



**COMMUNITY
COLLEGE**

**2023 – 2024
Faculty Handbook**

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Accuracy

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

Academic Calendar 2023-2024

Fall Semester 2023: August 21 – December 8

Fall A (8 weeks)

Mon	Aug 21	First Day of Fall A Session
Mon	Sep 4	Labor Day (College Closed)
Fri	Sep 8	Fall Semester Census Day
Fri	Oct 13	Last Day of Fall A Session
Fri	Oct 20	Final Grades Available for Fall A Session

Fall (12 weeks)

Mon	Sep 18	First Day of 12-week Session
Fri	Dec 8	Last Day of 12-week Session
Fri	Dec 15	Final Grades Available for Fall 12-week Session

Fall B (8 weeks)

Mon	Oct 16	First Day of Fall B Session
Thu-Fri	Nov 23-24	Thanksgiving Holiday (College Closed)
Fri	Dec 8	Last Day of Fall B Session
Fri Dec	15	Final Grades Available for Fall B Session

Mon-Mon Dec 25-Jan 1 Winter Break (includes Christmas Day & New Year Day recognitions)

Winter Semester 2024: December 11, 2023 – February 2, 2024

Mon	Jan 8	Winter Session Begins
Mon	Jan 15	Martin Luther King, Jr. Day (College Closed)
Fri	Feb 2	Winter Session Ends
Fri	Feb 9	Final Grades Available for Winter Session

Spring Semester 2024: February 5 – May 31

Spring A (8 weeks)

Mon	Feb 5	First Day of Spring A Session
Fri	Feb 23	Spring Semester Census Day
Fri	Mar 29	Last Day of Spring A Session
Fri	Apr 5	Final Grades Available for Spring A Session

Spring (12 weeks)

Mon	Mar 4	First Day of 12-week Session
Fri	May 31	Last Day of 12-week Session
Fri	Jun 7	Final Grades Available for Spring 12-week Session

Mon-Fri Apr 1-5 Spring Break

Spring B (8 weeks)

Mon	Apr 8	First Day of Spring B Session
Mon	May 27	Memorial Day (College Closed)
Fri	May 31	Last Day of Spring B Session
Fri	Jun 7	Final Grades Available for Spring B Session

Summer Semester 2024: June 5 – August 1

Wed	Jun 5	First Day of Summer Semester
Wed	Jun 19	Juneteenth (College Closed)
Thu	Jul 4	Independence Day (College Closed)
Thu	Aug 1	Last Day of Summer Semester
Thu	Aug 8	Final Grades Available for Summer Semester

Important Dates 2023-2024

Fall 2023

	<u>16</u>	<u>8A</u>	<u>12</u>	<u>8B</u>	<u>4A</u>	<u>4B</u>	<u>4C</u>	<u>4D</u>
Term Start	8/21	8/12	9/18	10/16	8/21	9/18	10/16	11/13
Last Day to Add	8/27	8/23	9/20	10/18	8/23	9/20	10/18	11/15
Last Day to Drop w/ 100% Refund	8/27	8/23	9/20	10/18	8/23	9/20	10/18	11/15
Last Day to Withdraw w/ 50% Refund	9/8	8/30	9/27	10/25	8/27	9/24	10/22	11/19
Census Date	10/15							
Midterm	10/13	9/15	10/27	11/10	9/1	9/29	10/27	11/24
Last Day to Withdraw w/0% Refund	11/3	9/27	11/14	11/22	8/30	10/6	11/3	12/1
End of Term	12/8	10/13	12/8	12/8	9/15	10/13	11/10	12/8
Final Grades Due	12/13	10/18	12/13	12/13	9/20	10/18	11/10	12/13

Spring 2024

	<u>16</u>	<u>8A</u>	<u>12</u>	<u>8B</u>	<u>4A</u>	<u>4B</u>	<u>4C</u>	<u>4D</u>
Term Start	2/5	2/5	3/4	4/8	2/5	3/4	4/8	5/6
Last Day to Add	2/11	2/7	3/6	4/10	2/7	3/6	4/10	5/8
Last Day to Drop w/ 100% Refund	2/11	2/7	3/6	4/10	2/7	3/6	4/10	5/8
Last Day to Withdraw w/ 50% Refund	2/23	2/14	3/20	4/17	2/11	3/10	4/14	5/12
Census Date	3/8							
Midterm	3/29	3/1	4/19	5/3	2/16	3/15	4/19	5/17
Last Day to Withdraw w/0% Refund	4/26	3/13	5/7	5/15	2/24	3/23	4/27	5/25
End of Term	5/31	3/29	5/31	5/31	3/1	3/29	5/3	5/31
Final Grades Due	6/5	4/3	6/5	6/5	3/6	4/3	5/8	6/5

Summer 2024

	<u>8</u>
Term Start	6/5
Last Day to Add	6/7
Last Day to Drop w/ 100% Refund	6/7
Last Day to Withdraw w/ 50% Refund	6/13
Midterm	7/3
Last Day to Withdraw w/0% Refund	7/15
End of Term	8/1
Final Grades Due	8/6

Important Contact Information

A full Directory of all staff can be found on Workday

Dr. Keri Bowman

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EC3 Mission and Vision Statements

Mission Statement

Erie County Community College exists to develop dynamic and diverse learners to advance their quality of life and Erie County's economic growth through affordable access, innovative education and workforce training.

Vision

EC3 uplifts the region as a catalyst to transform lives, to promote social and economic stability in both rural and urban areas, and to develop lifelong learners and a strong workforce that contributes to a thriving economic landscape for all.

Values

Diversity	Innovation	Employability
Community	Excellence	Adaptability

Strategic Priorities ([Full Strategic Plan](#))

- **Access-** Strengthen and expand access to county residents and area partners by increasing awareness of educational opportunities that are reflective of student, business, and community needs.
- **Student Success-** Promote a student-centered environment that focuses on student achievement, engagement, personalized pathways, holistic student support, and individualized excellence.

- **Academic Excellence-** Deliver a high-quality education and measurable learning outcomes for our students by creating an innovative and engaging learning environment within a supportive, collegial culture.
- **Partnerships-** Nurture collaborative relationships with public and private K-12, universities, businesses, and community partners to develop a cohesive educational strategy that ensures seamless alignment and builds a skilled workforce that leads to economic mobility and increased educational attainment.
- **Workforce Innovations-** Achieve local, regional and national recognition as a premier college of choice for providing workforce training by delivering high-quality programs and instruction that enable students to grow, succeed, and stay globally competitive.

Diversity

We value human diversity in all its richly complex and multi-faceted forms, whether expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social or economic classes. We respect the value of every member of the college, and everyone is encouraged to share his or her unique perspective as an individual, not as a representative of any category. Multicultural and intercultural awareness and competencies are key leadership skills, and we intend to present opportunities that respect and celebrate diversity of thought, background, and experience. College is supposed to challenge assumptions and to provide new and sometimes uncomfortable ways of looking at issues, but if you feel uncomfortable regarding content or perspectives that are presented or discussed by professors, guest speakers, or others, we encourage you to contact one of your instructors or College administrators immediately so that we can discuss those feelings. Your suggestions on how to incorporate diversity in this college in a meaningful way are appreciated and encouraged. You can email the diversity officer [Luisa Heifner](#) or call her at 814-413-7007.

Roles and Responsibility of Faculty

This is the list of responsibilities of the faculty member of Erie County Community College of PA.

Full-Time:

Full-time faculty members of Erie County Community College of PA are instructors who carry a teaching load of 15 credit hours minimum. Some full-time faculty may take on administrative roles to meet minimum credit hours.

Part-Time:

Part-time faculty members of Erie County Community College of PA are employed on a need basis.

Responsibilities:

The faculty of Erie County Community College recognizes its essential role in creating and sustaining the intellectual health of the college. Its members assert and embrace their fundamental responsibility to fulfill their teaching, scholarly, mentoring and advising duties to the students. EC3 faculty members

commit themselves, with mind, heart, and body to the discovery of knowledge and the sharing of that process and its products with students without prejudice.

Faculty members of EC3 are expected to:

- Teach, advise, and mentor students to the best of one's abilities and according to the regulations in the catalog and Faculty Handbook concerning curriculum, academic requirements, grading, and all other faculty responsibilities.
- Participate in academic events and ceremonies.
- Attend all of their classes well prepared and on-time.
- Dress and act professionally in front of students always.
- Act in the best interest of the college in promoting its ideals and objectives.

Division Chair, Liberal Arts- Additional Responsibilities to Faculty Job Description

Definition:

A faculty member appointed by the Vice President of Academic and Student Affairs on an annual basis to provide administrative support for the assigned academic division; to organize the delivery of course offerings and coordinating adjunct faculty teaching assignments; to provide course and program development and planning assistance; to hire and manage the activities of adjunct faculty; and to teach an instructional load based on release time for division chair responsibilities.

Example of Duties:

- Deliver assigned classes using pedagogy and technology that best supports student learning, while supporting general education goals and course objectives.
- In collaboration with the division dean, support the creation of new curricular offerings within the assigned division.
- Recommend class schedules consistent with the goals of the division. In collaboration with other lead faculty, recommend the assignment of appropriate classes.
- Prepare and recommend faculty teaching assignments and schedules.
- Assist with the onboarding of all faculty members.
- Identify, interview, and make recommendation to the dean for all adjunct faculty within assigned division.
- Conduct evaluation, if assigned, of adjunct faculty and provide information to the dean to aid in the evaluation process.
- Assist dean with creation of assessment measures and implementing institutional assessment process.
- Participate in the advising process for students within the assigned division.
- Serve on all hiring committees with the division and other committees, as needed.
- Assist with accreditation responsibilities.
- Coordinate the course articulation process between EC3 and other institutions. Assist with the creation of articulation agreements with partner institutions.
- Participate in student retention and completion initiatives.
- Assist in the development and updating of the Faculty Handbook

Overall Faculty Availability and Office Hours

Faculty members are expected to make themselves available to students in the form of Student Office hours. These should be clearly posted on the syllabus and should be available via multiple methods such as in person, via Teams, or telephone. If teaching online it is recommended that the faculty make a reminder of this availability part of the weekly video message. Since faculty availability to students is essential, a faculty member's consistency in keeping announced office hours is considered an important part of his/her performance record.

Guidelines for Conducting Classes

Faculty are expected to hold class meetings at the regularly scheduled times for the entirety of the class. Class meetings are to be treated as instructional time, where the faculty is responsible for presenting materials and guiding students in learning. The content of each class should be of high quality and academic rigor. Each class session should be carefully planned and prepared for prior to the class session.

Academic integrity

Creating a Culture of Trust

EC3 is committed to preparing our students to go into the workforce with the skills necessary to be successful. Our faculty do an excellent job in providing training and holding students accountable for doing their best work. One method employed by faculty is academic accountability.

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

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

Academic Code of Conduct

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

It is important for students and faculty to fully understand the Academic Code of Conduct and to uphold its premises throughout the learning process.

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

- Presenting accurate information and respecting documentation in all work and assignments and learning experiences.

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

Academic Dishonesty Definitions

- **Plagiarism:** Plagiarism (from the Latin for kidnapper) is the presentation of another's work as one's own. The term, "plagiarism" covers everything from inadvertently passing off as one's own, the work of another because of ignorance, time constraints, or careless notetaking, to deliberately hiring a ghost writer to produce an examination or paper. Plagiarism can also extend to buying, borrowing, or stealing data, images, or computer code and presenting it as one's own. There is no acceptable excuse for this behavior, including ignorance. This range of possibilities is spelled out in more detail in the following list of examples.
- **Cheating:** Cheating is the unfair or dishonest acquisition or use of information in order to gain an advantage. This includes but is not limited to unauthorized use of information from another person's paper, quiz, or exam, buying/borrowing, or selling/loaning quizzes, exams, or papers, unauthorized use of opened textbooks, notes, or other devices during a quiz or exam. It is the responsibility of each student to consult with faculty about the study aids and materials that are permissible.
- **False Citation:** Material should not be attributed to a source from which that material was not obtained. That is, one must not pass off primary sources as if they had been consulted when in fact, the material in the oral presentation or written work is based upon a secondary source. All primary and secondary source material must be properly identified and cited.
- **Inadequate Citations:** As scholarly writers, we are expected to acknowledge the authors of ideas that we use that aren't our own by citing our sources. The information we need to cite can include phrases, sentences, data, computer code, charts, diagrams, figures, images, and longer verbatim quotations. Sources can include, but are not limited to, course readings, lectures, websites, interviews, and other students' work.

Procedures for Alleged Violations of Academic Integrity

Informal Process

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

Formal Process

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

Upon receipt of the allegations, the dean will have five (5) calendar days to conduct a preliminary review of the evidence. The Dean may choose to include the Dean of Students in the investigation as warranted. At the end of the review, the Dean may:

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

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

Student Appeals

All students found responsible for violating the Academic Code of Conduct have the right to appeal the decision, in writing via EC3 official email, to the Vice President of Academic and Student Affairs. This appeal must be received within three (3) calendar days of the notice of decision and include the specific reason(s) why the student is challenging the Dean's decision. The VPASA will review the appeal and provide a decision to the student in writing via EC3 official email within five (5) calendar days of the receipt of the appeal. All decisions made by the Vice President of Academic and Student Affairs are final.

Sanctions for Academic Misconduct

Imposed by faculty during Informal Process

- Warning: An instructor may determine that the violation was unintentional and will re-educate the student on the examples of plagiarism
- Resubmission/Alternative Submission: An instructor may allow the student to resubmit the assignment or an alternative assignment to support the learning process. This may be for the full grade amount or for a lessor grade.
- Grade Penalty: An instructor may assign a zero for the specific assignment, project, or exam

Imposed by the Academic or Workforce Development Dean during the Formal Process

Warning: A verbal or written communication of the violation and warning that future violations will potentially result in more severe sanctions

Probation: A written communication of the violation, continued classroom attendance permitted with specific restrictions

Course Failure: A written communication of the violation, removal from the course with an assigned failing grade

Academic Suspension: A written communication of the violation, removal from all enrolled courses for a specific length of time

Attendance

Students are expected to attend all classes regularly and on time. Excessive absences result in poor classroom performance, low grades, and possible failure. The attendance process of individual instructors will be made clear on the first day of class and will appear in the course syllabus. (Some instructors may calculate attendance and absenteeism into the final grade.)

Instructors will check attendance for the first week of the term (or 20% of shorter terms). Students not attending during that time will be dropped from the class and tuition and fees will be forfeited. Instructors will also report on attendance at the 60% date of the term for federal compliance.

Online Learning Students—Each instructor will define his/her own attendance policy; read the course syllabus prior to the first day of the term for further instructions.

When absence is due to illness or other uncontrollable causes, students should notify the instructor. When the absence is prolonged, students should also contact the dean of students in writing or by phone. (Refer to page 40 for medical withdrawal information.)

Attendance Procedure for Religious Observance for Students

EC3 is committed to creating an inclusive campus community that values and respects all of its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment, the college makes good faith efforts to accommodate students' religious practices or beliefs, unless such accommodation creates undue burden on other students or the college. The college will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams in order to observe a religious holiday or participate in some other form of religious observance. Students will be provided, whenever possible, with a reasonable opportunity to make up academic assignments missed due to such absences, unless doing so creates or impose an undue burden on other students or the college. It will be the students' responsibility to provide written notice to the instructor if they need to miss class for religious reasons.

Student Grievance and Complaint Process

A student may submit a complaint about any matter in which he or she feels unjustly treated by following the college's appeals procedures. [Student Grievance Form](#)

The college will maintain a fair, equitable, and timely procedure for addressing student complaints and grievances which will ensure that the rights of the students, the College community, and the community-at-large are protected. The student has the right to due process and all grievances and appeals must be conducted in a manner which ensures the accused student adequate notice and a fair opportunity to be heard.

If a student is found responsible for a violation of the Student Code of Conduct and refuses the administrative decision, the student has the right to request an appeal hearing.

Definitions

- **Informal Complaint:** An informal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator, or department or program of the college.
- **Non-Academic Grievance:** A non-academic grievance occurs when a grievance petition form has been filed because a student believes that they have been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the college as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.
- **Academic Grievance:** An academic grievance occurs when a grievance petition form is submitted because a student believes they have been harmed by being treated arbitrarily or unfairly within the context of the course. To file an academic grievance, the student must demonstrate actual harm. It does not involve perceived rude treatment, classroom style or general grading policies. For example, the student may not like a particular professor's classroom style or grading practices, but this does not constitute grounds for a grievance. The student may, however, use the informal complaint process to talk with an administrator about the perception of inappropriate behavior. The assignment of course grades are at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend changes of letter grades (A, B, C, D, F) for the student's courses.
- **Complainant/Grievant:** A complainant/grievant is an individual who believes their rights have been violated.
- **Respondent:** A respondent is an individual who is the subject of the grievance or complaint, if applicable.

- Appellant: An individual who is filing an appeal.
- Appeal: The resolution of an academic or non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

Emergencies and Class Cancellation Policy

If a class needs to be cancelled, it is the responsibility of the instructor to reach out to the deans as soon as physically possible. When reaching out to the deans, it is also the responsibility of the instructor to have a plan, in writing, of how instructional time will be met. If possible, the instructor should also contact another faculty member who can cover their scheduled class and act as a substitute for that session only. Once communication has been established with the deans, and substitute faculty, if possible, the instructor will notify the students via Blackboard of any changes in meeting time, work due for the day, and adjustments to due dates going forward.

On-Site Safety

EC3 takes our community's safety seriously. Every effort will be made to identify and mitigate threats to our community members. A Threat is any conduct that is perceived as being dangerous to the physical and/or emotional well-being of another person or the College community in general. EC3 has established a Behavioral Assessment Team (BAT) made up of faculty and staff who will be trained to perform threat assessments to ensure the well-being and safety of the College community. It may also be necessary to assess an individual's particular physical, emotional, and psychological well-being to connect them with the assistance needed to be a productive member of the College community.

EC3 strives to have a workplace that is healthy, secure, and safe for students, employees and visitors. The Vice President of Administration has primary responsibility for implementing, administering, monitoring, and evaluating College safety, but all members of the College community are encouraged to be engaged in efforts to support a healthy, secure, and safe College environment. The College will provide timely information to students and employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, postings, memos, or other written or electronic communications. Each student, employee and visitor is expected to obey health and safety rules and to exercise caution in all activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

The BAT will determine if a situation is an immediate danger to the College community. In immediate threat situations, College personnel have the responsibility to act immediately in the best interest of the College community. If College personnel determine that a behavior is a danger to the physical and/or emotional well-being of individuals, they will dial 9-1-1 immediately to receive assistance from local police and authorities.

If the threat is less immediate, the BAT will meet to evaluate the threat and determine the best course of action.

Reporting a Threat

Any concerned individual may contact any faculty or staff member to report an immediate threat. If the threat is not immediate, the office of the Dean of Student Success should be contacted. It is mandatory that the individual who reports the threat do so in writing if the situation does not require immediate action. The recipient of the written report will immediately provide the information to the Dean who will alert the BAT. Upon receipt of the notification, the BAT will proceed with their established threat assessment process. The process will include investigation, evaluation, and recommendations to the Vice President of Administration. The Vice President will be charged with ensuring that appropriate action follows the conclusion of the work of the BAT.

Class Rosters

All faculty are expected to regularly cross-reference their class rosters available on Workday with their rosters on Blackboard to ensure that students who are actively enrolled on Workday are also in the Blackboard course. In addition to this, faculty are expected to hold some form of attendance for students to ensure that students are attending courses. To ensure this, census dates are sent from the deans to all active faculty each semester, asking instructors to identify students who are attending, who haven't attended at all, or those who have stopped attending. This will require faculty to utilize their Workday rosters.

Policies

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

Anti-Discrimination Statement

EC3 does not tolerate discrimination or harassment on the basis of age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with the college's commitment to excellence and to a community in which mutual respect is valued. The prohibition against unlawful discrimination and harassment applies to all levels and areas of college operations and programs, students, administrators, faculty, staff, volunteers, vendors, and contractors.

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

Non-Discrimination Policy

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

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

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

Prohibited Acts

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

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

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

Requirements

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

Duty to Investigate Harassment Complaints

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

Cooperation

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

Confidentiality

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

Withdrawing Complaint

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

Erie County Community College is committed to providing an educational and work environment that is free from discrimination, harassment, and retaliation. To ensure compliance with federal, state and Erie County civil rights laws, ordinances and regulations, and to affirm its commitment to promoting the values of fairness, equity and respect in all aspects of the College, Erie County Community College will develop policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Erie County Community College emphasizes the dignity of all members of its community and strives to balance the rights of the parties.

Anti-Harassment Statement

Providing safe working and learning environments for all members of the college community. To this end, the harassment of employees, students, or individuals working or visiting the College is expressly prohibited.

Definitions

- Harassment consists of unwelcome conduct, whether verbal, written, physical or graphic, that is based upon an individual's race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law.
- Harassment can be (1) is sufficiently severe, persistent, or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or hostile working or learning environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or education opportunities.

- Sexual harassment is a form of prohibited harassment. It consists of unwelcome sexual advances, requests for sexual favors or other verbal, written, graphic or physical conduct of a sexual nature, when (1) submission to such conduct is either implicitly or explicitly made a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.
- Sexual harassment may take many forms, including deliberate or careless use of offensive, vulgar or demeaning terms connected with a person's gender or sexual orientation; sexually suggestive comments, compliments, jokes, innuendos, questions or flirtations; offensive or sexually suggestive objects, graffiti, pictures, or graphic displays; sexual gestures or unwanted touching; pressuring or asking an individual for dates or sexual favors; or any other conduct that has the effect of unreasonably interfering with an individual's ability to work or learn.

Reporting Violations

- Employees, students, third-party vendors and guests may contact the College's Office of Human Resources (hr@ec3pa.org, 814.413.7007), the Title IX Coordinator (TitleIX@ec3pa.org, 814.413.7000), or such other officials as designated, to report conduct that is believed to be in violation of these procedures, to request interim measures or support, or to learn more about the College's investigative process. Employees must promptly report acts of harassment that they witness or of which they become aware.
- All complaints and reports of harassment will be promptly investigated, and appropriate and necessary corrective action will be taken to prevent its recurrence. Confidentiality of all parties will be maintained to the fullest extent possible under the circumstances, consistent with the College's legal and investigative obligations.
- The College prohibits and will not engage in retaliation against any person who in good faith makes a report of harassment, provides information in connection with the College's investigation of a report or complaint of harassment, sexual harassment, or sexual violence, or who otherwise engages in protected activity under the law.
- Substantiated violations of this Policy will result in disciplinary action, up to and including termination of employment or, in the case of students, expulsion from the College, in accordance with procedures and due process rights provided under applicable law and College policies.

Equal Employment Opportunity Policy

This policy establishes and outlines Erie County Community College's clear commitment to the principle of equal employment opportunity. In making this statement, the College is recognizing both a moral and legal responsibility. Under the direction of the President, the Diversity Officer shall ensure compliance with this policy. The Diversity Officer, and all other staff in a supervisory capacity, shall implement this policy.

Erie County Community College is committed to and affirms a policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, disability, genetic information, gender identification, status as a disabled or Vietnam era veteran, or any other legally protected characteristic and to provide each and every individual

with the ability to work in a safe, productive and professional work environment that is free from discriminatory practices.

In achieving equal opportunity, we commit ourselves to:

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

Title IX Policy

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

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

This policy will:

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

For more information see the full [Title IX Policy](#).

Family Educational Rights and Privacy Act (FERPA)

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

For the full explanation of FERPA see pages 42-43 of the [College Policy Manual](#).

Students may sign a FERPA release form to allow the college to share protected information. Such information will not be shared without such a release in place. Information considered "directory" information, however, can be shared without express permission. EC3 considers "directory" information to be student's name, program of study, dates of attendance, degrees/awards received, enrollment status,

and previous institutions attended. For assistance with completing a release form, please contact the Coordinator of Registration and Student Success, [Andrew Dick](#), or Dean of Student Success, [Keri Bowman](#).

Tobacco-Free Policy

Due to the well-documented health risks associated with smoking and exposure to second-hand smoke and in order to create a healthier environment for all students, employees, volunteers, independent contractors, and visitors of Erie County Community College, all College sites will be smoke-free. Smoking, including the use of nicotine-delivery systems, is, without exception, prohibited at all Erie County Community College sites.

- **Accountability**-All employees of the College support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.
- **Applicability**-This policy applies to all students, employees, volunteers, independent contractors, and visitors to the College.

Alcohol Policy

Alcoholic beverages are not to be sold, served, used, or possessed by students in any of the facilities of the College.

Drug Policy

The college prohibits the unlawful manufacture, distribution, sale, possession and/or use of illegal drugs, unauthorized controlled substances, alcohol, or similar activity at any college facility or college event. Violations of this Policy will result in appropriate corrective and/or disciplinary action up to and including expulsion. In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and other legislative requirements, all students at the college must abide by this Policy and the regulations and procedures which implement this Policy as a condition of attendance. The college will implement all the requirements of the Drug-Free Schools and Communities Act of 1989 including a drug and alcohol awareness program.

- Use, possession, control, storage, manufacture, distribution, dispensation or sale of or solicitation to buy or sell illegal drugs, drug paraphernalia, or unauthorized controlled substances on college premises, at college events, on college business, or in college vehicles.
- Manufacture, dispensation or sale of solicitation to buy or sell alcohol, or unlawful possession of alcohol on college premises, or in college vehicles.
- Use of an unauthorized controlled substance, illegal drug, or alcohol so as to adversely affect the student's safety or the safety of others.

Classroom Accommodation Statement

EC3 is committed to providing a welcoming, supportive, and inclusive environment for students with disabilities. If you anticipate or experience physical or academic barriers based on disability, please contact the Academic and Disability Counselor at 814-413-7030, to schedule a confidential appointment to review accommodation requests. The college will require documentation regarding the student diagnosis and recommended accommodations.

Types of documentation can be an IEP, Section 504, Psychological Evaluation, and/or Letter from a certified provider.

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

Basic Needs Support

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

Students, staff, and faculty have provided a “grab and go” food pantry for students at each of our locations, so students can access food to meet immediate needs. Students experiencing more extensive needs will be referred to area pantries which provide additional offerings.

Veteran’s Services

Veterans in need of assistance with benefits or are experiencing complications with education due to military service-connected issues should contact the dean of students at deanofstudents@ec3pa.org. The Dean can advocate for the student before the Veterans Administration and can also help solve any veteran specific issues you may have. Faculty should be aware of veteran students who are experiencing these complications and be sensitive to the student’s situation. Faculty are expected to work with these students and make reasonable accommodations, if needed, in collaboration with the student and the Dean of Students.

Syllabus Policy

Faculty members are expected to:

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

Class-Embedded Student Success Coaches

Every course has an assigned success coach, designed to be a proactive facilitator to assist students in anticipating and preventing academic or personal difficulties that may put them at risk of dropping out of college. The success coach will partner with faculty to pinpoint and become actively involved in mitigating student achievement patterns and classroom issues that may contribute to students dropping out. The success coach will be a face and name the student connects with for questions, concerns, and communications. Due to the constant contact with student and faculty member via email, text, phone the coach will be able to alleviate any missing key educational milestones, to listen and mediate in the needs of any at-risk students, and to identify interventions that may help students get back on track; this will include strategies and/or resources to help them succeed at EC3.

Grading

Grade Scale

The following represents grading standards at the College:

A	Academic achievement of superior quality 4.0
B	Academic achievement of high quality 3.0
C	Academic achievement of satisfactory quality 2.0
D	Academic achievement of minimal quality required for course credit 1.0
F	Academic achievement below the minimum required for course credit. 0.0
W	Official Withdrawal. No course credit. 0.0
P	Passing Developmental Course
Z	Failing Developmental Course
I	Incomplete. See pg. 33 of the Policy Manual for more information.

Incomplete Grade

After 75% of the course time has been completed and prior to the last class meeting, students with satisfactory academic standing who are unable to complete their coursework due to valid, unforeseen circumstances can seek an incomplete grade of I with the permission of the instructor. If the request is approved, the instructor shall provide an agreement of the work to be completed and the student must complete the appropriate institutional form. The deadline for completing the course requirements shall be no more than 90 days after the final day of the semester in which the Incomplete grade was issued. An “I” grade shall be changed to an F grade when the agreement of work is not satisfied or when more than 90 days from the final day of the semester have elapsed.

Grade Reports

Faculty members are expected to evaluate properly student achievement and file grade reports within the time limits set by the registrar (including mid- term grade progress reports, called *Interim Grades* in Workday) and adhere to course grade policies as follows:

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

Academic Freedom

EC3 fosters an environment for excellence in teaching, learning, and inquiry by sustaining freedom of expression, scholarly pursuit of knowledge, spirited and open debate, and intellectual exchange in a culture of mutual respect.

Academic freedom is essential to the shared goal of the pursuit of knowledge and is fundamental to the exploration of new ideas. It is defined as the individual’s right to engage in intellectual debate, research, speech, or written or electronic correspondence, on and off campus, without fear of censorship,

retaliation, or sanction. Academic freedom encompasses both the individual's and College's right to maintain academic standards and ensure intellectual integrity, while ensuring faculty members' rights to freedom of discussion in the classroom, encourage intellectual integrity, sustain pedagogical approaches consistent with the discipline taught, and evaluate student work.

Academic freedom does not involve expression that substantially impairs the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the college community. Academic Freedom does not provide protection of faculty who demonstrate professional incompetence, or dishonesty regarding their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

The College will follow the principles of the 1940 AAUP Statement on Principles of Academic Freedom, and subsequently approved Interpretive Comments (1970) which will serve as a fundamental guide for deliberations and actions pertaining to academic freedom.

Responsibility must accompany the rights and privileges of academic freedom; throughout the educational process, faculty are encouraged to create an environment of academic excellence and to explore various points of view. Faculty are expected to be accurate, objective, and purposeful. Material presented or discussed should be related to the course's subject matter. Faculty are expected to present and discuss assignments and material relevant to the student learning outcomes presented in the course outline. Faculty are responsible to set reasonable rules for appropriate classroom discourse, including limits to speech that is unrelated to class material or substantially impairs the rights of others.

Individual members of the College may express viewpoints that other individuals may find disagreeable, unwelcome, or objectionable. All individual members of the college community also bear the responsibility to distinguish those behaviors that may violate the College's Student Code of Conduct; Mission, Vision, and Values; Board Policy; and other college documents. Violation of college regulations or policies, and breach of any federal, state, or local criminal law either on campus or at any college-sponsored activity are not protected under the Academic Freedom Policy.

Transfer to Other Colleges or Universities

The College will provide students with advising and other resources with regard to transfer from the College to another college or university.

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

Current articulation or transfer agreements are made with:

- The Penn West System
- Slippery Rock University
- Robert Morris University (In Progress)
- Keystone College (In Progress)

- The Pennsylvania State University System
- Mercyhurst University (In Progress)
- Lake Erie College
- Indiana University of Pennsylvania (In Progress)

Official transcripts of student records will only be forwarded to a person or organization for whom the College has received an official request in writing from the student or former student and for which any required fees have been paid. Unofficial student transcript information can be accessed by students directly.

The Learning Center

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

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

Location & Contact

Located on the 2nd Floor of EC3 West:
 Monday & Thursday 23:00-4:40
 Tuesday & Wednesday 9:00-6:00
 Friday: 8:00 – 3:30

Located on the 3rd Floor of St. Benedict Education Center, Room 308
 Monday & Thursday 8:00 – 11:45
 Tuesday, Wednesday, & Friday: by appointment

Mari Howells, Librarian and Learning Support Specialist
mhowells@ec3pa.org
 (814) 413-7020

Tutoring/Academic Support

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

Technology Access

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

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

On-campus usage policy:

- Laptops must be signed out and must remain on campus and returned to staff before the end of the day.
- Laptop must remain with the student during their entire time on campus.
- Student will be financially responsible for laptop while it's in their possession.

Off-campus usage:

- In order to borrow a laptop, students must meet with a designated staff member. During this meeting, students will log in to their EC3 account on the laptop in order to ensure they understand proper sign-in procedures. Students will read and sign the [Laptop Loaner Agreement Form](#).
- Laptops are available to currently registered students for use the entire semester. Laptops must be returned at the end of each semester.
- If a laptop is damaged, lost or stolen, students may be charged up to \$1200.00.

Laptops are available on a first come first served basis.

Erie County Public Library Access

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

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

Branches

Blasco Memorial Library
 160 East Front Street
 Erie, Pa 16507
 (814) 451-6900

Millcreek Branch Library
 2088 Interchange Rd., Suite 280 413 W. Plum St
 Erie, PA 16565
 (814) 451-7084

Edinboro Branch Library
 Edinboro, PA 16412
 (814) 451-7081

Iroquois Avenue Branch
 4212 Iroquois Ave
 Erie, PA 16511
 (814) 451-7082

Lincoln Community Center
 1255 Manchester Rd
 Erie, PA 16506
 (814) 451-7085

Corry Public Library
 117 Washington St
 Corry, PA 16407
 (814) 664-7611

University Library Access

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

John M. Lilley Library

4951 Behrend College Dr.
Erie, PA 16563
(814) 898-6106

Baron-Forness Library

200 Tartan Rd.
Edinboro, PA
(814) 732-2273

Bookstore

EC3 is committed to keeping costs as low as possible for our students. As often as possible, our faculty choose Open Educational Resources (OER) as the texts/resources for their classes. When OERs are not available for a course, the College has contracted with Barnes & Noble to provide bookstore services. The Barnes & Noble online bookstore is located at <https://bncvirtual.com/EC3>. This site is built around a course-driven system that ensures students order and receive the correct book.

Alerts and College Communication

Emergency Alerts

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

- **Information Notifications**

EC3 communicates important information and messages with our current and prospective students through ERiC our chatbot. The option to opt out is made clear in the text messages sent.

Emergency Closings

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

Official Communications Policy

EC3 recognizes many forms of communication for official college business. College officials may utilize written documentation, text, telephone conversations, and EC3 issued e-mail accounts or Web documents as formal forms of communication. Official college business includes all actions of the college including

but not limited to providing general information, course information, student conduct notices, and administrative notices from the college.

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

IT Support

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

Use and Duplication of Software Policy

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

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

Employees and students of the College are required to adhere to any specific conditions or restrictions required by the licensing agreements for software programs purchased or licensed with College funds. In addition, the following general conditions apply:

1. It is illegal to copy a software program, such as but not limited to Office Applications Tools or Suites, Database Processing Tools, Anti-Virus Utilities, or Operating Systems, and install that single program for simultaneous use on more than one machine except where specifically licensed otherwise.
2. Unauthorized copies of software programs may not be used knowingly on College equipment. This applies even though the individual may not have made the illegal copy.

3. Employees and students of the college are prohibited from making, assisting in making, or knowingly using illegal copies of software on college equipment.
4. Employees and students of the college are permitted to make an archival (i.e., back-up) copy of a software program unless prohibited by the software licensing agreement, but any copy so created must be used solely for archival purposes and all archival copies of a particular computer program must be destroyed if the continued possession of that computer program ceases to be rightful.

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

Acceptable Use Policy for Interactive Systems

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

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

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

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

Erie County Community College’s interactive systems are intended for use as an educational tool, and as such supports the teaching, learning, research, community engagement and campus activities of the College community and facilitates the management of administrative functions. The College, therefore, provides students, faculty and staff and others access to the technology resources and interactive systems of the College. This policy applies to all users of the College system and any others to whom the College wishes to make the system available. The College makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the College’s system will be error-free or without defect. The College will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or quality of the information obtained through or stored on the system. The College will not be responsible

for financial obligations arising through the unauthorized use of the system. The College's Director of Information Technology will oversee the College's system by working with other College officials, government agencies and appropriate regional, state and national organizations as necessary. The use of the College's interactive systems is a privilege, not a right, and inappropriate use can result in a termination or suspension of some or all of those privileges. Users will be expected to abide by generally accepted rules of network etiquette.

Privacy

While the College does not intend to routinely review the contents of files on the system, the College will engage in routine maintenance and monitoring of the system. Accordingly, system users should have no expectation of privacy using the College's system, including personal e-mail messages and other data files. Routine maintenance and monitoring of the system may lead to the discovery that a particular user has or is violating the College's Acceptable Use Policy, or applicable law. The College will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the College system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the College's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. College employees should be aware that their personal files (including personal e-mail messages) may be discoverable in court or agency proceedings and possibly elsewhere. Use of the College system to access or attempt to access student or employee information for any use not job-related violates College policy along with state and federal laws. Confidential information, whether it relates to students, employees, or others shall not be disclosed or distributed using the College system or by employees identifying an affiliation with the College when using any social networking service. Exceptions are activities which are in accordance with College policy and federal laws, such as the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach Bliley Act. Federal Laws pertaining to confidentiality of information can be accessed by each federal law's web-site. Users must not post, transmit, re-post, or re-transmit private information about another person or organization on the College's system without first obtaining the permission of that person or organization. Employees are prohibited from using a College-provided or personal cell phone or Smartphone camera or video recorder to take, transmit, download, or upload to social networking or video sites either for business reasons or for non-business purposes any photos or videos of College employees, vendors, officials or students without their consent.

Unacceptable Use

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

System Security

Users are responsible for the use of their individual account and must take all reasonable precautions to prevent others from being able to access or use their account. Under no conditions should a user provide his/her password to another person. Users must immediately notify the system administrator if they have identified a possible security problem. Users will not attempt to investigate or correct a security problem. Such activity may be construed as an illegal attempt to gain access. Users must not knowingly post,

transmit, re-post or re-transmit information on the College's system that, if acted upon, could spread a virus, cause damage or a danger of disruption.

Inappropriate Language

Members of the College community, as individuals and groups, have the right to exercise their full freedom of expression and association. The College neither sanctions nor censors individual expression of opinion on its systems. The College is committed to creating an educational environment that is free from intolerance directed towards individuals or groups. Respect for rights, privileges, and sensibilities of each other are essential in preserving the College community. There is a wide range of material available on the Internet, some of which may conflict with the particular values of students and employees. The College cannot accept responsibility for any individual user's accessing offensive materials through its computer systems. Users must not engage in libel, slander, or harassment in violation of College policies, or the use of threatening language. Users must not knowingly or recklessly post, transmit, re-post, or re-transmit false or defamatory information about a person or organization on the College's system. The College discourages the use of language that embarrasses or intimidates others.

Inappropriate Activities

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

Use of College Name, Logo or Seal

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

Social Networking

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

Complaints

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

Policy for Responsible Computing

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

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

7. To take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network or server operated.
8. To take responsibility seriously for one's own work performed on a computer. For example, ensure data is saved on a network drive to ensure that backup has occurred and to provide security of one's data.

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