drug abuse violations, liquor law violations, and hate crimes (34 C.F.R. § 668.46).

How to Report

Sign in to Secure Forms (milescc.edu/forms_secure) and complete the Campus Security Authority Form (CSA Training Video also available).

Title IX Mandatory Reporters

All employees are identified as Mandatory Reporters. This requires prompt reporting (within 24 hours) of alleged or possible sexual harassment/misconduct involving students to a Responsible Official, listed below. Employees, such as licensed healthcare professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements. Visit MCC's Title IX web page to access the online form and to review the complete policy, procedures, and Mandatory Reporting Responsibilities, milescc.edu/TitleIX/TitleIX.

How to Report

Sign in to Secure Forms (milescc.edu/forms_secure) and complete the Report Harassment or Sexual Assault form.

Or report directly to a Title IX Responsible Official:

- Kylene Phipps, 406-874-6292 TitleIX@milescc.edu
- Richard DeShields, 406-874-6226 deshieldsr@milescc.edu
- Erin Niedege, 406-874-6211 niedgee@milescc.edu
- Jessica Lofland, 406-874-6480 Loflandj@milescc.edu

Student of Concern Reports

Student behaviors (personal, academic, social, etc.) or health-related (student illness, death, etc.) concerns that have the potential of impacting a student's success should be reported promptly. Once a report is submitted, the Behavioral Intervention Team (BIT) will follow up with the student. The goal is to work with students to address concerns before they reach a level involving student conduct violations or academic/financial aid issues.

How to Report

Sign in to Secure Forms (milescc.edu/forms_secure) and complete the Report a Student of Concern form.

Academic Student At Risk

Students with poor attendance, low test scores, poor content comprehension, and/or missing coursework, should be reported as soon as possible. Once a report is submitted, Learning Center staff follow up with the student, forwarding the concerns of the faculty member and offering resources. A tutorial is available in the Canvas Faculty Resources course.

How to Report

Sign in to Secure Forms (milescc.edu/forms_secure) and complete the Academic Student At Risk Report.

Discrimination, Harassment, Sexual Misconduct, Dating/Domestic Violence, Stalking

MCC is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (BPH § 600.14). State (49, MCA) and federal (34 C.F.R. § 100, § 104, § 106, § 110) laws and regulations prohibit certain kinds of discrimination in employment and in educational services. Violations of this policy will be addressed through the Discrimination Grievance Procedures.

To educate staff and faculty on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, the college requires that all employees complete discrimination and harassment prevention training on a biennial basis and online Title IX training.

See milescc.edu/TitleIX/TitleIX

Discrimination Grievance Procedures

The complete procedure is available on the MCC Title XI web page, milescc.edu/TitleIX/TitleIX, and here milescc.edu/titleix/DISCRIMINATION_GRIEVANCE_PROCEDURES.pdf.

FERPA

FERPA (Family Educational Rights and Privacy Act), grants specific rights to a post-secondary student (34 C.F.R. § 99). Under FERPA, MCC employees have a legal responsibility to protect the confidentiality of student educational records.

Employees may not:

- Use a non-MCC email account for any student communications.
- Use the Social Security Number or any portion of the SSN or student ID number of a student in a public posting of grades or any other information.
- Leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- Discuss the progress of any student with anyone other than the student (including parents) without the signed, dated, and written consent of the student.
- Provide anyone with lists or files of students enrolled in classes.
- Provide anyone with student schedules or assist anyone in finding a student on campus.
- Access the records of any student for personal reasons.
- Access the records of any student for any reason other than in the performance of job duties.

Campus Services

Faculty & Staff Web Page

The MCC website (milescc.edu) contains current college information. The Faculty & Staff web page (milescc.edu/FacultyStaff) contains employee information and links including:

- Employee Directory
- Academic & Events Calendar
- Banner Links
- Secured Online Forms
- Employee Email
- Campus Safety
- Emergency Procedures
- Canceled Classes
- Campus Map

Employee ID Card

Employee ID cards are printed in the Library and include employee name, photograph, M number, and barcode. The card can be used to purchase items in the Café and Bookstore (when money is deposited at the Bookstore), check out materials from the Library, and for admission to Pioneer Games.

Café

The Café is open to the campus community throughout the year and offers daily meal specials, soup and salad bar, grill and snack options, and City Brew coffee.

874-6209, milescc.edu/CampusServices/Dining/Dining

Pioneer Mercantile/Bookstore

The Pioneer Mercantile coordinates the purchase of textbooks and class materials, orders school and departmental supplies, and sells MCC-branded clothing and gifts.

Employees who deposit \$50.00 on their employee ID card at the Bookstore will have an additional \$5.00 added to their balance.

874-6207, bookstore@milescc.edu, milescc.edu/CampusServices/Bookstore

Centra

The Centra is MCC's recreation center and provides members a variety of fitness spaces and activities including cardio machines, weight training equipment, racquetball rooms, gymnasium, and fitness classes. Staff is available to orient users to the facility and equipment. Employees must register at the Centra for access.

874-6286, milescc.edu/CampusServices/Centra

Flower Library

The Judson H. Flower Jr. Library provides accessible high-quality information resources that support MCC's goals and programs. Employees have extended library permissions including interlibrary loan and resource sharing. Off-campus access to electronic databases and ebooks is available through proxy authentication. Employees must register at the Library for access. The Library Director is available for one-on-one as well as classroom library instruction including after hours.

Lucas Hall 301, 874-6184 library@milescc.edu, milescc.edu/CampusServices/library

Employee Lounge

The employee lounge (Lucas Hall 220) is open to all employees and contains fresh-brewed coffee, a refrigerator and microwave, comfortable seating, and the campus lactation space. HR posts college news, job announcements, and labor law posters.

Processes

Phones/Keys

Phones

MCC Phone

- Local call: 9+phone number
- Long-distance call: 9+1+area code+phone number+code
- Toll-free call: 9+1+800+phone number
- Transfer: select transfer, enter extension, select transfer, hang up

Personal Devices

Personal communication devices at work should be kept on vibrate. Employees are expected to:

- Not view or share potentially offensive pictures, text, or videos while at work
- Not use devices while operating MCC vehicles or heavy equipment
- Use discretion when taking personal calls or viewing personal messages while at work
- Never share sensitive or confidential College-related information

Keys

Building and office keys are maintained by the Executive Assistant (218 Lucas Hall). Employees assigned a key/s must:

- Sign on receipt
- Report lost or stolen key/s immediately
- Not duplicate key/s
- Not share key/s

Accounts & Systems

Banner

An account in Banner (MCC's resource planning system) will be created where employee information (compensation/pay stub/etc.), faculty information (courses/schedule/etc.), student information (email/advisor/etc.), and other modules relative to an employee's position can be accessed.

Banner is available here milescc.edu/FacultyStaff (M number is User ID).

Banner Credentials

- Username: M number
- Initial password: birth date MMDDYY

Email

Employees are assigned an email address (@milescc.edu). Email is MCC's primary means of communication. Employees receive messages from at least one MCC email distribution list (everyone@milescc.edu) and may be added to additional lists.

Correspondence with students must be via an MCC email account.

Microsoft Outlook (Exchange) is MCC's email client and is available on employee computers, online mail.milescc.edu/owa, and via mobile apps.

Email Credentials

- Username: lastnamefirstinitial@milescc.edu
- Initial password: set by IT

College Computers/Online Secure Forms

Employees may sign in to college computers to access shared files. MCC stores and shares important documents in a secure network (H) drive.

Employees signed in to a computer in a shared or open space should sign out/lock whenever stepping away.

Credentials

- Username: first part of MCC email: lastnamefirstinitial
- Password: same as MCC email

Computers in classrooms do not require logging in. The username is the same as the computer's ID label; if a password is required, it is the same as the label.

IT Assistance

Information Technology (IT) department staff are available to assist with College hardware and software technologies.

Equipment from IT is available for employees to check out and use on and off campus for College-related activities. Employees that check out items will have a record created in the shared Library/IT system. Items must be returned to IT at the end of each semester for routine maintenance.

Report to IT any lost/stolen/damaged IT equipment ASAP.

IT Support

874-6204, Lucas Hall 301B/303/306

MCC uses an email ticketing system to monitor IT support requests.

- Email helpdesk@milescc.edu
- In the subject line include a brief description of request
- In the main body include a detailed description of request

Facilities

Lucas Hall Receiving Room

MCC uses an email ticketing system to monitor facilities requests.

- Email repair@milescc.edu
- In the subject line include a brief description of request
- In the main body include a detailed description of request

Leave

MCC's regular workweek begins on Monday and ends on Friday; regular working hours are between 8 a.m. and 10 p.m., and vary according to position.

Rest periods are paid time and full-time employees are encouraged to take a few minutes each morning and afternoon at a time convenient to the department. Employees should not be absent from their workstation for more than 20 minutes, and care should be taken to ensure that services are provided for during an absence (BPH § 600.13). The following procedures will be followed:

- All leave requires the approval of the employee's immediate supervisor.

- Requests for leave should be submitted to the supervisor as far in advance as possible to allow for departmental planning.
- When an unexpected absence occurs, the employee must communicate with their supervisor or HR as soon as possible.
- Leave absences are recorded using leave slips available at HR.
- Leave balances are available at HR.

Travel

Travel may be authorized to transact College business, attend educational/professional meetings, and travel with student groups for student activities. All travel arrangements must be approved by the employee's supervisor before the trip occurs (exceptions must have prior approval of the President).

All travel forms are available in the shared (H) drive> Template> Travel Expense. The following procedures will be followed:

- A Travel Request Authorization form detailing the purpose, date/s, destination, transportation method, and anticipated costs must be completed and approved before the travel for all travel.
- A Reimbursement of Travel Expense form must be completed and submitted with required documents to the Business Office within three working days after return to campus.

MCC Vehicles

MCC vehicles are used for travel to conduct College business; if an MCC vehicle is not available, the employee may use a private vehicle and will be reimbursed at the current federal rate. If an employee chooses to use a private vehicle when a college vehicle is available, the employee will be reimbursed at the reduced rate (BPH § 800.8).

Vehicles are reserved through the Executive Assistant. The following procedures will be followed:

- Employee will complete the Vehicle Inspection Checklist before leaving and upon return.
- A fuel credit card and code will be provided to fuel and wash (if available) the vehicle.
- Upon return, employee will fuel, wash (if the fuel card is not accepted, employee will be reimbursed for any cost associated with washing the vehicle), and clean the inside of the vehicle. Vehicles will be parked in the East parking lot and the keys and the Checklist will be returned to the Executive Assistant.

Purchase Requests

Purchases are coordinated with the Business Office (Lucas Hall 218) and require approval of the employee's supervisor. Purchase requests begin by completing and submitting a Blue Slip available in the H Drive> Template> Blue Slip-Purchase Request – Authorization.

Media/Marketing Requests

Media Requests

Requests from the media for interviews, statements, or photographs should be referred to the:

- Dean of Enrollment Management & Educational Support Services: Erin Niedege, 874-6211
NiedegeE@milesc.edu
- Marketing & Campus Communications Coordinator: BeKa Stein Phipps, 874-6155
SteinPhippsB@milesc.edu

Advertising & Promotion

To request that a news item or event be promoted, use the following forms:

- News Release Request & Info Guide [MCC News Release Information Guide \(185r.net\)](#)
- Marketing Request Form [MCC Marketing Request Form \(185r.net\)](#)

Faculty Information & Resources

Faculty includes full- and part-time (adjunct) employees hired for a role that specifically requires teaching contact with students. Full-time faculty employment terms are detailed in the Master Agreement² between the Miles Community College Faculty Association and the Board of Trustees of Miles Community College.

Contacts

- Vice President of Academic Affairs: Rita Kratky, Lucas Hall 209B, 874-6199, KratkyR@milescc.edu
- Academic Affairs Technician: Carolyn Kimball, Lucas Hall 209, 874-6164 KimballC@milescc.edu
- Associate Dean of Academic Affairs/Accreditation Liaison: Garth Sleight, Lucas Hall 307, 874-6212 SleightG@milescc.edu
- Associate Dean of Instruction & eLearning/General Education Division Chair: Sarah Kloewer, Lucas Hall 305, 874-6228 KloewerS@milescc.edu
- Registrar: Jordan Ulrich, Lucas Hall 114C, 874-6214 UlrichJ@milescc.edu
- Career & Technical Division Chair: Kristy Atwood, Lucas Hall 204, 874-6203 AtwoodK@milescc.edu
- Library Director: Jerusha Shipstead, Library, 874-6196 ShipsteadJ@milescc.edu
- Nursing Director: Deidre FitzGerald, Lucas Hall 111A, 874-6186 FitzgeraldD@milescc.edu
- Director of Student Success and Retention: Anne Anderson, Lucas Hall 208A, 874-6151 AndersonA@milescc.edu
- Employee directory: milescc.edu/AboutUs/StaffDirectory

Role of Faculty

To ensure a quality instruction program, faculty are required to fulfill essential responsibilities related to teaching, including:

- Effectively instruct assigned classes with sufficient instructional time to fulfill Carnegie units
- Maintain accurate records of student attendance and grades in Banner, including midterm and final grades
- Prepare a course syllabus and submit an electronic copy to the Associate Dean of Academic Affairs
- If an advisor, maintain detailed records for each advisee (BPH § 600.8)

In the event of an absence from a scheduled class, notify the Academic Affairs Technician and Student Services as soon as possible.

Academic Freedom

Academic freedom is encouraged and protected as essential to the objectives and purposes of the College. MCC will recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or Board or Administration reprisal. Additionally, MCC recognizes that faculty are citizens, members of a learned profession, as well as employees of an educational institution. When faculty speak or write as private citizens, they shall be free from institutional censorship or discipline. When acting as private citizens, faculty have an obligation to make it clear that they speak, write, and act for themselves and are not acting as representatives of MCC (BPH § 300.4).

² Available at the office of the Vice President of Academic Affairs.

Evaluation

New adjunct faculty will receive a classroom visit by the Associate Dean of Academic Affairs during the first or second semester of teaching. Other adjunct faculty are observed every two to three years.

Full-time faculty evaluation procedures are detailed in the Master Agreement.

Faculty are evaluated semesterly by students for each course taught. The Associate Dean of Instruction & eLearning places the link to the evaluation in Canvas.

Instructional Tools & Support

Textbooks

Textbook orders are processed through the Bookstore Manager and require approval from the Vice President or Associate Dean of Academic Affairs. Textbook information must be shared with the Bookstore Manager at least two weeks before advising day, as published in the Academic Calendar.

Due to cost, the College requires that textbooks be used for a minimum of two years. In addition, it is essential that you make ample use of the textbook and make it clear to your students that you expect them to use the textbook as an integral part of their learning experience (BPH 300.16).

- Bookstore Manager: Michele Trimble, 874-6207 trimblem@milescc.edu
- Contact the Library Director for assistance researching and selecting a textbook and/or OER (Open Educational Resources): Jerusha Shipstead, 874-6196 shipsteadj@milescc.edu
- Contact the Associate Dean of Instruction & eLearning for questions and assistance integrating resources into Canvas: Sarah Kloewer, 874-6228 kloewers@milescc.edu

Canvas

An account in MCC's learning management system, Canvas (milescc.instructure.com/login/canvas), will be created for you for online, hybrid, and supplemental use with courses. Use Canvas to track attendance, post announcements and content, and message students.

Each faculty member will be added to the Faculty Resources Canvas course, <https://milescc.instructure.com/courses/1792>. This space provides important instructional materials and links including advising resources, course design and teaching tools, frequently used processes, and guides and templates.

Contact the Associate Dean of Instruction & eLearning, Sarah Kloewer, 874-6228 kloewers@milescc.edu, for training and assistance.

Credentials

- Username: M number
- Initial password: birth date: YYYYMMDD

Instructional Design, Pedagogy, and Syllabus Development

Associate Deans are available to help with pedagogy, course development, syllabus development, and learning outcomes assessment:

- Associate Dean of Instruction & eLearning, Sarah Kloewer, 406-874-6228 kloewers@milescc.edu, Lucas Hall 305
- Associate Dean of Academic Affairs, Garth Sleight, 406-874-6212 sleightg@milescc.edu, Lucas Hall 307.

Printing/Computing/Office Supplies

Lucas Hall 301A is the faculty workroom, which has a desktop computer, print/scan/copy machines, and a Scan-Tron reader for multiple-choice tests for your use.

When using the printers, you'll need to log in using your copy code (which you can get from HR). It is extremely important that faculty members observe copyright laws when making copies – contact the Library Director for more information.

Dry erase markers should be in every classroom and extras are available from Carolyn Kimball 209.

Course Syllabus

The course syllabus is the instructor's contract with students in their course. It is essential that the syllabus be thorough, and that the instructor abide by the syllabus. In the event that the Vice President of Academic Affairs is called upon to adjudicate a student complaint, the syllabus is the first document reviewed to ensure that the instructor is operating within the parameters of their syllabus.

Syllabus Guidelines

- The syllabus needs to be user friendly and easy to read - have it in list/bullet form as much as possible and avoid using clichés, jargon, and ambiguous terms.
- The syllabus needs to be complete - try to anticipate situations you will encounter and how you will navigate them.

Required syllabus components:

- Instructor Contact Information & Availability
- Course Description & Learning Outcomes (these are established and any changes must be proposed through Academic Standards and Curriculum Committee).
- Because outcomes assessment is so important, the syllabus needs to have a clear sense of what the student should be expected to learn and accomplish as a result of the established class outcomes, and how those outcomes will be assessed.
- General Education courses must include the Overarching General Education Outcomes as well as the Core Area Vision Statement and General Outcomes.
- Required Materials: This should account for both any physical materials such as textbooks and any required technology.
- How final grade will be determined - how many points will be possible and provide a breakdown of points needed to earn an A, B, C, etc.
- Class policies:
- Describe your attendance policy: missed classes and any impact missed classes could have on the students' grades. Keep in mind that some absences are excused for "official college business" (student-athletes fall under this category).
- Describe your policy on accepting late work, rearranging exams, or other missed assessment activities
- Describe the function of classroom participation within the course as well as your expectations for how students should participate. Explain whether participation is required and how it will be assessed
- Refer to the Academic Dishonesty policy outlined in the Academic Catalog & Student Handbook Student Conduct Code
- Describe your policy for students using technology in the classroom
- Any other class policies specific to the class
- All homework assignments, discussion posts, exams, papers, tests, quizzes, etc., and their calculation in the final grade
- Any necessary caveats: e.g. "In the event that changes need to be made to this syllabus, the instructor will consult with the class. Furthermore, changes will not be made that would be detrimental or otherwise penalize students."
- Boilerplate information provided by the Associate Dean of Academic Affairs

- Include a tentative class schedule including due dates of assignments and exams

Additional syllabus components:

- Disability Support Services information, www.milesc.edu/LearningCenter/LearningCenter.aspx, 874-6152 dss@milesc.edu, Learning Center Lucas Hall 208. While this information is included in the boilerplate section, it is useful to include it in the portion of the syllabus you write as well to help promote self-efficacy and advocacy.
- Academic Success information, 874-6152 LC@milesc.edu, Learning Center Lucas Hall 208.
- Counseling Services information, Student Services and Dean of Student Engagement and Auxiliary Services, Richard DeShields, 874-6226 deshieldsr@milesc.edu.
- Student Life web page link, www.milesc.edu/MCCStudents/StudentLife.htm

A copy of the syllabus must be submitted to the Associate Dean of Academic Affairs. The course syllabus must be provided to students during the first week of class.

Academic Policies

As found in the Board Policy Handbook milesc.edu/AboutUs/Board/Policy/BoardPolicy and the Academic Catalog & Student Handbook content.milesc.edu/DownloadFiles/WebCatalogs/Web_CatalogCurrent.pdf.

Class Attendance

Please keep accurate student attendance records (BPH 300.12). Should a student withdraw, fail, or receive an incomplete in your class, a last day of attendance must be identified. Instructor

s may excuse absences. An official/instructor-approved absence is an excuse for classroom attendance only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed.

Watch your MCC email for academic dates: the last day to add a course, the last day to drop a course with a W, the deadline for submitting a graduation application, etc.

Grades

Faculty members are required to enter mid-term and final grades into Banner. All grades must be entered and submitted by the deadline established by the Registrar. If a student receives a W or F for a class, the last date of attendance must also be included on the final grades sheet.

Grades are based upon the quality of work done. The grade-point average is determined by dividing total grade points earned by the number of credits attempted.

Grade designations and points are as follows:

| | | |
|--------------------------------|--------------------------------|---|
| A 4.0 grade points per credit | C+ 2.3 grade points per credit | D- 0.7 grade points per credit |
| A- 3.7 grade points per credit | C 2.0 grade points per credit | F 0 grade points per credit |
| B+ 3.3 grade points per credit | C- 1.7 grade points per credit | I Incomplete-No credit |
| B 3.0 grade points per credit | D+ 1.3 grade points per credit | N Audit-No credit |
| B- 2.7 grade points per credit | D 1.0 grade point per credit | T Temporary-No credit |
| | | W Withdraw-No credit |
| | | WF Withdraw Failing-0 grade points per credit |

Incompletes

Incomplete, "I," grades are assigned by the instructor when illness or unavoidable circumstances prevent students from completing the last 25% of a course during the regularly scheduled semester or course term. Students must consult with and obtain permission from the instructor for the award of an "I" grade.

Students will continue to have access to all material in Canvas while completing a course as all Canvas course shells are set to stay open for 8 weeks after a term ends. If students receiving an “I” grade do not complete their coursework within eight weeks after the last day of the class, the “I” grade is automatically changed to an “F” grade. This change will also occur if instructors do not submit “I” grade changes within eight weeks of the last day of the class.

Instructors must include the last date of attendance with each “I” grade submitted to the Registrar. Instructors will not be able to make any changes to the converted “F” grade after the eight week deadline. The Academic Standards and Curriculum Committee must approve all exceptions, which will be presented to the Committee by the appropriate instructor (AC&SH, Academic Information, Academic Policies, Grades & Grading).

Temporary Grades

Temporary, or “T,” grades are assigned to students enrolled in a course that extends beyond the standard semester schedule, or when the work required for a course extends beyond the end of the term, which may happen for a variety of reasons. At their discretion, an instructor may post a “T” in lieu of a final grade for a designated course that has not been completed by the conclusion of the term of registration. Students will continue to have access to all material in Canvas while completing a course as all Canvas course shells are set to stay open for 8 weeks after a term ends.

A “T” grade may not stand as a permanent grade and must be resolved before a degree can be awarded. If students receiving a “T” grade do not complete their coursework within eight weeks after the last day of the class, the “T” grade is automatically changed to an “F” grade. This change will also occur if instructors do not submit “T” grade changes within eight weeks of the last day of the class. Instructors will not be able to make any changes to the converted “F” grade after the eight-week deadline. The Academic Standards and Curriculum Committee must approve all exceptions, which will be presented to the Committee by the appropriate instructor (AC&SH, Academic Information, Academic Policies, Grades & Grading).