Accreditation

Indian River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Baccalaureate Degrees.

Contact the Commission on Colleges at
1866 Southern Lane, Decatur Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Indian River State College.

additional program accreditations include:
Commission on Dental Accreditation
Dental Assisting and Dental Hygiene
211 East Chicago Ave., Chicago, IL 60611-2678 • Phone 312-440-4653
http://www.ada.org/100.aspx

The Indian River State College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • 727-210-2350 www.caahep.org
To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088
214-703-8445 • FAX 214-703-8992 (www.coaemsp.org)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601 • Phone 312-233-1100

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • Phone 727-210-2350

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road • Suite 720 • Rosemont, IL 60018-5119

The IRSC Medical Assisting program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAME).

CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763 • 727-210-2350

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326 • Phone 404-679-4500

Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, VA 22314 • Phone 703-706-3245
e-mail: accreditation@apta.org; website: http://www.capteonline.org

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 • Phone 312-704-5300

Commission on Accreditation for Respiratory Care (CoArc)
Associate in Science in Respiratory Care
1248 Harwood Road, Bedford, TX 76021 • 817-283-2835
http://www.coarc.com

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ARC/STSA (arcst.org)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • Phone 727-210-2350

And approved by:
The Florida State Board of Nursing
The Florida Department of Health - Division of Emergency Preparedness and Community Support - Bureau of Emergency Medical Oversight - EMS Program
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Greetings Adjunct Faculty,

I hope that you are all as excited as I am about the extraordinary growth and opportunities at Indian River State College. New programs, new technologies and new approaches are just some of the ways we can describe our College’s efforts to support our more than 37,000 students. No matter what department you work in at IRSC, I want to encourage you to embrace all that is new while continuing to utilize that which is true and tested. Whether you are a tutor in our Academic Support Centers or an instructor working in our TRIO, adult education, certificate, associate or baccalaureate degree programs, our students are counting on you to help them realize their educational and career goals. I hope you will remember each and every day that going above and beyond for our students is what we are all about. It is, quite simply, what we call the RiverWay! To help you be the best instructor, tutor or mentor that you can be, I want to encourage you to take the time to get to know your students as people, take advantage of the many professional development opportunities, to work closely with your dean, department chair and faculty colleagues. By embracing these three factors, I am confident that you will succeed in helping your students reach their goals.

Designed to support your success, I encourage you to take the time to familiarize yourself with the three groups below:

The Institute for Academic Excellence is IRSC’s center for teaching and learning and is designed exclusively for all full and part time faculty members. Working in partnership with EDP, the Institute is charged with creating a culture of academic excellence on our college campuses. The Institute is guided by the belief that personal development is a dynamic, ongoing and collaborative process that results in highly effective educators and engaged, thoughtful and successful students. You are encouraged to attend workshops hosted through the Institute and are invited to participate in one of its many learning communities. For more information, be sure to contact Dr. Jodi Robson, Director of the Institute for Academic Excellence at jrobson@irsc.edu. The Institute is located in the Kight Center (Main Campus) in room 125. To access its website, click on the link: http://www.irsc.edu/IAE/IAE.aspx?id=4294972596.

The Employee Development Program is a comprehensive program that coordinates training opportunities for faculty, staff, and administrators. With concentrated offerings for targeted employee groups, EDP has become a familiar name at IRSC and is the “go-to program” when a professional development need is identified. Keep an eye out for emails from Sera Addison, Director of EDP. Throughout the year, Sera will send you information about classes and workshops that are designed to support your success. To learn more about EDP and the Office of Institutional Effectiveness click on the link or contact Sera for more information about EDP at ssrerafin@irsc.edu.

http://www.irsc.edu/institutionaleffectiveness/EDP/edp.aspx?id=4294968861
A third group that is also designed to support your success is the Virtual Campus. IRSC’s Virtual Campus offers a large selection of classes, and entire degrees, online. In partnership with EDP and the Institute for Academic Excellence, the Virtual Campus also offers technology related trainings that focus on systems such as BlackBoard, QM and other college-wide tech based resources and delivery systems. To learn more about the Virtual Campus click on the link:  http://virtualcampus.irsc.edu/ or contact Kendall St. Hilaire, Assistant Dean of the Virtual Campus at ksthilai@irsc.edu.

Together, and working under the umbrella of EDP, these three groups are designed to provide you with maximum support. Remember, our students are counting on you and so am I! Please do not hesitate to reach out to me, your department chair, dean, provost, or any other IRSC official to let us know how we can better support you.

Best Wishes!

Marta Yera Cronin, Ed.D.
Vice President of Academic Affairs
EQUITY POLICY AND STATEMENT

Non-Discrimination/Non-Harassment Policy Statement

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one’s race, color, ethnicity, national origin, sex, religion, age, disability, pregnancy, sexual orientation, marital status, veteran status, or genetic information is strictly prohibited.

In our dedication to student equity, Indian River State College ensures an intentionally-designed experience which gives all students the resources, support and guidance they need to successfully attain their educational goal(s).

Title IX of the Educational Amendments of 1972 is a Federal Law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence.

Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

Questions or concerns regarding IRSC’s Non-Discrimination and Non-Harassment Policy may be directed to:

ADA-504 Compliance Officer
Melissa Prochaska Whigham
Assistant Dean of Human Resources
Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596
mwhigham@irsc.edu
(772) 462-7282
(772) 462-7275

Equity Officer
Adriene Jefferson
Title IX Coordinator
Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596
ajeffers@irsc.edu
(772) 462-7156
HISTORY OF IRSC

Indian River State College has grown in the past fifty-seven years from a one building structure to the dominant educational and cultural center in the region. Authorized by the Florida Legislature in 1959, Indian River Junior College moved to its present campus on Virginia Avenue in 1963 after the City of Fort Pierce donated 87 acres of land to IRSC.

In 1965, with the advent of integration, Indian River Junior College and Lincoln Junior College merged, creating one college for all Treasure Coast students. As the College continued to grow in scope and role, the Board of Trustees felt a name representative of the College’s comprehensive service was appropriate, and, in 1970, changed its name to Indian River Community College.

In 2007, IRSC was approved to offer Bachelor’s degrees to address the region’s growing need and demand for upper-division programs. In July 2008, Governor Crist signed into law a legislative bill that included Indian River in the State College Pilot Project, providing the newly named Indian River State College the opportunity to expand its Baccalaureate programs to meet both regional and statewide employment needs.

The past decades have been ones of notable growth at IRSC. Although students from nearly every state and many foreign countries attend the College, it maintains its commitment to providing academic, occupational, technical, cultural, and service programs that meet the needs of the surrounding four-county region.

Governed by a District Board of Trustees representative of the four-county area, IRSC maintains an open, innovative administration, a dedicated staff, and concerned, well-qualified faculty. College faculty and staff members contribute to their community through involvement in many local organizations.
Indian River State College
Mission Statement & College GOALS

Indian River State College is a comprehensive college accredited to award Baccalaureate Degrees, Associate Degrees, and Career and Technical Certificates. As a leader in education and innovation, IRSC transforms lives by offering high-quality, affordable and accessible education to the residents of Indian River, Martin, Okeechobee, and St. Lucie counties through traditional and electronic delivery.

We commit to
- Creating a superior teaching and learning environment
- Cultivating student success
- Embracing diversity
- Stimulating economic growth
- Developing a highly-skilled workforce
- Building partnerships to expand opportunities
- Providing cultural enrichment and lifelong learning

Our Mission is fulfilled through the accomplishment of the following goals:

Student Access and Success Provide access to educational opportunities for all students through high-quality programs, services and resources leading to the successful completion of degrees, certificates, or other credentials and attainment of each student’s educational and career goals.

Student Development and Satisfaction Enhance and enrich the student learning experience through comprehensive and convenient student support services, advisement, co-curricular programs and activities which reinforce critical thinking, problem solving, leadership development, and good citizenship skills.

Educational Programs Prepare students with the educational foundation, knowledge, skills, and learning outcomes required to meet the dynamic needs of the 21st Century workforce.

Cultural Diversity and Enrichment Improve the cohesiveness, quality of life, and ability of all citizens to contribute toward the betterment of the community by promoting and supporting the appreciation of cultural diversity and serving as a resource for cultural enrichment.

Technology Maximize the quality of education, student learning, efficiency of operations, and service to the community through the appropriate integration and utilization of technology.

Fiscal Resources Ensure that the funding received, from all sources, and utilized by the College is commensurate with the mission, goals, and priorities of the institution, as well as the educational needs of the community.

Physical Resources Provide the necessary land, facilities, information technology resources, and electronically-based instructional and administrative systems to provide a high degree of efficiency in an environment conducive to effective learning.
Workforce Development  Train and prepare a skilled and competent workforce aligned with the current employment demands and provide entrepreneurial opportunities to meet the future employment needs of our service region.

Economic Development  Collaborate with regional and state economic development leaders and stakeholders in developing and promoting sound, yet bold economic initiatives for our service region.

Employee Development  Enrich the organizational culture by supporting the enhancement of employee performance through educational and professional growth opportunities.

GOVERNANCE

Indian River State College, like Florida’s 27 other colleges, is governed by an independent, locally autonomous Board of Trustees. The Indian River State College Board of Trustees is composed of nine members appointed by the Governor. Three members are from St. Lucie County and two members each are from Indian River, Martin, and Okeechobee counties. It is the responsibility of the Board of Trustees to establish the policies, in accordance with Florida statutes and State Board of Education rules, by which the mission of the College is accomplished. It is the President’s responsibility to implement these policies through the College administration, faculty and staff. The College website provides electronic access to all Board policies in the District Board of Trustee Policy Manual. Copies of College policies are also located in the Human Resources Department.

The Board of Trustees conducts open meetings in accordance with Florida’s “Government in the Sunshine Law” on the fourth Tuesday of each month (except in July and December), at 3:30 p.m.

PURPOSE OF THE ADJUNCT FACULTY HANDBOOK

This important document contains a general overview of Indian River State College policies and procedures and should answer questions regarding your responsibilities in the fulfillment of your job duties. It is expected that the information and instructions contained herein will serve as a helpful reference and orientation to College policies and regulations.

As with all College policies and procedures, you are expected to abide by them. Failure to do so may lead to disciplinary action up to and including termination of your employment.

Additionally, it is expected that each instructor will be familiar with the information contained in this handbook, the College Catalog and the Student Handbook/Planner. These three sources of information can be found on the College website and therefore, are readily available to reference as needed.

The College reserves the right to modify, delete, or add any policies or provisions without notice. Copies of College policies are located in the Human Resources Department. The current Adjunct Faculty Handbook supersedes all previous handbooks or policies and procedures.

This Handbook serves as a guide and may not contain every College policy in effect. Its contents do not give rise to any enforceable contractual rights relating to continuing employment or receipt of benefits between the College and its employees. No one other than the President has the authority to enter into any agreement, oral or written, with an individual, for employment for any specified period of time.

Please read the entire Adjunct Faculty Handbook. If you have any questions or need further information, speak to your chair, dean, instructional vice president, or to the Assistant Dean of Human Resources.
II. PURPOSE, ORGANIZATION, & FUNCTION

PHILOSOPHY OF THE COLLEGE

Education beyond the high school level has assumed an increasingly important role in modern society. Numerous sociological and technological changes have created a complexity of forces, which affect the life of every individual. This increasing awareness of the value of higher education creates a need for additional and different types of higher education, both geographically and financially accessible to each individual. These considerations are the basis for the philosophy of Indian River State College, a public institution.

Indian River State College provides post-secondary programs and other courses that will meet the needs of the individuals in our four-county area. Because the College seeks to provide offerings that will insure the student maximum personal growth and development, the strongest effort will be made to assist the student to fulfill his/her greatest potential through quality programs of instruction.

Each student, by attending Indian River State College, shall be assisted in acquiring learning as a lifelong pattern. Learning shall be considered a continuous process and not an isolated incident occurring in a given time or place.

Indian River State College supports affirmative action and does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by Federal Laws and Regulations. The designated affirmative action coordinator for compliance with all such rules and regulations is the Assistant Dean of Human Resources.

EVALUATION OF THE COLLEGE

The current statement of philosophy and purpose represents Faculty, Administration, and Board of Trustee’s approval. These are under constant review by all parties concerned and revised when necessary.

CAMPUSES AND MAPS

(Accessible via www.irsc.edu, College Catalog, and Student Handbook/Planner)

III. ADMINISTRATIVE ORGANIZATION OF INDIAN RIVER STATE COLLEGE

PHILOSOPHY OF ADMINISTRATION

The primary purpose of the administrative organization is to help create the best possible learning environment for the students of Indian River State College.

The operation of Indian River State College is based on the principle that all members of the College staff contribute toward the governing of the College. The collective wisdom of the entire
faculty is needed and desired when matters of general policy and programs of the College are being considered. All members of the College community are encouraged to express differences of opinion and sincere beliefs, which may lead to cooperative improvement of the total College program. Members of the teaching or administrative faculty are recognized as professional persons with professional rights and privileges awarded them and corresponding responsibilities expected from them. The effectiveness of the institution depends upon the extent to which, and the manner in which, members accept their responsibilities, perform their duties, and exercise their authority.

PRINCIPLES OF INDIAN RIVER STATE COLLEGE ADMINISTRATION (STATEMENTS)

1. Organizational structure is absolutely necessary in human society where any number of people work together.
2. A line organization, with responsibility and authority definitely delegated to individuals, is necessary for efficient administration of programs and policies.
3. Everyone needs to know to whom and for what she or he is responsible.
4. Whenever possible, each person should be administratively responsible to only one person.
5. The decision-making power on a particular matter should be at that point where the decision can be most efficiently and accurately made.
6. People understand better and are more loyal to policies and programs they helped develop.
7. The committee method is the best method for developing programs and policies, but it is the worst method for administering them.
8. Student participation in decision-making with respect to student activity policies and programs is important.

EMPLOYEE STANDARDS OF CONDUCT

Any person who accepts the privilege of employment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Employees of the College shall perform their work and conduct themselves in a manner that fosters the achievement of the College mission and purpose.

College employees shall perform their duties in conformity with the highest professional standards of conduct endorsed by the College, including, but not limited to the following:

- To uphold and abide by all College policies and procedures;
- To treat all co-workers, students, and the public with respect and dignity befitting all individuals, free of harassment, threat, harm, or discrimination;
- To adhere to the highest standards of honesty, accuracy, and truth, and to communicate fairly and objectively;
- To embrace the College mission and goals and to contribute toward their fulfillment;
- To maintain an appropriate level of competence through ongoing development of knowledge and skills;
- To manage work time for maximum effectiveness and efficiency;
- To perform duties in accordance with exemplary professional principles and standards;
- To prudently safeguard confidential information;
- To refrain from engaging in activities or conduct that might discredit or disrupt the College, students, or co-workers;
- To maintain the highest standards of integrity and professionalism;
• To maintain a safe working environment and to report conditions and circumstances that may prevent the safe and effective performance of any job;
• To make responsible and frugal use of all funds, buildings, equipment, and supplies.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

ADMINISTRATIVE IRSC FACULTY, SUPPORT EMPLOYEES AND ALL PERSONNEL EMPLOYED AT THE CLARK ADVANCED LEARNING CENTER

Indian River State College employs the following categories.

EXECUTIVE MANAGEMENT ADMINISTRATIVE PERSONNEL
The chief executive management administrative officer of the College is the President. Other executive management personnel are: Vice Presidents of Academic Affairs, Student Affairs, Financial Services, Applied Science and Technology, Instructional Services and Institutional Effectiveness.

INSTITUTIONAL MANAGEMENT ADMINISTRATIVE PERSONNEL
Members of the institutional management administrative personnel include Provosts, Deans, Associate Deans, Assistant Deans, Executive Assistant to the President, Executive Directors, Administrative Directors, Athletic Director, and WQCS Station Manager.

SUPPORT EMPLOYEES
Members include but are not limited to: directors, technicians, specialists, coordinators, accountants, managers, supervisors, administrative assistants, secretaries, clerks, grounds personnel, custodians, maintenance, data processing analysts, programmers, and computer operators.

PART-TIME INSTRUCTIONAL EMPLOYEES – ADJUNCT FACULTY:
Includes part-time instructional personnel hired on a temporary basis for a specific assignment, with no expectancy of employment beyond the term(s) of the assignment. Adjunct faculty are not provided tenure or continuing contract status. Please refer to the Adjunct Faculty Handbook or contact the Human Resources Department for more information.

DUTIES AND RESPONSIBILITIES FOR ADJUNCT FACULTY

DEPARTMENT CHAIR

Specific Duties and Responsibilities:

1. Responsible to the appropriate Dean and, thus, to the appropriate Vice President. Functions as instructional department leader.
2. When needed, recommends new courses and programs of instruction through the appropriate Dean and Vice President and, to the Curriculum Committee.
3. Regularly schedules and presides over departmental meetings, is responsible for dissemination of information to members of the department, and submits agendas and
summarizes of departmental meetings to the appropriate Dean. Communicates effectively with Faculty, Dean, and other College personnel.

4. Assists the Dean in the development of a departmental budget, proposed on an annual basis, for submission to the appropriate Vice President for incorporation into the College budget process.

5. Initiates equipment and teaching supply requisitions for the department and ensures that these requests are within the allocated budget amount.

6. Seeks to maintain high morale among members of the department and ensure a healthy attitude of all members towards the College community.

7. Takes a leadership role in departmental measures to improve student access and success evidenced by student enrollment, retention, program completion/graduation, placement and accomplishments after graduation in employment or higher education.

8. Takes a leadership role in departmental efforts related to recruitment and placement of students in cooperation with Enrollment and Student Services and Career and Transition Services.

9. Takes a leadership role in the development and implementation of an effective program of student retention within the department.

10. Responsible to ensure that the grading system in the department is consistent with the standards established by Indian River State College.

11. Assists the Dean with the development of the course schedules and recommends assignment of full and part-time faculty.

12. Performs other duties and assumes other responsibilities as the Dean may direct.

ADJUNCT FACULTY MEMBER

Specific Duties and Responsibilities:

1. Responsible to perform instructional duties as assigned by the Vice President of the area, Deans and Department Chair, and to pursue the improvement of the instructional program.

2. Responsible to his/her Dean for effective classroom performance, including accurate completion and timely submission of final grades.

3. Reinforces writing skills throughout the curriculum by assigning written work (e.g., papers, essays, examinations, etc.) whenever possible and appropriate.

4. Responsible to the appropriate Division Dean for the continued development of his/her own scholarship.

5. Is responsible to meet classes on time and to be properly prepared, and to notify the appropriate Division Dean and Department Chair when ill or unable to meet such classes.

6. Is responsible to submit complete course syllabi and revisions to the appropriate Division Dean. These outlines are in accordance with the standards of the Southern Association of Colleges and Schools.

7. Is a responsible member of the Indian River State College faculty and demonstrates professional behavior at all times, always maintaining high ethical and moral standards.

8. Is responsible for proper student conduct and behavior in the classroom and, at all other times, when professionally involved with students.

9. Is expected to display an appropriate and sound attitude toward students, colleagues, supervisors, and the College community at large.

10. Integrates technology into instructional presentations as appropriate.

11. Addresses the varying learning styles of students in order to facilitate learning.

12. Meet with students upon request in an appropriate setting.

13. Is responsible for such other tasks as may be assigned by supervisors.
LINE OF RESPONSIBILITY

In the event of the absence of the Department Chair or supervisor, faculty members needing assistance should contact the Administrator next in line on the administration chart. As an example, in the absence of the Department Chair, the next individual available for consultation would be the Dean; Vice President; and President.

ORGANIZATION CHARTS
(Accessible on IRSC Employee Intranet)

IV. FACULTY-RELATED

CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA

(1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(2) The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(3) Aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) F.S. Law Implemented 231.546(2)(b) F.S. History – New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

ACADEMIC FREEDOM AND RESPONSIBILITY

The College supports the following statement regarding academic freedom:

Academic freedom is the freedom to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; and to speak or write as a public citizen without College discipline or restraint. Academic responsibility implies faithful performance of academic duties and obligations, recognition of the demands of scholarly enterprise, respect for the rights of others, and self-restraint imposed by good judgment.

The faculty member must fulfill his or her responsibility to society and to his or her profession by demonstrating academic competence, scholarly discretion, and good citizenship. He or she is a public citizen, a member of a learned profession, and an employee of an educational institution. As such, he or she should be constantly aware that these roles may be inseparable in the public view.

The Board recognizes that the faculty member is entitled to full freedom in academic research and in the publication of results, but the primary responsibility of the faculty member is the delivery of the highest quality instruction possible to the students at the College.
The Board recognizes that in the classroom the faculty member is entitled to freedom to discuss subject matter objectively and skillfully, with the understanding that the introduction of controversial material must be carefully and judiciously considered to allow for diversity of opinion at all times.

The Board recognizes that the College faculty member is entitled to freedom as a public citizen in the community. When speaking or writing as a public citizen, he or she is free from institutional censorship or discipline. As a responsible member of the academic profession, he or she should strive to exhibit accuracy, appropriate restraint, and respect for others in all manner of public expression. The faculty member should make every effort to indicate that he or she is not a College spokesperson when speaking as a public citizen.

FERPA FACTS FOR FACULTY

FERPA is the Family Educational Rights and Privacy Act enacted in 1974 (a/k/a the Buckley Amendment) that protects the privacy of students’ education records and provides guidelines for the appropriate maintenance and release of those records. Under FERPA, students have the right:

• to inspect and review their education records,
• to request an amendment to an inaccurate education record,
• to provide written consent before disclosure of personally identifiable information, and
• to file a complaint with the U.S. DOE concerning potential compliance issues.

FERPA rights are assigned to all students when they reach 18 years of age or when they enroll in postsecondary education. All students admitted to IRSC, including Dual Enrolled, ABE, GED, and ESL students, regardless of their age, are protected by FERPA.

Education Records regulated by FERPA are divided into two types of student information:

Directory Information and Personally Identifiable Information.

Directory Information is defined by the institution and is not considered to be an invasion of a student’s privacy if disclosed. In general, requests for student Directory Information should be referred to the Office of Student Records. IRSC Directory Information that may be released in accordance with IRSC procedures includes:

• Student Name
• Student Address
• Dates of Attendance
• Program of Study
• Degrees/Awards/Scholarships
• Athletic Participation
• Athletic Team Weight/Height
• Athletic to/from Transfer Institutions

Personally Identifiable Information is any part of a student’s education record that is not Directory Information and is defined by FERPA as protected and confidential. IRSC Personally Identifiable Information includes student education records such as:

• Academic standing
• Email address
• Gender
• GPA
• Grades
• Race
• Social Security Number
• Student ID Number
• Student Schedule
• Test Scores
Personally Identifiable Information may not be released to any third party without the student’s written permission, except by provisions outlined in FERPA regulations.

**Non-Disclosure Requests**
Students who wish to prevent the release of Directory Information can complete an Authorization for Non-Disclosure available in the office of Student Records.

**Release of Education Records**
Students who wish to release Personally Identifiable Information to a parent or third party can complete an Authorization for Release of Educational Records available in the office of Student Records.

**Exceptions to Student Written Consent Requirements**
FERPA allows disclosure of student education records without consent by exception, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials within the college community who have a legitimate educational interest;
- Other educational institutions in which a student seeks or intends to enroll;
- The parent or legal guardian of a dependent student (Parental Access defined below);
- Specified Federal or State officials for audit or evaluation purposes;
- Organizations in connection with Financial Aid that a student has applied for or received;
- Accrediting organizations carrying out their function;
- To comply with a judicial order or lawfully issued subpoena;
- The parent or legal guardian of a student under 21 who is in violation of local, state, or federal laws governing the use of alcohol or controlled substances;
- Appropriate parties, including parents, where a significant threat to the health or safety of a student or other individuals exists.

**Guidelines for Release of Student Education Records**

**Parental Access** – A parent can obtain access to a student’s Personally Identifiable Information when:
- The student is accompanied by their parent to a meeting with a college official(s);
- The student has submitted an Authorization for Release of Educational Records on file in the Office of Student Records (call 772-462-7460 for verification or a copy of the release);
- The student provides expressed written consent for third party release of education records;
- The parent provides proof that the student is a dependent by submission of documentation such as a tax return or court order;
- A health or emergency situation exists that threatens the safety of the student or others;
- A student under the age of 21 is in violation of any laws governing the use of alcohol;
- The student is deceased, upon which FERPA rights cease.

**Dual Enrolled Students** - The IRSC Application for Admissions for Dual Enrollment includes an acknowledgment that the student signs which authorizes the release of education records to the high school counselor or parent listed on the form. Upon confirmation of a Dual Enrollment application on file in Student Records, instructors may discuss the student’s education record with the parent or school.

**Email Transmissions** – FERPA prohibits the use of a student’s SSN or Student ID in an email subject line. FERPA does permit the use of the student’s SSN, Student ID, and/or the date of birth as an identifier when used in the body of an email within the college community.
**Grades** - Notification of a student’s grades via their institutional or personal email address is not a secure method for release of student grades. Because there is no guarantee of confidentiality on the Internet, emailing grades is not recommended, and IRSC would be held responsible if an unauthorized third party gained access to a student’s education record. It is equally inappropriate to discuss a student’s grade over the phone. Students should be referred to Student Success Services for instructions on accessing their grades online.

**Performance Evaluations** – Students requesting a performance evaluation must submit to the instructor a request in writing that includes the reason for the request and the student’s signature. The request and response should be retained for three years.

**Phone Inquiries from a Student** – Discussing student information over the phone is not recommended. Whether or not a release is on file, it is difficult to authenticate a telephone inquirer and obtain an accurate record of what information was exchanged. The student should be asked to submit their request in writing and include their signature, Student ID, the reason for the request, and distribution instructions. The request and response should be retained for three years.

**Phone Inquiries from a Third Party** – A third party interested in attendance records or other student data that is in the possession of the instructor should submit a written request via fax or mail and include a copy of a signed release from the student. The instructor should respond in writing via mail or fax and retain a copy of the request, release, and response, for three years. Requests for student education records that do not include a student release should be referred to Student Records, 772-462-7460.

**Recommendations Letters** - Some universities or employers require students to submit Letters of Recommendation to complete the application process. An instructor is permitted to compose a letter of recommendation from personal observations or knowledge of the student, and with the student’s expressed written consent, include personally identifiable information such as grades or GPA. All requests for Letters of Recommendation from students should be submitted in writing. The request and the recommendation letter should be retained for three years.

**Students with Accessibility Concerns** – Students registered with the Student Accessibility Office are required to sign a two-part Agreement of Services/Release of Information form, acknowledging that instructors, Assessment Center staff, and other college personnel if deemed necessary, will be notified of the student’s status with SAS. Additionally, the student indicates whether or not permission is granted for a third party (i.e., parents or agency) to communicate with SDS SAS staff, instructors, or college administrators regarding the student’s accessibility concerns and/or academic progress. For verification of a release on file call SAS at 772-462-7782 or 772-462-7808.

Third Party Request for Enrollment or Degree Verifications - Third party requests for enrollment/degree verifications must be submitted through the National Student Clearinghouse at degreeverify.org.

**Virtual Campus Best Practices**

The same precautions used in a conventional course should be taken in an online course. Communications and posting of written work for electronic submission or discussion in a class does not require the signed and dated specific written consent of the students, provided

- a) each student is notified prior to or at the time of enrollment that posting of their work is a course requirement, and
- b) each student performs their posting via a secured login, and
c) electronic postings of student work do not contain grades or personally identifiable information,
d) the posted work is available only to members of the class.

Since FERPA does not allow disclosure of student enrollment in a given course, an instructor may not allow anyone without a legitimate educational interest, to have access to any online component of a course containing Personally Identifiable Information. Our FERPA requirements are largely fulfilled within Blackboard because all areas in which students' work, where names or IDs might be visible are restricted to prevent guest access.

**Social Networking Tools**
There are FERPA risks inherent in some of the social networking tools that reside outside of the IRSC Learning Management System such as blogs, chat rooms and social networking services.

Course requirements that include an external posting may or may not be subject to FERPA law. Sending a letter to the editor, or post to a non-college blog, or social networking site does not fall under FERPA unless it was also submitted and became a part of the educational record of the college.

If a course contains an external component that also becomes a part of a student’s educational record, this type of submission should be assigned only if it can be done without the student being identified as an IRSC student, and without indicating that the submission is part of an academic endeavor.

Otherwise, a FERPA privacy concern exists and additional safeguards must be observed, such as obtaining student permission, or pre-notification within the course syllabus.

**FERPA and the Florida Sunshine Law**
Section 1002.225 F.S. requires that all public postsecondary institutions comply with FERPA. Section 1006.52 F.S. exempts public postsecondary institution student application and education records from the state’s public records law s.119.07(1), F.S.

**FERPA FAQ’s**

**Do FERPA rights cease?**
Student’s rights do not cease after enrollment ends or the student graduates. “Former” students have the same rights as currently attending students, except for the option for non-disclosure of directory information. Former students can request non-disclosure, but the institution has the option whether or not to honor that request. IRSC honors all requests for non-disclosure.

**Does the parent of a student who is a minor have the right to see their child’s education records?**
Although the rights under FERPA transfer to the student once they enter postsecondary education, FERPA regulations allow for disclosure of information from the student’s education records to the parents of the student, without the student’s consent, if the parent can demonstrate proof that the student is a dependent for tax purposes. Parents who wish to access their child’s records under this provision must provide the relevant portion of their most recent tax return. Release of records based on proof of dependency should be coordinated by the Student Records Office.

**Can an instructor provide a parole officer or other law enforcement agent with the class schedule of a student?**
As a general rule, a student’s specific class enrollment information may not be released
unless a significant threat to the health or safety of the student or other individuals exist. All third parties, including law enforcement officials, should be referred to the Student Affairs Office.

**Can an instructor publicly post grades in class or via a class accessible website or message board for students taking distance learning classes?** No. This would be a violation of student privacy rights. Students should be referred to Student Success Services for help with accessing their grades online.

**What if I have additional questions?**
For any scenarios not covered here, please call the Office of Student Records at 772-462-7460.

*Thank you for your part in keeping IRSC FERPA compliant!*

COMMITTEES AND WORKGROUPS OF THE FACULTY

Every faculty member has the opportunity to serve on either a Committee (has a clearly defined task) or Workgroup (open-ended mission serving an area, service, or activity) or has the option of being advisor to a club or other student organization. Members of the administration and staff may also serve. With our large faculty, no one faculty member should expect to be asked to serve on more than one group. Faculty are given the opportunity to request assignment and where possible, that request is granted. Department Chairs, AAUP Officers, Promotions Committee members, and student organization/club sponsors are not expected to serve, but may do so if they wish. If a Workgroup or Committee is formed to meet a special need or interest, a faculty member who is asked to serve may decline or request to be relieved from a previous assignment.

Each Committee or Workgroup has a Chair who is responsible for calling meetings, presiding, and submitting a copy of the minutes to the office of the designated Vice President. At the end of each term, a copy of the Chair’s report must be filed with that Vice President and a final report must be filed at the end of the academic year along with a list of future goals and objectives.

CONTRACTUAL CONDITIONS FOR EMPLOYMENT

See current Board of Trustees/AAUP Agreement.

EMPLOYMENT OF COLLEGE PERSONNEL

It is the responsibility of the College President to recommend to the District Board of Trustees qualifications and positions for administrative, teaching faculty, and non-professional employees. The President established a Human Resources Department with the responsibility of processing all applicants/candidates for College employment. All personnel files are located in this department. Personnel files are accessible only to the President, Vice Presidents, and Deans. Any Administrator may have access to personnel files of those employees assigned to his/her area. The job descriptions and applications are maintained in Human Resources.

All applications for employment with the College are submitted through Workday to Human Resources, and it is the responsibility of this office to process the applications and develop a personnel file for those candidates/applicants hired.

It is only at the Vice President level and above that commitments can be made to hire or dismiss personnel. Further, it is only at the Vice President level and above that salary quotations are authorized.

RECRUITMENT OF AND EMPLOYMENT PROCEDURES FOR COLLEGE PERSONNEL

The President is authorized to employ administrative, instructional and support personnel within the provisions of the annual budget. These appointments are submitted to
the Board for final approval. Listed below are the essential procedures to recruit personnel and fill a vacant position:

- The position to be filled is authorized, budgeted and funding is approved by the President’s Cabinet;

- The authorized Administrator and/or supervisor will write a description of the minimum essential qualifications and responsibilities for the position.

- Notice of position openings will be posted on the College web site, sent via campus-wide e-mail and available in the IRSC Human Resources Employment Office.

- Advertisements may be placed in the local or state media, professional publications, or other sources depending on the nature of the position to be filled.

- All inquiries and/or applications are forwarded to the Human Resources Department where they are placed into an applicant pool for the position.

- Prior to interview, each candidate must present a completed application form, letters of reference, and official College transcripts when necessary, signed job description and other documents as required by the open position.

- Eligibility is determined based on the requirements in the job description. Applicants who do not meet the minimum requirements for the position, shall not be eligible for consideration.

- Current College employees who are applying for an open position are required to submit a letter of application and signed job description for each position applied for. They are also encouraged to submit an updated resume for each specific opening. Applications from non-employees will be kept in continuing active status for four years and may be extended upon written request.

- The appropriate hiring official reviews all applications in conjunction with their Vice President and will arrange the interviews.

- Based on the advertised qualifications and materials presented an initial decision is made by the hiring supervisor and/or supervisor to select candidates for further consideration for an interview.

- Candidates selected for interview will be taken from the “Applicant Pool.”

- Veterans Preference applicants who meet the minimum requirements of the position must be offered an interview in the same manner as other qualified applicants who are selected for interviews.
Based on approved criteria for the open position, the hiring official shall review applications and submit names of applicants to the appointed Interview Selection Team including an equity representative to conduct appropriate interviews.

The Interview Selection Team will base their selection of the best qualified candidate on:

- Academic Preparation
- Experience
- Licensing Credentials
- Performance Potential
- Recommendations and Evaluations
- Proficiency in Verbal and Written Communication (for faculty)
- Relative Success of Interview
- Teaching Demonstration (for faculty)
- Faculty applicants are required to demonstrate their teaching skills through a sample class session held during the interview. The College encourages the use of technology during these demonstrations and provides the setup required by the applicant. The applicants are also asked about their experience with and use of technology.
- Other appropriate and relevant qualifications meeting the College’s needs

The Interview Selection Team will make a recommendation as to the final candidate(s) for the position.

When the Interview Selection Team recommends candidate(s) for further consideration, the hiring official will conduct reference checks and additional interviews if appropriate, and will recommend the most suitable applicant for the vacant position.

Pre-employment finalist(s) for full-time employment at the College must undergo drug testing, fingerprinting and background clearances, which will include criminal convictions and may include consumer credit, motor vehicle driving, and other reports.

The hiring official shall then make a recommendation of the candidate to the appropriate Vice President who shall, in turn, make a recommendation to the President. After the President has approved this recommendation, he/she presents the applicant to the District Board of Trustees for approval.

After approval by the District Board of Trustees, a formal contract for administrators and full-time faculty will be prepared by the Human Resources Department, which is then forwarded to the new employee for his/her signature and placed in the employee’s personnel file.
NEW EMPLOYEE ONBOARDING

On or before their first day of employment, all new employees (full-time and part-time) are required to come to Human Resources to complete the onboarding process, which includes providing supporting identity and work authorization documentation for E-Verify processing, signing on to Workday to complete onboarding and new hire tasks in the new hires' Workday inbox, receiving Acceptable Use Policy, information on how to access Workday job aids, and other useful information pertinent to new hires. The full time new hire orientation will go into detail on benefits.

DISCIPLINARY PROCEDURES
See Current District Board of Trustee / AAUP Agreement.

CERTIFICATION AND RE-CERTIFICATION REQUIREMENTS FOR FACULTY

CERTIFICATION

All full-time faculty, administrators, counselors, librarians and part-time instructional employees (adjunct faculty) must hold a current certification directly related to their teaching discipline and/or professional capacity. This certification is issued by the District Board of Trustees through the Office of the Vice President of Financial Services' Human Resources Department. Certification by the Florida Department of Education is not applicable at the postsecondary level.

The certification process is initiated via Workday to the IRSC Human Resources Department, which serves as a repository for official documents supporting certification. Upon receipt of complete documentation, the Assistant Dean of Human Resources evaluates the certification packet for final determination of certification status.

Certifications are issued for a five-year period, and it is the responsibility of each certified employee to take appropriate and timely measures to complete the process for re-certification (see below) prior to expiration of the current certification period. Questions regarding certification and re-certification application procedures should be directed to the IRSC Human Resources Department.

The types of certifications issued by IRSC are described below. These certification requirements align with the “Faculty Credentials Guidelines” provided by the Commission on Colleges of the Southern Association of Colleges and Schools. (December 2006)

Baccalaureate Certification: Requires a Master’s degree in the teaching discipline; or other Master’s degree with a minimum of eighteen (18) graduate semester hours in the teaching discipline. In addition, some disciplines may require a terminal degree.

Associate Transfer & General Education Certification: Requires a Master’s degree in the teaching discipline; or other Master’s degree with a minimum of eighteen (18) graduate semester hours in the teaching discipline.
**Associate Non-Transfer Certification:** Requires a Bachelor’s degree in the teaching discipline; or an Associate degree, demonstrated competency in the teaching discipline, as evidenced by a minimum of three years of documented work experience directly related to the area of specialization and current licensure/industry certification as appropriate. Documentation of appropriate work experience must consist of a detailed letter on official company letterhead signed by a current or former employer and sent directly to the Human Resources Office.

**Developmental Education Certification:** Requires a Bachelor’s degree in the specific teaching discipline, with at least one year of documented full-time teaching experience in a discipline related to the assignment; or 18 graduate semester hours related to remedial education. Applicable disciplines include the following:
- Developmental English: English, English Literature, Language Arts, Journalism, Creative Writing, or other English-related Education degrees, with appropriate teaching experience.
- Developmental Mathematics: Mathematics, Math Education, Statistics, or Engineering with substantial Mathematics coursework through Calculus, with appropriate teaching experience.
- Developmental Reading: Reading, Literature, Language Arts, or Reading-related Education degrees, with appropriate teaching experienced.

**Non-Credit Technical Certification:** Requires a standard high school diploma and Associate degree in the discipline (or documentation of formal specialized academic training and credentials in the discipline at least equal to the level of instruction); and demonstrated competency in the teaching discipline, as evidenced by a minimum of three years of documented work experience directly related to the area of specialization and current licensure/industry certification as appropriate. Documentation of appropriate work experience must consist of a detailed letter on official company letterhead signed by a current or former employer and sent directly to the Human Resources Office.

**Adult Education Certification:** Requires a Bachelor’s degree and attributes or experiences which help instructors related to the particular needs of the adults they teach, as recommended by the Dean and Department Chair.

**Certification of on the Basis of Alternative Faculty Credentials:**
In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented for consideration in lieu of highest earned degree. In accordance with SACSCOC Comprehensive Standard 3.7.1, IRSC has established a rigorous procedure for considering alternatives to the traditional standard of highest earned degree in determining acceptable faculty credentials. The following criteria may be considered in combination to justify and document alternative faculty credentials:
- Undergraduate and Graduate degrees related to the teaching discipline
- Extensive documented work experiences related to the teaching discipline
- Professional licensure and certifications related to the teaching discipline
- Outstanding honors and awards related to the teaching discipline
- Continuous documented excellence in teaching at the postsecondary level
- Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

The Alternative Faculty Credentials procedure encompasses five components:
• The Alternative Credentials Request Form is completed and submitted by the Department Chair, Instructional Dean, and Instructional Vice President, to the Office of the Vice President of Instructional Services.
• A 1-2 page cover letter summarizing the justification of for Alternative Certification is submitted by the appropriate Instructional Dean.
• A Faculty Portfolio including a current CV or resume’, copies of official transcripts on-file in the Human Resources Department, third-party official validation of alternative qualifications submitted for review.
• A detailed matrix linking faculty qualifications to course content and learning outcomes.
• Review and determination by the Alternative Faculty Credentials Committee.

Proposals for Certification on the Basis of Alternative Credentials should be submitted to the Office of Vice President for Instructional Services. Please allow at least four weeks for Committee review. Approved proposals will be retained in the instructor’s certification file in Human Resources.

Submission of Certification Documents:
Only official transcripts sent directly to the IRSC Human Resources Office by regionally accredited educational institutions will be accepted for certification purposes.

In the case of foreign transcripts, the applicant must have an Evaluation for Foreign Transcripts completed at his/her expense by an approved member of the National Association of Credential Evaluation Services (NACES). Please consult with Human Resources for more information.

Documentation of appropriate work experience must consist of a detailed letter on official company letterhead signed by a current or former employer and sent directly to the Human Resources Office.

In addition, official evidence of licensure and/or industry certification(s) must be provided, as applicable to the teaching discipline.

PROFESSIONAL DEVELOPMENT & RECERTIFICATION Since acquiring information about new ideas in teaching and maintaining current knowledge in one's field are a vital part of quality teaching and administration, the institution requires all full time administrators, counselors, librarians and all full time and adjunct faculty members to participate in professional development activities directly related to their teaching discipline or professional responsibilities. Faculty members collaborate with their Instructional Dean to develop and fulfill a Faculty Professional Development Plan during each five (5) year period of certification.

The Professional Development Plan identifies activities and/or strategies used by faculty in order to maintain currency in their credential field and in teaching and learning skills. The plan may include activities that go beyond maintaining currency. A Professional Development Plan should address specific objectives and expected outcomes with respect to one or more of the following components:

Content knowledge and skill in the discipline/program (Learning new technology or methodologies, computer software training, writing skills workshops, communication and
interpersonal relations skills training, attain professional certifications and/or licenses, participation in workshops and/or conferences, webinars)

Teaching methods and instructional strategies (Classroom management, curriculum development, learning styles, online delivery, cultural and diversity enrichment)

Produce articles, textbooks, instructional software or other scholarly work (Could include stage play, musical score, art show, or similar product related to the teaching discipline or enhancement of instructional effectiveness)

Related work experience (Business/industry internships, relevant summer employment, observation or special project(s) with employers)

Study appropriate to the higher education environment (Advancement of academic credentials, research, publishing, grant writing, and maintaining professional certification)

Leadership in local, state or national professional organizations related to discipline.

Achieve or renew Professional License or Certification related to discipline.

Please contact the Office of your dean for more information.

TUITION REIMBURSEMENT

All full-time and part-time employees in established positions are eligible for tuition reimbursement for college-level courses taken at IRSC or any other accredited institution of higher education. The tuition reimbursement process occurs within Workday.

Overview

Tuition reimbursements shall be contingent upon the following:

- Availability of funds;
- Required approvals and signatures prior to registration and to taking the course(s);
- Verification of employee and course eligibility;
- Copy of grade(s) showing satisfactory completion of the course(s); and
- Itemized receipt from the University/College attended showing tuition paid by the employee

NOTE: Tuition reimbursement is not available if tuition is paid by a third-party, such as Pell, FASFA, GI Bill, scholarships, etc.

Maximum reimbursement amounts shall be set on an annual basis at the time the budget for tuition reimbursements is developed. The College will reimburse an employee for tuition only and will NOT reimburse for application, special, and/or lab fees, books, or supplies.

Courses eligible for tuition reimbursement must be of direct benefit to the College and each course must meet at least one of the following criteria:

- A course must be taken to increase an employee's knowledge in his or her field; or
- A course must satisfy minimal degree or credentialing requirements or as approved administratively; or
A course must satisfy College program development goals.

The following guidelines shall be used to determine an employee’s eligibility for tuition reimbursement:

Full-time faculty, support employees, and administrators may receive tuition reimbursement upon administrative approval:
- Upon immediate employment at the College.
- Eligible to receive reimbursement for up to six (6) college credits or equivalent hours per semester (Fall 6 cr., Spring 6 cr., and Summer 6 cr.), not to exceed eighteen (18) credit hours per academic year.

Adjunct faculty members and part-time support employees may receive tuition reimbursement upon administrative approval:
- If currently employed by the College for at least one (1) full year.
- Eligible for reimbursement for up to six (6) college credits or equivalent hours every five (5) years of continued employment at the College.

Any exceptions to the above guidelines must be recommended by the supervising Vice President. No release time will be granted for this purpose. When possible, work schedules may be altered with the knowledge and advance permission of the supervisor, providing the full-time employee’s normal 40-hour workweek is observed.

Employees who are enrolled for classes at the same site where they are employed, may, with the approval of their immediate supervisor, use their lunch period to attend classes, provided that adjustments are made to maintain the usual workday. Employees who are enrolled in classes at a different site other than where they work must use annual or personal leave if they attend classes during normal work hours unless a supervisor approves an alternate work schedule.

The President may authorize direct payment of tuition-related fees from the Staff and Program Development (SPD) account when it is required by the District Board of Trustees or deemed institutionally beneficial by the President for employees to enroll in a specially scheduled “job-related” course.

**Process**

Employees enrolling in a course for tuition reimbursement must complete the Tuition Reimbursement Approval Request form prior to registration. Find this fillable PDF form on the Intranet at [http://www.irsc.edu/uploadedFiles/Intranet/InstitutionalAdvancement/IRSC-Tuition-Reimbursement-Form.pdf](http://www.irsc.edu/uploadedFiles/Intranet/InstitutionalAdvancement/IRSC-Tuition-Reimbursement-Form.pdf). Login to the Intranet using your RiverNet login credentials. You will be asked to refresh your screen. Complete one form per course. Save or scan this form for uploading into Workday when creating a Spend Authorization and place the original form in a secure location. When creating an Expense Report for reimbursement, a copy of an itemized receipt from the University/College attended that shows tuition paid by the employee and a copy of grade(s) showing satisfactory completion of the course(s) must be scanned and uploaded into Workday.

**Workday**

The tuition reimbursement process occurs within Workday. Step by step instructions are available through a Job Aid located in Blackboard. To locate Blackboard, go to the Virtual

1. Submit a Workday Spend Authorization prior to enrolling in your course(s).
2. Submit a Workday Expense Report upon satisfactory completion of your course(s).

Graduate Degree Programs

Employees enrolling in a graduate degree program must complete the “Professional Development Request” form. This form is required when you begin a program of advanced study (Masters or Doctoral level). It is located on the Intranet under the Institutional Effectiveness Department. Login to the Intranet using your RiverNet login credentials. You will be asked to refresh your screen. Part I of the form is completed by the applicant. Part II of the form is completed and signed by the applicant’s Dean and Vice President. Part II of the form is completed and signed by the Vice President of Institutional Effectiveness. The Office of Institutional Effectiveness then sends the form to the Office of the Vice President of Academic Affairs for internal documentation. The Office of the Vice President of Academic Affairs sends the signed form back to the applicant. Scan this form for uploading into Workday when creating a Spend Authorization for the first course(s) and place the original form in a secure location.

GUIDELINES FOR ACCEPTABLE USE OF COLLEGE COMPUTING AND INFORMATION TECHNOLOGY

The use of College computing and technology resources is a privilege not a right. Information Technology resources provide powerful tools for communicating and sharing information. Such resources include, but are not limited to, central computing facilities, College networks, the College-wide network (RiverNet), access to the Internet, internal and external electronic mail, and departmental and public computing facilities.

The College expects all members of its community to use information technology resources in a responsible manner. Responsible use includes respecting the rights of other computer users, maintaining the integrity of the computer and network systems, and honoring pertinent license and software agreements. Unlawful or inappropriate use of these resources can infringe on the rights of others. Any use that violates state or federal laws and/or District Board of Trustee policies or College handbooks is prohibited.

The following guidelines apply to all users of information technology resources owned or administered by the College. Users include, but are not limited to, IRSC students, faculty, and staff, visiting faculty, guests of the administration, and other individuals or organizations accessing network services via IRSC computing facilities.

Account Access

All accounts are considered property of Indian River State College. Refer to AP-9.122, Procedures for Accessing Network Resources.

Account access is granted for individual use. A RiverNet account is to be used only by the person to whom it is issued. Users are responsible for all actions originating through their accounts or network connections including the security of their passwords. Passwords must not be shared.
Account access is for non-commercial use related to the educational mission of the College and for approved business activities. Users may not use College resources for solicitation of funds or for commercial purposes. This includes solicitation for charitable or community organizations and the distribution of literature such as chain letters.

**Privacy**

Authorized employees may have access to student records and certain personnel information that are protected by Florida Statute and/or the Family Education Rights and Privacy Act of 1974 (FERPA). The disclosure of this information to any unauthorized individual is prohibited.

The College is a public agency of the State of Florida. Users should have no expectation of privacy and security with respect to entry, creation, transmission, receipt, or storage of data on their personal computers or other computing resources owned by the College. Electronic mail may easily be stored, copied, or forwarded to addresses at local or remote sites and is subject to inspection during the normal operation and maintenance of College computing resources. Confidential information should not be sent electronically.

**Responsible Use**

Any information, file, or program to be placed on the College network, (RiverNet), must have the prior approval of the President’s Cabinet via the Office of Institutional Technology.

Electronic mail should be respectful, accurate, and convey useful information to an intended recipient. Consideration should be given to a recipient’s position within the College community. E-mail intended for College administrators should be approved by a supervisor. Users should take reasonable precautions to ensure data and system integrity. This includes performing regular backups, scanning for viruses, and limiting downloads from unfamiliar Internet sites.

Personal use must not be excessive and must not detract from the College’s mission and objectives.

**Harassment and Offensive Materials**

The College prohibits any use that violates the Board policies on harassment and/or equal opportunity. This prohibition includes sending or soliciting sexually explicit or offensive messages, cartoons or jokes; ethnic or racial slurs; racial epithets; or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information. Refer to Board Policies, 6Hx11-3.13, Harassment/Discrimination Policy and 6Hx11-3.11, EEO/Affirmative Action Policy.

The College prohibits any use that transmits or communicates false information or intends to defame or harm another person’s reputation.

**Intellectual Freedom/Censorship**

Users are expected to maintain an environment of respect in the expression of personal thoughts or opinions transmitted using College computing resources. The College does not censor information on the RiverNet, but may restrict material that is considered offensive by other users.

The College does not monitor or generally restrict the content of material transported across its networks, but retains the right to access, review, and remove electronic communications, computer files, and computer usage for legitimate business reasons. Legitimate business reasons may include:
• Identifying and diagnosing hardware and software problems
• Preventing system abuse
• Complying with all legal and regulatory requests for information
• Ensuring compliance with the College’s Acceptable Use Agreement and other relevant policies
• Otherwise protecting the employer’s business and legal interests.

Copyright
Users must obey copyright, patent, or other intellectual property law, including restricted software laws. Respect for intellectual labor and creativity is vital to academic discourse and enterprise.

Users may not copy or distribute licensed software. Computer software licensed to the College is protected by copyright and is not to be copied or distributed using any campus computing facilities except as permitted by law.

Unauthorized use of copyright is violation of Federal Law. This principle applies to works of all authors in all media including material downloaded from the Internet or obtained from other users, such as graphic materials, music or audio files, and written word. A user must obtain permission from the copyright holder before use. Copyright infringements may expose the College to legal actions. When in doubt, contact the Network Administrator.

Intellectual Property
Indian River State College has established Board Policy 6Hx11-3.25 (Intellectual Property) specifying all rights and obligations of the College and any student or employee in regard to the creation and security of intellectual property. For the purpose of this policy, Intellectual Property shall refer to creations of the mind, including, but not limited to, industrial property [inventions (whether patented or not), trademarks, industrial designs, and geographic indications of source] and copyrightable property (literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.) It is the responsibility of all students and employees to become familiar with, and observe, IRSC’s policy on Intellectual Property, which can be found at the following link, or in hard copy from the Office of the Vice President of Student Affairs:


System Integrity
The College prohibits any use of computing resources that impairs the operation of computers, terminals, peripherals, or networks. This includes but is not limited to tampering with network components, blocking communications, releasing programs that reproduce or damage files or computer systems.

The College makes no guarantees that the functions or the services provided by or through the RiverNet will be error-free or without defect. The College will not be responsible for any damage a user 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 attained through or stored on the College network nor is it responsible for financial obligation arising from unauthorized use of the RiverNet system.
Violations

Any violation of College policies and procedures regarding the College Technology Resources should be reported as follows:

- Situations that threaten the integrity of College computers, networks, or data should be reported immediately to the appropriate network or system administrator. Contact Network Support, Data Processing, or the Vice President of Administration and Finance.

- Employees should report violations to their supervisor or in the alternative, the Assistant Dean of Human Resources. A student in violation of this policy should also be reported to the Vice President of Student Affairs.

- Students should report violations to the Vice President of Student Affairs Office

- Other users should report violations to Network Support.

Retaliation against individuals who have reported violations, filed a charge, participated in an investigation, or opposed any unlawful practice is prohibited. An employee or student who retaliates will be subject to disciplinary action.

Any employee or student of this institution who is found to have violated the Information Technology Policy (6Hx11-9.12) will be subject to disciplinary action up to and including termination, suspension, and/or expulsion; within the provisions of applicable current Board policies and College handbooks.

COMPUTING AND DEPARTMENTAL RESOURCES
(PROCEDURE TO ACCESS)

Information Technology resources are intended for student, employees, and others in the execution of College activities. All users are responsible for using the College information technology resources in an effective, efficient, ethical and lawful manner. The use of these resources is a privilege, not a right, and the College seeks to protect legitimate usage of this resource while imposing sanctions on those who abuse the privilege.

1. All access is considered the property of Indian River State College.
2. Access will be automatically granted to students and employees.
3. The College employee in charge of the resources needing to be used must grant requests for access for others. Requests for access to non-instructional resources, such as in data processing, for all personnel must be approved by the appropriate Vice President, in writing, to the office of the Administrator in charge of those resources for implementation.
4. Access is only for College-related business and not for commercial gain or other non-College business.
5. Individuals must not share their access with other persons.
6. Certain programs and files on College resources may contain information that is considered confidential. Users must respect the right to privacy of others by acquiring the appropriate authorizations before attempting to gain access to files containing sensitive information.
7. The College employee in charge of those resources must approve all files and programs to be placed on College resources. 
8. Computer software protected by copyright is not to be copied from, into or by using any College computing facilities except as permitted by law.

For more information please refer to Procedures for Accessing Network Resources AP-9.122.

**Technology Training**

These provisions cover all employees of this institution who have RiverNet access. The President may specify that the College network is being upgraded to the extent that additional general training is needed by users when it is deemed institutionally beneficial by the Vice President of Academic Affairs. Under these circumstances, the President or designee will identify appropriate training in the form of College credit coursework or clock hour instruction and all users will be required to complete such training.

During every two-year period, each user should successfully complete at least one semester hour of College credit instruction directly related to the network as approved by the Vice President of Academic Affairs

--OR--

Should complete a minimum of thirty (30) clock hours of professional development learning activities directly related to the network. These activities may consist of:

a. Industry sponsored or continuing education short courses;
b. Professional publications;
c. Service on state or national committees or boards and service as an officer of professional associations;
d. Research, development or special institutional assignments;
e. Attendance or active participation in conferences, workshops, or seminars

--OR--

Should complete a combination of college credit instruction and professional development.

**The Virtual Campus**

The IRSC Virtual Campus serves as the clearinghouse for all online course development, delivery, faculty training and support services. The Virtual Campus coordinates the development of master courses using teams consisting of faculty subject matter experts, instructional designers, and technology specialists. In order to ensure all online programs and courses are of the highest quality the college has adopted Quality Matters Instructional Design Rubric as a design methodology for the development of all online courses. This approach ensures high quality courses and uniformity of courses and programs across the institution. Further, duplication of resources is avoided and students are guaranteed a high quality learning experience that is driven by empirical research on best practices in course design.

Faculty are invited to voluntarily participate in the design process as subject matter experts. This requires the faculty member obtains certification as a Quality Matters Peer Reviewer. The College will assume the costs of the required courses for the certification. The duties of the subject matter expert are:
1. Serve as a subject matter expert (SME) on assigned course and work with departmental colleagues as needed to define content and develop the curriculum for inclusion in the master course.

2. Work cooperatively with the assigned Instructional Designer and course developers staff to design and develop the master course.

3. Serve as Subject Matter Expert to conduct QM Peer Review of master course.

4. Serve on two other QM Peer Reviews as a non-subject matter expert.

The College, upon completion of the aforementioned services, including the awarding of Quality Matters Peer Review Certification for the identified course will pay a stipend of $2000 to the faculty member.

The Virtual Campus will also provide online, blended and traditional training opportunities for faculty teaching online. Faculty teaching online courses should be aware of the college requirement to have at least one proctored exam in order to verify that the student receiving credit for the course is the same student who registered for the course. IRSC is an institutional member of the Online Learning Consortium and in addition to the providing research in the field of online learning they also provide access to numerous training modules and seminars on effective online instructional pedagogy. The Virtual Campus will work with faculty to develop and offer appropriate training necessary for success in an online course.

TERMINATION FOR CAUSE AND FLORIDA STATE BOARD OF EDUCATION RULE
See the current AAUP/Trustees Agreement.

PAYROLL PROCEDURES

Direct Deposit of Paychecks
Employees may elect to have their paychecks deposited directly into the banking institution of their choice. The net paycheck amounts are posted as deposited into the employee’s local bank account by 12:01 a.m. on payday.

Pay Periods
All full-time College employees, adjunct instructors, part-time support employees and students in Federal Work-Study positions are paid semi-monthly. Paychecks are issued on the 15th and the last workday of the month. If the pay date falls on a weekend or College holiday, employees will be paid on the last workday prior to the pay date.

Payroll Deductions
Certain federal and state deductions are mandatory and are deducted automatically from your paycheck. These deductions include Federal Income Tax and Social Security taxes. Other payroll deductions may be made from your paycheck for employer sponsored insurance programs, additional life insurance, tax sheltered annuities, the Flexible Benefit Tax Reduction
“FLEX” Plan, AFC and AAUP dues and contributions to the United Way and IRSC Foundation. More information can be obtained by contacting the Human Resources Department.

**Payroll Process**

The College makes every effort to pay employees accurately and in a timely manner. This is a joint effort between the Payroll and Human Resources Department. It is also important that employees and their departments make sure that their leave, overtime and other employment information is timely and accurately reported. If an employee finds an error or has questions regarding their paycheck, they should discuss it with their supervisor and the Payroll Department so that the error can be corrected immediately.

The pay stub will provide detailed pay information for the current pay period and a summary of calendar year to date gross pay, taxes, charitable contributions to the IRSC Foundation and United Way and the employee’s personal and sick leave and non-duty day balances, tax sheltered annuities and flex plan deductions, and other insurance deductions as elected by the employee. The employee pay stub also indicates the amount of employer contributions towards retirement for that pay period and voluntary insurance deductions. For employees utilizing ACH Direct Deposit, their pay stub and other related payroll information can now be accessed online through the secure “Workday portal” This system shows the current year and prior year payroll information as well as accumulated leave balances and usage history. Employees can also update their contact and emergency information via this online system.

**COMMENCEMENT**

**Faculty Participation**

All full-time faculty shall participate in Commencement exercises and march in the procession. Part-time faculty members are invited to attend the ceremony.

**Caps and Gowns**

Faculty members dress in academic regalia for Commencement exercises. Each faculty member can wear their own personal regalia or are expected to purchase or rent a cap, gown, and hood. This regalia is available through the IRSC Bookstore.

**CIVIC CLUBS**

Administrative and teaching faculty are encouraged to become members of civic clubs. Members of such clubs should notify the Vice President and the Department Chair so that their class schedules will not conflict.

**PROFESSIONAL ORGANIZATIONS-MEMBERSHIPS**

All teaching or administrative faculty are expected to be active in one or more professional organizations relating to their fields or specialization.

**STUDENTS ACTIVITIES**

Although classes and coursework are the primary concerns at IRSC, they are only one part of the student’s education. The College encourages all students to participate in campus
activities outside of the classroom. The College has approved organizations, such as Campus Coalition Government, social clubs, special interest clubs, co-curricular clubs, civic clubs, intramurals, intercollegiate athletics, and others.

The faculty and staff of the College are encouraged to participate in some of these activities of their own choosing, such as sponsoring an organization, chaperoning activities, and supporting the activities by their attendance and interest.

**RESPONSIBILITIES OF STUDENT ORGANIZATION ADVISORS**

We appreciate the dedication and commitment of IRSC Faculty/Staff members who serve as advisors for student organizations and activities. Each advisor of a student organization should follow these guidelines to assist in fulfilling this important responsibility.

1. Serves as a resource person and attends all formal business meetings of the organization. Advisors also serve as consultants in the scheduling and planning of activities and events for the organization.
2. Provides appropriate oversight of College-sponsored student activities and events organized by their organization.
3. Register organization on RiverLife each Fall Semester by October 1.
4. Submits requisitions through Workday and ensures that sufficient funds are available within the organization’s account to cover checks, request, print shop expenses and club debts. Requisitions should be submitted online and sent to the Director of Student Development for approval and routing.
5. Ensures that all monies not used for the activity are re-deposited in the Business Office of the College in accordance with IRSC regulations. In addition, all monies raised from an activity/fundraiser must be deposited with the Cashier’s Office in your organization (Fund 6) account.
6. Ensures that the conduct of organization members, when involved in College-sponsored activities, does not bring discredit to the College.
7. Ensures that the Student Activities Office and the Vice President of Student Affairs have proper electronic paperwork completed two weeks prior to an activity through the “Create Event” feature within their organization page on RiverLife. The Director of Student Development and the Vice President of Student Affairs MUST review College-sponsored activities before they are approved and you can move forward to hold the event.
8. Travels with the organization to chaperone trips, conferences and competitions to ensure that College policies and procedures are followed throughout the trip and ensures that the organization adheres to the specific arrangements indicated on the approved event form.
9. Ensures that students travel to and from trips, conferences and competitions in the College’s designated vehicle. Any exceptions must be discussed and approved by the Vice President of Student Affairs prior to the event.
10. Retains copies of all paperwork submitted by the organization to the Student Activities Office.

11. Ensures that the organization is represented at all Campus Coalition Government meetings, held every other Wednesday of the month at 12:30 p.m. by the organization CCG representative or alternate representative.

Benefits of Being an Advisor

- Aids in the overall success of students.
- A unique opportunity to develop students through teaching, leading, and mentoring those involved in clubs and organizations.
- The chance to share knowledge and expertise on topics that you are passionate about and are of personal interest to you.
- An opportunity to diversify your experiences and expand upon the scope of your position, while networking with colleagues and students across different disciplines.
- A wonderful way to serve your College.

TUTORING

Tutoring of one’s own students for compensation is not permitted. When special tutorial assistance is needed and the regular instructor cannot provide the assistance, it should be provided, if possible, by other students or through the Academic Support Center (ASC).

GIFTS TO EMPLOYEES

College employees are prohibited from soliciting or accepting gifts or premiums from individuals, organizations, or vendors that may conduct business with the College. This includes, but is not limited to, gifts, loans, rewards, and promise of employment, favors or services.

This policy does not preclude faculty from using free instructional materials containing incidental advertising if such materials are curriculum related.

RETIREMENT

Employees hired in a full-time regularly established position must choose one of the following retirement plans, administered by the State of Florida. Indian River State College will make all contributions to the plan on the employee’s behalf.

- Florida Retirement System Pension Plan
- Florida Retirement System Investment Plan

In addition, employees who have been hired in a full-time administrative or faculty position are eligible for a third option:
The **Florida Retirement System Pension Plan** is a defined benefit plan in which a benefit is promised at retirement if certain criteria are met. Employees contribute 3% on a pre-tax basis to the plan and IRSC contributes a percentage of salary to the plan. Future benefits are determined by a formula, based on earnings, length of service, and membership class, and is adjusted by a 3% cost-of-living each July (adjustment only applicable for FRS service earned prior to July 1, 2011). For members enrolled in FRS after July 1, 2011, normal retirement income benefits are available once the participant has completed eight years of FRS creditable service and is 65 years of age, or has completed 33 years of service regardless of age. For members enrolled in the FRS prior to July 1, 2011, normal retirement income benefits are available once the participant has completed six years of FRS creditable service and is 62 years of age, or has completed 30 years of service regardless of age. More information on the Pension Plan may be found at (www.myfrs.com)

The **Florida Retirement System Investment Plan** is a defined contribution plan. Employees contribute 3% on a pre-tax basis to the plan and IRSC contributes a percentage of salary to the plan. Participants direct where the contributions are invested among the available investment funds. A participant’s investment plan retirement benefit is the value of one’s account at separation. Employees are vested after one year of FRS creditable service. Unlike the Pension Plan, there is no fixed benefit level at retirement. However, a guaranteed lifetime payment option (based on the benefit to be distributed) can be purchased and is available with annual 3% benefit increases, like the Pension Plan. More information on the Investment Plan may be found at (www.myfrs.com)

The **Community College Optional Retirement Program** is a defined contribution plan that is available to employees hired in administrative and faculty positions. Employees contribute 3% on a pre-tax basis to the plan and IRSC contributes a percentage of salary to the plan. Employees choose from any of the annuity products and direct the contributions for investment purposes. Employees are fully and immediately vested in the program. For more information, please contact the Human Resources Department.

A **403(b) Tax Sheltered Account** is a qualified retirement savings account. Employees can contribute a limited portion of their salary, before taxes, through salary reduction. Participants can select from a list of authorized providers. More information may be found at (www.tsacg.com).

A **457(b) Deferred Compensation Plan** is an optional voluntary retirement plan. Just like a 403(b) plan, contributions to a 457(b) are made before taxes by participants. Employees may enroll in a 457(b) plan through one of the authorized providers. More information may be found at (www.tsacg.com).

The **Special Pay Plan** is a retirement savings plan that allows retired employees to take advantage of maximum allowable savings on eligible accumulated sick and annual leave payments. This is accomplished by IRSC contributing the value of eligible leave each year directly into an employer sponsored IRC Section 403(b) tax sheltered annuity. The contributions that are made accumulate in an account for the retiree in accordance with plan
provisions, where they are permanently protected from Social Security and Medicare taxes. These contributions also receive deferred treatment from Federal withholding taxes until the employee elects to receive distributions. For more information, contact the Human Resources Department.

EMPLOYEE/STUDENT ASSISTANCE PROGRAM (EAP/SAP)

An Employee/Student Assistance Program (EAP/SAP) is available for all IRSC employees and students, through the Health and Wellness Center, located on the Main Campus in the U Building. The EAP/SAP Specialist, our Health and Wellness Coordinator, provides confidential counseling and assistance for problems that may interfere with optimal personal and professional performance. These problems can include those related to alcohol/drug abuse, mental health, marital conflicts, physical well-being, parenting and others. All contact with the EAP/SAP Specialist is confidential and will not be reported to administration, or anyone else, unless this is agreed upon by all parties.

Participation in our Employee/Student Assistance Program does not excuse employees or students from complying with normal College policies or from meeting normal job and student requirements during or after receiving assistance. Nor will participation in EAP/SAP prevent the College from taking disciplinary action against any student or employee for performance problems that occur before or after seeking assistance through the program.

EMPLOYEE INJURY

An accidental injury sustained during normal working hours must be reported immediately to the supervisor. Supervisors are responsible for notifying Human Resources immediately and if necessary, helping the employee to obtain emergency medical assistance by dialing #772-462-4755. For more information, please refer to the Workers’ Compensation policy in your Faculty Handbook or call the Human Resources Department.

WORKERS’ COMPENSATION

The College is covered under statutory state Workers' Compensation Laws. These laws provide benefits for employees that cover medical and rehabilitation expenses and in some cases provide income replacement during periods of disability when employees are unable to work. Any College employee who has an on-the-job accident, injury, or illness in the line of duty is entitled to Workers’ Compensation benefits in accordance with the provisions of Florida Statutes, Chapter 440.

Employees who sustain a work-related injury must immediately (within 24 hours or as soon as practical) notify their supervisor and the Human Resources Department. In the case of an emergency, employees should go to the nearest hospital emergency room for treatment and as soon as practical, notify their supervisor and Human Resources of the injury. In non-emergency situations, employees must report the injury to the Human Resources Department within 24 hours of the injury. Should the injury require medical attention, Human Resources will complete the appropriate forms and schedule an appointment with an authorized Workers' Compensation physician. Not reporting an injury and/or obtaining medical treatment from an unauthorized facility will make the employee ineligible for Workers’ Compensation benefits. Workers’ Compensation benefits may not be available to an
employee who is injured on the job while intoxicated or while affected by the illegal use of a controlled substance.

For more information regarding Workers’ Compensation benefits, refer to the Administrative procedure, AP–6.45 or contact the Human Resources Department.

**INSURANCE**

**Group Medical and Dental Insurance**
The College provides group medical and dental coverage for all full-time employees through the Florida College System Risk Management Consortium. The College pays the monthly premium for the employee’s coverage. Medical and dental coverage is also available for spouses and dependent children of full-time employees. The monthly premium for this coverage is the responsibility of the employee. All full-time employees must enroll in coverage under one of the following plans:

- **Major Medical and Dental Insurance**
  Full-time employees who elect this plan are covered under the BCBS BlueOptions PPO Plan for medical coverage. This plan allows you to choose your health care provider with an increased benefit level for utilizing NetworkBlue participating providers. Dental insurance is administered by Delta Dental and allows you to choose your dental provider with an increased benefit level for utilizing participating providers.

- **Hospital Indemnity, Dental, and Vision Insurance (HDV)**
  This plan is designed for full-time employees who already have adequate medical coverage. Full-time employees who elect HDV are enrolling in a plan that offers hospital indemnity, dental, and vision coverage. This plan covers the employee only for hospital indemnity, dental, and vision coverage. Dependents may be added to dental coverage at the employee’s expense through payroll deduction.

**Plan Summary**
The Plan Summary is intended to highlight the key benefits of the plan and is provided to the employee as an aid in deciding which plan meets their health care needs. The summary does not imply coverage nor does it guarantee benefits under the plan. The Plan Document/Contract Book contains all covered and/or excluded benefits. The following plan summaries may be obtained from the Human Resources Department:

**Major Medical and Dental Insurance**
**Hospital Indemnity, Dental, and Vision (HDV)**

Full-time employees have access to plan benefit information, participating providers, and an array of value-added programs and services through the Blue Cross and Delta Dental websites. The website addresses are as follows:

**Blue Cross** – [www.bcbsfl.com](http://www.bcbsfl.com)

**Delta Dental** – [http://www.deltadental.com](http://www.deltadental.com)
**Liability Insurance**
The College provides liability coverage for all employees for incidents, which may occur while they are performing assigned official duties. More information regarding this coverage may be obtained from the Risk Management Office.

**Group Basic Term Life and Accidental Death Insurance**
The College provides each full-time employee with Life and Accidental Death and Dismemberment Insurance in an amount twice his/her annual salary, rounded up to the next highest thousand dollars. The College pays the full premium cost for the employee. The Basic Life Certificate Booklet contains further details and this document is controlling with respect to this benefit. For more information regarding this coverage, a certificate booklet may be obtained from the Human Resources Department.

**Group Long Term Disability Insurance**
The College provides full-time employees with long-term disability insurance after one full year of full-time employment. The College pays the full premium cost for the employee. Full-time employees are covered under this benefit for 60% of the prior year’s W-2 earnings, less contractual income offsets imposed by the insurance carrier. The Long Term Disability Employee Certificate Booklet issued by the current carrier contains coverage details and serves as the controlling document with respect to these benefits. For more information regarding this coverage, a certificate booklet may be obtained from the Human Resources Department.

**Retiree Group Medical/Dental Insurance**
Any full time College employee, who retires into the Florida Retirement System (FRS) Pension or Investment Plan or retires into CCORP, is eligible to participate in the College’s group medical and/or dental plan. Dependent(s) of a retiree who are enrolled for coverage at the time of the employee’s retirement are eligible to participate in the medical and/or dental plan as a dependent. The premium cost for medical and/or dental coverage is the responsibility of the retiree and will be deducted from the retiree’s FRS monthly benefit check. A retiree and/or dependent(s) of a retiree must elect to participate in the retiree medical and/or dental plan within 30 calendar days of the date of retirement from the college. If a retiree terminates medical and/or dental coverage, they may not re-enroll in this coverage at a later date.

**Retiree Basic/Voluntary Life Insurance**
Retirees may elect to continue their basic and/or voluntary life insurance through a whole life insurance policy conversion option only. The premium cost for the converted life insurance policy is the responsibility of the retiree and is paid directly to the insurance carrier by the retiree. A retiree must elect to continue coverage within 31 days from the date of retirement.

**Voluntary Insurance Plans**
Full-time employees are eligible to purchase various types of insurance programs through payroll deduction. These insurance programs are available through various vendors and such plans include vision care, voluntary life insurance, short and long term disability, accident, cancer, and long term care. The cost for these plans will vary depending on the extent of coverage desired. More information may be obtained from the Human Resources Department.
Enrollment for Insurance Plans and Programs
The College offers enrollment periods for health, dental, and other insurance programs, as approved by the insurance providers. During these periods, employees may elect to enroll, terminate a plan or add qualified dependents, or change from one plan to another. More information may be obtained from the Human Resources Department.

COBRA (Federal Consolidated Omnibus Budget Reconciliation Act)
Full-time faculty and their dependents covered by the applicable IRSC Group Insurance plans may be eligible for continuation of coverage under COBRA. The employee coverage may be extended for up to 18 months due to termination of employment, or for instances of a reduction of hours; up to 24 months for military duty; up to 29 months for disability; and up to 36 months for dependents, due to the death of an employee, divorce, legal separation or if the dependent is no longer a dependent eligible for group coverage.

Employees and their dependents who meet the COBRA eligibility requirements will receive information from Ceridian COBRA Services Center regarding their rights to continue coverage as well as plan costs and an election form. The College does not pay any portion of the COBRA premium. More information may be obtained from the Human Resources Department.

FLEXIBLE BENEFIT TAX REDUCTION – “FLEX PLAN”
The Flexible Benefit Tax Reduction Plan “FLEX” allows for pre-tax payroll deduction for: a) certain insurance coverage’s offered through the College, (b) a medical expense reimbursement account, and c) a dependent (child or parent) care reimbursement account. For more information and enrollment periods please call the Finance Department.

HOLIDAYS
Each year the District Board of Trustees approves the holidays when the academic calendar is approved. The actual number of holidays will vary from year to year. In most cases, courses will not meet during any legal holiday observed by the College.

The non-faculty holiday calendar and the faculty service days calendar are available on the Employee Intranet. The faculty service days calendar is also in Section IX of this handbook.

IMMIGRATION STATUS
Federal legislation and rules issued by the U.S. Citizenship and Immigration Service, state that employers may legally hire workers only if they are authorized to work in the United States. All employers are required to verify the identity and employment eligibility of all individuals hired after November 6, 1986, and retains an I-9 employment verification form for each employee regardless of citizenship status. Individuals may not begin employment at the College unless the I-9 form is completed and supporting documentation is provided since employers are subject to civil or criminal penalties if they do not comply. Employees are obligated to notify Human Resources during their employment at the College, of any change in their work authorization status.
JOB DESCRIPTIONS

The President or designee approves Job Descriptions outlining duties and responsibilities for all positions. Job Descriptions contain the Position Title, Location, Supervisor, Classification, Class, FLSA Status Qualification, Knowledge and Skill Requirements, Essential Job Functions and Responsibilities, Specific Duties and Responsibilities and Essential Physical Skills required of the position. Employees are also expected to be available to perform tasks not identified in their job description at the reasonable direction of their supervisors. The College may evaluate and revise job descriptions at any time without notice and job descriptions are not intended to be a contract for employment. Each employee should ensure that they have a copy of their Job Description.

NEPOTISM

No full-time or part-time employee will be permitted to work under the direct or indirect supervision or decision-making authority of a relative. "Relative" for purposes of this policy, is defined as father, mother, son, daughter, brother, sister, uncle, aunt, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, half-brother, or half-sister. Also included are grandchildren and life partners.

The President shall recommend to the Board all personnel actions including exceptions to this policy.

LEAVE

Leave of Absence-General Information

Leave of Absence permits an employee to be absent from his or her duties for a specified time. The District Board of Trustees authorizes the President, or designee, to grant leave pursuant to State Board of Education Rules. Granting of leave shall be determined on the basis of policies and procedures designed to facilitate the operation of the College and the need to ensure leave is granted or denied on a uniform basis. Leave of Absence may be with pay or without pay.

Paid leave may be granted by the President to eligible employees for approved absences from duty including, but not limited to, sick, annual/vacation, professional, personal, military, court-related and administrative leave. Paid administrative leave does not affect an employee’s accrued or earned leave. An employee will continue to earn sick and annual/vacation leave benefits during leaves of absences with pay except while on annual/vacation leave associated with termination of employment.

Unpaid leave (leave-without-pay status) may be granted to employees by the President at his or her discretion. An employee will not continue to earn sick and annual/vacation leave benefits while on leave-without-pay status. Except for employees on FMLA, employees on unpaid leave status will also assume applicable monthly benefit premiums.

All absences from duty shall be covered by leave that is authorized and approved in advance, except in cases of sickness or emergency. If an emergency should occur and the employee is unable to report to work, the supervisor must be contacted immediately to make the appropriate arrangements.

Any employee who is willfully absent from duty without an approved leave will forfeit compensation and will be subject to disciplinary action or discharge. Any employee who does not receive an extension of leave and who does not report to work on the workday following the last day of leave will be deemed to have voluntarily resigned.
**Administrative Leave**

Administrative Leave is a leave of absence granted by the President, or designee, which does not affect earned or accrued leave. Administrative Leave may be paid or unpaid and includes, but is not limited to, court-related leave, military leave, and professional leave/sabbatical. Administrative Leave is authorized for such periods as the President, or designee, may determine.

An employee in leave-without-pay status for an entire pay period must reimburse the College for insurance premiums paid on his or her behalf by the College during that period.

**Disaster (Natural & Man-Made) Leave**

The District Board of Trustees authorizes the President or designee to grant paid leave to full-time employees in times of national and man-made disasters. In such instances, the President or designee will specifically designate the day(s) and/or hours that shall be considered paid leave. Employees who are already on vacation, sick or other paid leave during the paid leave designation for national or man-made disasters, shall not be charged for the vacation, sick or other paid leave previously requested.

**During Discipline and/or Investigation (Leave)**

An employee who has been given notice of suspension is placed on Administrative Leave for the period between the notice of suspension and the effective date of the final disposition of the matter.

An employee under formal investigation by the College for a violation of Board Policy or Florida law, for which termination is a penalty, may be placed on Administrative Leave. Administrative Leave during a suspension shall be granted by the President with or without pay. The Leave Form must be completed by the employee's supervisor and does not require the signature of the employee.

**Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12 month period. The College will maintain the employee’s group health insurance during the leave period and when the leave ends, will reinstate the employee to the same or an equivalent job with equivalent employment benefits, pay and other terms and conditions of employment. Eligible employees are those who have worked for at least 12 months and for 1,250 hours during the previous 12-month period. The FMLA entitles eligible employees to take leave for certain specified reasons:

1. the birth, adoption or placement in foster care of a child within one year of the event;
2. to care for a son, daughter, spouse or parent with a serious documented health condition;
3. for the employee’s own serious documented health condition that makes the employee unable to perform their essential job functions;
4. for an exigency caused by the call to active duty of a member of the Armed Forces; and
5. to care for a spouse, child, parent or next of kin who is a service member and is injured or becomes seriously ill while on active duty.

When the need for family or medical leave is foreseeable, eligible employees must provide at least 30 days' notice to their supervisor and Human Resources. If leave is required because of a medical emergency or other unforeseeable event, employees must provide their supervisor and Human Resources with as much notice “as is practicable” under the facts and circumstances of the particular reason for leave.

As this is a brief overview of the eligibility requirements and reasons for leave under the FMLA, the FMLA Administrative Procedure (AP-6.431) contains further information regarding the conditions of leave, notification requirements, medical certification requests, benefits continuation, and returning to work. This procedure and a copy of the FMLA “Notice of Eligibility and Rights” may be obtained from the Human Resources Department.

**Maternity Leave**

Maternity Leaves are covered under the legal provisions of the Family and Medical Leave Act (FMLA).

**Jury Duty and Court Related Leave**

A full-time employee summoned to serve as a member of a jury panel shall be granted Administrative Leave with pay and the employee shall retain jury fees. The College shall not reimburse the employee for meals, lodging, or travel expenses while serving as a juror.

A full-time employee subpoenaed in the line of duty to represent the College as a witness or defendant shall not be granted Administrative Leave, and his or her appearance in such cases shall be considered a part of the job assignment. An employee, who is involved in litigation as a result of action related to carrying out the official College duties and responsibilities, may be granted Administrative Leave with pay for court attendance upon the approval of the President, or designee. The employee shall be paid per diem and travel expense and shall be required to turn over to the College any fees received from the court.

A full-time employee subpoenaed as a witness, not involving litigation in which he or she is a principal, shall be granted Administrative Leave with pay, and any witness fees shall be retainable by the employee. The College shall not reimburse the employee for meals, lodging, or travel expenses while serving as a witness.

In no case shall Administrative Leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is a principal; however, an employee may be granted vacation, personal, or emergency leave in such cases with the approval of the President, or designee.

An employee shall promptly notify the immediate supervisor of the receipt of a jury summons or witness subpoena. The Leave Request form should be completed and submitted to the supervisor at the conclusion of the court service. A copy of the summons or witness subpoena must accompany the Leave Request form.

**Military Leave**

The District Board of Trustees authorizes Military Leave for College employees pursuant to State Board of Education Rules and Florida Statutes (see D.B.O.T. Policy 6Hx11-6.461). The Board intends that College employees on Military Leave be compensated to the greatest extent allowed by sound fiscal management. The College does not discriminate in hiring, firing,
promotion, training, or any other benefit or advantage of employment for the past, present, or future participation in uniformed services. The President, or designee, may grant extended Military Leave based on these considerations.

Full-time College employees shall be granted Military Leave with pay and appropriate benefits as follows:

- **Requesting Leave**
  - A full-time employee called to military service should provide oral or written notice to his or her supervisor as soon as possible.
  
  - The employee must submit a copy of his or her official orders to the Human Resources Department and complete a Request for Leave of Absence form.
  
  - The employee must designate a depository for direct deposit of any monies received from the College.

- **Salary and Benefits During Leave**
  - A full-time employee granted Military Leave for normal training or reserve obligations shall receive full pay and benefits for the first seventeen (17) days of leave each calendar year. Leave beyond 17 days shall be without pay.
  
  - A full-time employee who enlists or is called to extended military service during a time of war or National or State emergency declared by the President, Congress, or the Governor shall be granted leave of absence from his or her position. The first thirty (30) days shall be with full pay and benefits. Additional pay and benefits beyond thirty (30) days may be granted to an employee as allowed by current budget and fiscal conditions. An employee on Military Leave from the College will not lose accrued leave when engaged in active status duty.
  
  - A full-time employee on Military Leave shall be entitled to health insurance benefits and term life insurance. The employee is entitled to continue health insurance for his or her dependents.

- **Reinstatement**
  - Upon return from extended active duty, a previous employee shall be reinstated to the same, or a position of like seniority, status and pay, as that which he or she left prior to the extended leave, in accordance with USERRA requirements.
  
  - Employees shall retain all unused leave benefits and shall have balances credited to their records upon return to their positions.
  
  - Vacation and sick leave accrue while the employee remains on paid leave status.
  
  - Employees occupying positions funded by grants or other temporary sources shall be eligible for Military Leave and reinstatement rights during the term established for their positions by the grant or other source.
Employees must return to work within a certain amount of time after military service ends, depending on the length of service. Employees do not need to decide until the end of their military service whether they will seek reemployment.

- **Service up to 30 days:**
  - The employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight hour rest period.

- **Service of 31-180 days:**
  - The employee must return no later than 14 days after completing military service.

- **Service of 181 days or more:**
  - The employee must return to work no later than 90 days after completing military service.

- **Service-related injury or illness:**
  - The re-employment of an employee who has incurred a disability during service shall be according to USERRA guidelines.
  - Employees are protected from being discharged without cause for six months after the date of re-employment after military service lasting 31-180 days and for one year after re-employment for any longer service period.

- **Other Information**
  - The College is not required to reinstate an employee who has been dishonorably discharged. The College is not required to hold positions for temporary employees.

**TRAVEL PROCEDURES**

All travel shall be for official College business, must be deemed necessary, and must be approved in advance by the President and the District Board of Trustees. International travel (requiring a passport) shall be reported to the Board.

Authorized persons to travel at the expense of the College include members of the Board of Trustees, the President, Administrators, Full-Time Faculty and Staff, prospective employees, consultants or advisors and students participating in approved student activities.

All duly authorized travelers must complete a Spend Authorization within Workday and it must be executed in advance of their travel. Once the Spend Authorization is approved and properly executed, all travel arrangements can be made.

Immediately following return from travel, the employee must submit an Expense Report in Workday to receive reimbursement. At that time, the traveler completes the Expense Report with the proper travel information such as mileage, agenda, meal allowances, applicable receipts for out of pocket expenses, date range of travel, location of travel,
departure/arrival times, etc. For more information, please refer to IRSC Travel Procedures and the Workday Job Aids.

**College Vehicles**

Only College employees shall be permitted to operate College vehicles. Students are prohibited from driving College vehicles unless they are an employee of the College. Any driver who is paid to take passengers to a destination or who operates any vehicle larger than a 15-passenger van on College business must possess a valid driver's license with a passenger endorsement (P endorsement). For more information, please contact the IRSC Student Affairs Office.

**Indemnification of Legal Costs**

The District Board of Trustees may defray all costs of defending a civil action brought against any officer of the Board, including a Board member, or any person employed by or agent of the Board, for any act or omission arising out of and in the course of the performance of his or her duties and responsibilities to the College. Such costs may include reasonable attorney's fees and expenses together with costs of any appeal. The Board may hold harmless and protect such person from any financial loss resulting from such action(s).

**CELL PHONE USAGE**

The use of cell phones is prohibited during class at IRSC. All cell phones must be set on silent or vibrate during the class period. Any student who uses a cell phone to make or answer a call, or send and/or read text messages or emails, other than IRSC emergency messages during class time may be asked to leave and may be considered absent for that class. No student has the right to disturb the teaching and learning process.

**Instructional Methods**

As long as instructional methods are reasonable and designed to help students master the approved course objectives, the specific instructional method used is the option of the course instructor.

It is the responsibility of every instructor to be prepared for every class session. Instructors are to meet all scheduled classes, and classes should meet for the full-allotted time. Breaks are for classes of at least 1½ hours in length and should last no more than 10 minutes.
DUAL ENROLLMENT INSTRUCTION GUIDE

What is Dual Enrollment?
Dual Enrollment is a program that allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma, certificate, or degree at a Florida public institution that will also count as credit toward a high school diploma.

The Dual Enrollment program is an opportunity to take challenging courses and accelerate education opportunities. Students who successfully complete Dual Enrollment courses will save time toward their college degree and save money with free tuition and textbooks (public school students only).

Is Dual Enrollment right for everyone?
Students should understand that Dual Enrollment courses are college courses. The amount of work necessary to succeed in Dual Enrollment courses may be much greater than in high school courses.

To be a good candidate for Dual Enrollment, students should be able to answer yes to most of the following questions:

- Do you enjoy reading beyond the assigned textbook content?
- Do you feel comfortable missing a high school activity in order to learn something new?
- Do you budget time well?
- Do you begin long-term projects well before they are due?
- Do you leave friends or games or parties and spend time alone teaching yourself new information?
- Do you often want more detailed or more philosophical review of course content?
- Do you plan to earn a college degree or college-level certification in a technical area?
- Do you work in addition to going to school but still feel that you’d like to learn and to do more?
- Do you have the time to commit to each class?
- Do you have the following skills required to do well in class?
  - Communication
  - Writing
  - Reading
  - Test taking
  - Classroom materials comprehension

FREQUENTLY ASKED QUESTIONS
ABOUT DUAL ENROLLMENT

Will Dual Enrollment Courses Transfer to Other Colleges and Universities?
Dual Enrollment college credit will transfer to any public college or university offering that course with the same prefix and number and must be treated as though taken at the receiving institution. However, upon high school graduation if students do not attend the same college or university where they earned the Dual Enrollment credit the application of
transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.

**What Opportunities Are Available in Dual Enrollment?**

The term Dual Enrollment is defined as the enrollment of an eligible high school student in a postsecondary course for which the student receives both the credit toward a high school diploma and credit toward a vocational certificate or an Associate Degree. There are three types of Dual Enrollment: Academic, Vocational, and Early Admission.

**What Are Dual Enrollment Instructional Requirements?**

Dual Enrollment is the enrollment of students in college classes while still in high school. In order for IRSC to provide Dual Enrollment classes, it is necessary to assure the same standards of instruction as in all other college classes, including academic practices and collegiate learning environment.

**What are student qualifications for courses?**

To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed below.

1. 6th - 12th grade classification.
2. Written notification from the high school signed by a school official or counselor as required.
3. Written approval of the student's parent or legal guardian if the student is under 18 years of age.
4. Have a minimum 3.0 un-weighted high school GPA for college credit courses or 2.0 un-weighted high school GPA for technical education courses.

In order to enroll in certain academic courses, students must provide IRSC with ACT, SAT or P.E.R.T. (The Postsecondary Education Readiness Test) scores that are no more than two years old.

**How Can Students Register for Dual Enrollment Courses?**

Students must submit the following items to any IRSC campus:

1. An Application for Admissions and Dual Enrollment/Early Admissions Agreement (IRSC Form #508) [http://www.irsc.edu/](http://www.irsc.edu/), signed by the high school designee, parent or legal guardian (if the student is under 18 years of age), and student.
2. An IRSC Dual Enrollment/Early Admissions Registration Form (IRSC Form #68) [http://www.irsc.edu/](http://www.irsc.edu/), signed by the high school counselor and student.
3. ACT, SAT, or P.E.R.T. (Postsecondary Education Readiness Test), if registering for courses in which placement scores are a prerequisite.
4. Home Education students must provide proof of enrollment in a home education program pursuant to F.S. 232.02(4) in addition to the items above.

**What About Tuition and Textbooks?**

The school districts are mandated by law to pay standard tuition to IRSC for Dual Enrollment Students. For classes held at the high schools, the schools may elect to purchase the textbooks and handle distribution to the students. In any case, public high schools provide
textbooks for Dual Enrollment students. Home Education students and students of private high schools purchase their own texts.

**What About Student Support Services?**

Dual Enrollment students may use student support services including, Enrollment and Student Services, Library and Academic Support Center (ASC) just like any other IRSC students. Information on these services is included in the Adjunct Faculty Handbook. As well as on the IRSC web site. Library and Academic Support Center information is located at [www.irsc.edu/](http://www.irsc.edu/).

**What About Credits?**

In most cases, a three (3) credit hour (semester hour) course is equivalent to ½ high school credit.

**What About Grades?**

Courses offered under Dual Enrollment are postsecondary courses; therefore, all assignments and exams will be college-level and will be graded on a college-level basis in accordance with all appropriate IRSC policies.

Under the IRSC grades and records policy, final grades for each term are recorded and preserved. Grades can be accessed online at [http://www.irsc.edu/](http://www.irsc.edu/).

**What About Withdrawals?**

IRSC permits withdrawal from a course without receiving a grade penalty provided the appropriate IRSC deadlines are followed. However, students may only repeat courses from which they have previously withdrawn or failed at their own expense. The deadlines for each semester are listed in the IRSC Catalog and current semester course schedule.

**What About Qualification and Certification for Instructors Teaching Dual Enrollment?**

IRSC certifies its faculty members internally, based upon the standards of our primary accrediting organization, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The same standards apply to both full and part-time faculty. Essentially, faculty members teaching courses that transfer into a Baccalaureate Degree are required to hold a Master's Degree, and at least 18 graduate credits in the discipline area in which they are teaching. All instructors, regardless of the type of credit their course awards, must be certified prior to starting teaching. A completed Application for Certification (IRSC-472) must be submitted to the Human Resources Department and official transcripts from each institution where the applicant has achieved credits must be received before the process can be completed. Therefore the process can be somewhat lengthy, possibly requiring follow up by the applicant to ensure progress. Once the process is completed, the applicant will receive their Teaching Certificate by mail. Within five years and each subsequent five-year period, each certified instructor must complete additional education and submit an updated form IRSC-472.

**DUAL ENROLLMENT PRACTICES ON A HIGH SCHOOL CAMPUS**

In order to provide Dual Enrollment classes it is necessary to provide the same level of instruction as in all other college classes including academic practices and collegiate learning...
environment. The plan below outlines what is required to serve the needs of the students and to comply with standards of the Southern Association of Colleges and Schools. This plan must be fully implemented where Dual Enrollment classes are offered on high school campuses.

**Requirements for Classes Held on the High School Campus:**

1. Academic policies, including grading and attendance, will be in accordance with the College Catalog of Indian River State College.

2. IRSC College Catalog: “Class attendance policies are set by individual instructors. Students are expected to adhere to the policies set by each instructor.”

3. Syllabus – IRSC Dean and Department Chairs must approve syllabus prior to start of class. The instructor provides a syllabus to the students at the start of the class. A course syllabus includes the following information:
   - Attendance, including number of unexcused absences allowed, consequences of unexcused absences beyond the number allowed, and make up of work missed because of absences.
   - Goals and requirements of the course as determined by the IRSC instructional department (for example, major topics to be covered and any prerequisites, including other courses, entry level placement, equipment, behavior, or study hours).
   - Nature of the course content as determined by the IRSC instructional department (for example, list of chapters in text or paragraph summary of content or skills to be attained).
   - Methods of evaluation as determined by the IRSC instructional department (for example, consequences of plagiarism and cheating, number of tests/assignments, material to be covered on each test/assignment, and method by which grades are determined for tests and assignments and then combined to formulate a final grade).
   - Text used in the course will be the approved text as determined by the college instructional department.
   - Tests, assignments, and grading will be consistent with IRSC instructional department practices. The Dean will review test(s)/assignment(s) along with grade results during the term, as needed to assess and improve instructional quality.
   - New instructors must be interviewed by the IRSC Department Chair and/or Dean, and meet College certification standards prior to the start of class.
   - Instructor has the authority to refer students to appropriate high school personnel for disciplinary issues and/or removal from class.
4. During the term, the Dean or designee will sit in on classroom instruction as needed to assess and improve instructional quality. High school administrators may sit in, as needed.

5. Dual Enrollment classes will be taught in a collegiate environment free of interruptions.

- Scheduled instructional time will be consistent with College practices.
- Set aside classroom(s) for purpose of Dual Enrollment including turning off intercom and any TV's. Intercom will be used only for an emergency.
- Identify classroom set aside for Dual Enrollment with appropriate signage stating that classes are not to be interrupted. (Sample: DUAL ENROLLMENT CLASS in SESSION; PLEASE DO NOT DISTURB! THANK YOU).
- Inform counselors/advisors, students, and parents that Dual Enrollment classes are to be free of interruption – no students called to office (unless emergency situation).
- Field trips, assemblies, athletic events, and other activities will be excused at the discretion of the instructor according to the attendance policy included in the syllabus.

**Class Rosters**

Class rosters are available in Mariner online after the end of the registration period for the class. A paper class roster may also be obtained from the appropriate Instructional Dean or Department Chair. It is important to check these rosters carefully for correct class dates, current paid enrollment, and grading method. An e-mail notification will be sent to the primary instructor to confirm class roster availability. The notification will also include instructions for reporting errors. If you have any questions regarding class rosters, please call the Office of Admissions & Records at (772) 462-7460.

**Syllabus Requirements**

SACSCOC Criteria states in section 4.2.4 “Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.”

Please be certain that in all courses, by all instructors, students receive a syllabus containing at least:

- Goals and requirements of each course (for example, major topics to be covered and any prerequisites whether they are other courses, entry level placement, equipment, attendance, behavior, or study hours)
- Clearly defined attendance policy
- Nature of the course content (for example, list of chapters in text or paragraph summary of content or skills to be attained) and
- Methods of evaluation (for example, consequences of plagiarism and cheating, number of tests/assignments, material to be covered on each test/assignment, and
how grades are determined for tests and assignments and then combine to make final
grade).

In addition, to comply with state statute, the syllabus must contain contact information
for the instructor that indicates clearly how and when students can contact the instructor.
Include contact information for students that is appropriate such as e-mail address, office
phone number, etc.

Suggested ways of providing contact information:

<table>
<thead>
<tr>
<th>Method</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home or office phone number</td>
<td>List days and times available</td>
</tr>
<tr>
<td>E-mail address</td>
<td>Anytime</td>
</tr>
<tr>
<td>Location at or near classroom</td>
<td>List day and times available</td>
</tr>
</tbody>
</table>

SERVICE LEARNING
Before offering a Service Learning course, instructors must notify the Service Learning
coordinator of their intent, and must discuss their plans with their respective instructional
deans.

All Service Learning courses must:

- Serve a genuine community need.
- Include only service activities to be carried out either within Indian River State College
  programs and facilities, or with Community Partner Organizations [CPO's] that have
  approved, signed formal agreements with Indian River State College.
- Include development and integration of course learning and teaching objectives with
  respect to the Service Learning activities.
- Provide descriptions in the syllabus of the Service Learning component for that course,
  including hours of service required, modes of assessment, the percentage of the overall
  grade that is in the Service Learning component, and alternatives [if any] to fulfilling the
  Service Learning component.
- Provide a clear statement of any risks that may be involved in the Service Learning venue,
  and assure that safety training is provided.
- Assure that all qualifying students who are minors have parental consent for participating
  in off-campus Service Learning activities.
- Assure that all students are made aware of the fact that there is an insurance fee
  associated with the course that must be paid by all students and is not covered by the
  Dual Enrollment program.
• Provide activities in which students engage in reflection about the service experience and about the achievement of course objectives and learning outcomes.

• Provide for each student, prior to placement, an individual learning plan, signed by the student, faculty instructor, and authorized CPO representative, identifying the course objectives and the student's responsibilities and proposed activities with the CPO.

• Provide for formal feedback from all parties involved as to the value and effectiveness of the Service Learning experience. This should include CPO evaluations of student performance and fulfillment of learning plan objectives, and of the effectiveness of the instructor and school in administering the program. It should also include student evaluations of the overall experience and of the CPO as a provider of that experience.

Also, faculty members employing Service Learning in their courses should submit each semester an evaluation of the effectiveness of this technique in helping students accomplish course objectives.

Insure that course sections employing a Service Learning component are clearly designated as such for registration and fee assessment purposes.

**INTERNSHIP OPPORTUNITIES**

Refer students interested in paid or unpaid internships to Career and Transfer Services (CTS) located at all campuses. Faculty may also complete a CTS Faculty Referral Form by visiting Career/Transfer webpage from IRSC home page or contact our Internship Coordinator, Christine Richard at 772-462-7094.

**TESTS AND EXAMINATIONS**

The instructor may give tests and quizzes, oral and written, at his/her discretion. Where tests or examinations shall be given in the same course at different times, it is recommended that instructors prepare parallel but different forms of the test for each section. All tests or examinations shall be given under the supervision of an instructor.

**Security of Tests and Examinations**

Only faculty/adjunct faculty members and/or full-time personnel may deliver or pick up tests. Students and Student Workers are not allowed to pick up or deliver tests. Tests should be under lock and key at all times except when they are being given.

**Final Semester Examinations**

The last week of each semester is designated as Exam Week. Tests may be given on the usual days/night of classes and during the regular class period. Faculty may wish to divide their test(s) into two segments or to give it in one sitting by adjusting your test.

If a final examination is required for a course, it may not be rescheduled without prior authorization from the Dean of that division.

All final examinations are to be given in the room where the class normally meets, unless otherwise arranged in advance by the instructor. In the event of conflict, it is the student's responsibility to arrange another examination time with the instructor.
Grades and Grading

The letter grades of A, B, C, D, F, S, U, and W are to be used in grade reporting. "A" and "B" are considered above average grades, "C" an average grade, and "D" and "F" below average grades. "S" and "U" indicate satisfactory and unsatisfactory, "W" indicates withdrawal.

An "I" may be given for incomplete work. An incomplete grade (I) which is not changed within four months will become an “F” or a “U” depending on the grading method of the class. Instructor withdrawals may be given at the discretion of the faculty member after intervention mechanisms have taken place with the student. Instructor withdrawals may be initiated until the last day of class. Instructors will be required to report the last day of attendance for student withdrawals, as well as “F”, “U”, and “I” grades.

Students may withdraw from any class and have a "W" recorded for that class provided certain conditions are met. An individual class withdrawal can be submitted online or at any IRSC campus and must occur before the deadline noted in the calendar near the front of the College Catalog or course schedule, and provided the student is not attempting a course for the third time or more. Students who simply do not attend class and who do not officially withdraw from the class may receive a failing grade. Students may withdraw from a Special Registration class any time prior to the final class meeting. A Special Registration class has beginning and ending dates that do not coincide with the beginning and ending dates published for the regular term. Students who must withdraw from all classes at IRSC may do so prior to the date published in the academic calendar. Students requesting a total withdrawal must withdraw in person and in writing to receive a "W" rather than an "F" in the class (es). Official Withdrawal forms are available at any IRSC campus. Students may contact an IRSC Advisor for additional information.

Students may repeat a College credit course two times in which they have a grade of D, F, I, U, or W. On the third attempt, a student will not be allowed to withdraw and must receive a grade for that course. In addition, the student is subject to pay full instructional costs (equivalent to non-Florida resident tuition). A student may have only three attempts per course including the original grade, repeat grades, and withdrawals. Any subsequent attempt may be allowed only through the academic appeals process based on major extenuating circumstances.

In the grading system of the College, "A" is worth four (4) grade points, “B” is worth three (3) grade points, "C" is worth two (2) grade points, “D” is worth one (1) grade point, and an “F” earns no grade points. It is necessary for a student to achieve a cumulative grade point average of at least 2.0 on all college credit course work attempted in order to be eligible for graduation. The student’s grade point average is computed by dividing the total number of grade points earned by the total number of hours attempted.

Instructors are permitted to use number grades or other devices for recording evaluation of achievement on daily work or unit tests, but these systems of grading must be transposed into "A, B, C, D, F" and S/U grades before the grades are reported. Plus and minus grades will not appear on permanent records.

In some instances a student may take courses for "S" (Satisfactory) or "U" (Unsatisfactory) credit and have it count toward a degree program. Any course taken for "S/U" credit will not convert subsequently to any other type of grade; therefore, it is most important that the student acquire appropriate counseling from an IRSC Advisor when registering for courses with an “S/U” grading method.

Instructors must keep an accurate grade book to document evaluation of a student's works, as well as class attendance.
**END OF TERM PROCEDURES**

**Procedures for Reporting Grades**

Faculty will report grades online. Faculty members identified as the primary instructors for their classes can log on to the Web Grades System from the Employee Information link on the Faculty/Staff page with a User ID and personal password to access their grade rosters. Faculty will be notified of the grading cycle dates for their classes via email. The first email is sent when the grading window has opened citing the specific classes to be graded and the deadline to enter the grades. If grades are not finalized two days prior to the grading cycle closing date, a reminder email will be sent emphasizing the grades entry deadline. If you have any questions about reporting grades for your class(s), please call the Office of Admissions & Records at (772) 462-7460.

**Deadlines for Grades**

All main session grades for classes that run the full length of the term are due by the day and time listed on the Academic Calendar in the online College Catalog. Grades for special registration classes that have beginning and ending dates that do not coincide with the beginning and ending dates for the term are due on the date specified on the class roster. An email reminder of the grade deadline is sent to faculty for all classes.

**Class Attendance and Student Absence**

Regular class attendance is required of all students. Attendance requirements for each course are to be clearly outlined to the students at the beginning of the instructional period.

**Attendance**

Regular class attendance by all students is required. Students who anticipate being absent from class(s) should notify their instructor(s) in advance. If this is not possible, contact should be made as soon as possible after returning to the campus. The instructor will determine the validity of the absence for the purpose of making up the work missed. Students, who have unsatisfactory absences, as determined by the instructor, are not entitled to make up work.

**Class Attendance Procedure**

1. Class attendance requirements should be set by the instructor and included in the class syllabus.
2. An accurate record of attendance must be kept for each class.
3. Unless an absence is satisfactorily explained to the instructor, the student is not entitled to make up work because of said absence.
4. Students making satisfactory progress in a class, who have not been in regular attendance, should be apprised of this situation through the report of unsatisfactory progress.
5. A student may be withdrawn from the class at the discretion of the instructor, if the student has not been regular in attendance and is in the position of not being able to pass the class. Some students may be ineligible to receive a withdrawal. Contact Records at 772-462-7460 for assistance.
WITHDRAWAL PROCEDURES

Official withdrawal forms are available at any IRSC campus office. Financial Aid and Veteran students should refer to IRSC's Satisfactory Academic Progress Standards.

Regulations for the Title IV Federal Financial Aid require students and IRSC to return funds to the respective sources of financial assistance for those students who do not complete a minimum of sixty percent (60%) of a term. Faculty members may be required to document a student’s last date of attendance or “participation in an academically-related activity.”

Withdrawal from a Class

Students may withdraw from any class and have a “W” recorded for that class provided certain conditions are met. Students wishing to withdraw must complete a brief survey stating their intent and reason why. Following completion of the survey, the requesting student is expected to contact his/her instructor within five (5) business days either by email or in person. Faculty members should attempt to make contact if the student does not do so first. The purpose of the discussion is to determine if the “W” grade can be prevented through alternative actions. At the close of the process, instructors must also complete a brief survey explaining the outcome. It is important to note that no faculty member can deny a student the right to withdraw from a course as long as the student attempts to withdraw during the open period in which faculty permission is not needed. Please consult the academic calendar for specific dates. Please note that students cannot withdraw themselves if they are attempting a course for a third time or more. Students who simply do not attend class and who do not officially withdraw from the class may receive a failing grade.

Withdrawal from IRSC

A student who must withdraw from all classes at IRSC may do so prior to the date published in the Academic Calendar provided the student is not attempting a course for the third time or more. Some students may be ineligible to receive a withdrawal. The student must withdraw in person to receive a "W" rather than an "F" in the class.

Withdrawal for Non-Attendance

To comply with Federal Title IV regulations, Indian River State College is required to determine prior to the release of any financial aid that the student has attended at least one session of each class. This determination is made by the student’s physical attendance in a class room, or if an online class, completing an assignment or other activity as prescribed by the course syllabus. Faculty are required to report this attendance for each class during the first five (5) calendar days following the end of the drop period.

For classes that follow the standard academic calendar, the last day for 100% refund is defined in the Academic Calendar. The Attendance Confirmation window opens the following day and closes five (5) calendar days later. For Special Registration classes, the last day of 100% refund for any class section is the "Refund" date noted on the online class roster. The Attendance Confirmation window is open for five (5) calendar days for instructors to complete their attendance verification. The Attendance Confirmation deadline for each class may also be found on the Attendance Confirmation roster. These rosters may be accessed through the online grading system. An email reminder of the attendance confirmation verification is sent to faculty for all classes.
Attendance Confirmation Instructions:

Due to the federally-mandated timeframe in which we must disburse Financial Aid funds, attendance confirmation must be completed as follows:

1. Immediately after the 100% refund period for the class ends, review the online Attendance Confirmation roster for each class section.

2. If all students on the roster have attended or participated in at least one class session, click the "All Students Have Attended" button and then click "Save Changes".

3. If any students have not attended or participated in at least one session by the end of the 100% refund period, click the "Never Attended" box next to their name on the roster. After you have reviewed all students on the roster, click "Save Changes".

These directions are also displayed on the Attendance Confirmation roster immediately above the student names.

NOTE: These grades will not be factored in your success rates.

Instructor Withdrawal

Instructor withdrawals can be used (provided the student is not enrolled for the third attempt) for extenuating circumstances such as deaths, illnesses, etc. whenever a student cannot physically come in to process their own withdrawal. Instructor withdrawals can be submitted online until the grading window for the class has closed. After the grading window has closed, instructor withdrawals must be submitted using the paper Grade Change Form (IRSC 123). The form is located on the faculty web grading home page under Quick Links.

Please note that students who are receiving Bright Futures scholarships and other forms of financial aid may incur negative financial consequences as a result of class withdrawals. For this reason, the student should be consulted whenever feasible prior to processing an Instructor Withdrawal.

CLASSROOM MAINTENANCE

The instructor is responsible for re-arranging any furniture, which has been moved for the class, erasing chalkboards, and picking up any trash. Instructors and students are not permitted to eat or drink in the classroom. Any problems with conditions of the classroom should be reported to the appropriate Vice President, Provost or Dean.

STUDENT STANDARDS OF DISCIPLINE

The purpose of this policy is to preserve a College environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect the property and equipment of the College. Students enrolled at Indian River State College assume an individual obligation to conduct themselves in a manner compatible with the College's function as an educational institution. Standards of conduct apply for all College-sponsored classes, programs, and activities held at any location.
A student charged with misconduct shall receive notice and shall have the opportunity for a hearing conducted by the Student Affairs Committee. The hearing shall be scheduled as promptly as possible without prejudicing the rights of the accused. The final decision regarding disciplinary action is the responsibility of the President.

The Vice President of Student Affairs, or other designee indicated by the President, is authorized to administer all phases of student discipline including, but not limited to, the following:

1. Receive all complaints against students;
2. Notify a student of any charges filed against him or her;
3. Determine on a case by case basis any off-campus activity in which College jurisdiction should be asserted;
4. Provide a student charged with misconduct the opportunity for a hearing;
5. Recommend disciplinary action to the Student Affairs Committee;
6. Implement sanctions for misconduct.

The President, or designee, shall have the authority to take immediate action to discipline students as deemed necessary, including the discretionary authority to impose warning, suspension, or recommend expulsion of a student pending a hearing or investigation.

Standards and guidelines established to assist students involved in the disciplinary process are described in AP-7.25, Student Disciplinary Guidelines and Procedures.

**Dissemination of Literature**

Indian River State College encourages the exchange of written ideas. It is the intent of the College to assure freedom of speech in accordance with public laws and the mission of the College. Printed materials such as flyers, notices, signs, and posters may be posted and distributed in designated areas of College campuses according to procedural information available through the Office of Student Affairs. Any department on campus in which such literature might be used operates from the point of view that students should not be made to read and/or study any material, which he/she deems improper from a religious, moral, or political point of view. At the same time, when, e.g., bawdy material is considered, it is done so solely on a reputable basis as it appears in classic materials. The presentation of such material will be strictly academic and professional. In such cases, the student will be given alternative literature. Thus, the treatment of such material is always a "disciplined freedom."

Because IRSC has generated this operational viewpoint from the heart of its faculty, we are able to guard student rights and faculty rights to academic freedom. At the same time, the College can provide the opportunity to treat classic literature, contemporary literature, and the tone of the times, while avoiding imposed censorship.

**FACULTY GRIEVANCE AND APPEALS PROCEDURES**

See current District Board of Trustees Policies/AAUP Agreement.

If a grievance consists of specific allegations of discrimination/harassment on the basis of race, sex, color, national origin, ethnicity, religion, age, disability, pregnancy, sexual orientation, veteran or marital status, genetic information, or sexual harassment, the employee must follow the Non-discrimination and Non-Harassment Policy, 6Hx11-3.13 and Procedure, AP-3.13. (See Human Resources).
EQUITY POLICY AND STATEMENT

Non-Discrimination and Non-Harassment Policy Statement

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one’s race, color, ethnicity, national origin, sex, religion, age, disability, pregnancy, sexual orientation, marital status, veteran status, or genetic information is strictly prohibited.

In our dedication to student equity, Indian River State College ensures an intentionally-designed experience which gives all students the resources, support and guidance they need to successfully attain their educational goal(s).

Title IX of the Educational Amendments of 1972 is a Federal Law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence.

Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

Questions or concerns regarding IRSC's Non-Discrimination and Non-Harassment Policy may be directed to:

**Equity Officer**
Adriene Jefferson  
Title IX Coordinator  
Indian River State College  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5596  
ajeffers@irsc.edu  
(772) 462-7156

**ADA-504 Compliance Officer**
Melissa Prochaska Whigham  
Assistant Dean of Human Resources  
Indian River State College  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5596  
mwhigham@irsc.edu  
(772) 462-7282

The College Non-Discrimination and Non-Harassment Policy and related Reporting Procedures for both employees and students may be downloaded from the IRSC website at www.irsc.edu. Copies of the procedures are also available through the Equity Officer/Title IX Coordinator and Human Resources, both located at 3209 Virginia Avenue, Fort Pierce, Florida.

Employee Non-Discrimination and Non-Harassment Reporting Procedure

**Purpose**
The purpose of Administrative Procedure (AP-3.13) is to support the IRSC District Board of Trustees Policy number 6Hx11-3.13 by rendering a process through which a complaint may be filed toward resolution of issues, and may be pursued in a fashion devoid of coercion, interference, restraint, discrimination or reprisal.
This procedure shall apply only to discrimination or harassment complaints based on race, color, nationality, ethnicity, sex, religion, age, disability, pregnancy, sexual orientation, marital status, veteran status, or genetic information.

Definitions

a) Complainant/s: An individual, or group of individuals expressing a complaint, or charging another with a violation.

b) Complaint: A dissatisfaction wherein a person feels he/she has been adversely affected by discriminatory actions and/or harassment at the College.

c) Complaint Intake Persons: These are the individuals to whom an initial complaint/concern is to be reported as the first step in pursuing resolution. The proper individuals for this purpose are located in the Human Resources Department. To allow for varying comfort levels and situations, the responsible HR Representatives include minority and non-minority Intake Persons who are available to hear initial complaint reports.

d) Discriminate: To act with partiality or prejudice either for or against a person or group, based upon race, color, nationality, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

e) Evidence: As applied in this procedure, any information, including documents and testimony, which relate to the alleged circumstances that gave rise to the complaint.

f) Harassment: There are a variety of types of harassment that can occur in the workplace. Workplace harassment, whether it be verbal or physical badgering based on sex, religion, or race, is unlawful and also a form of discrimination. Unwelcome, discriminatory conduct is legally considered harassment when it is bothersome enough to negatively impact the work environment. Also, if a supervisor’s harassment results in an obvious change in the employee’s salary or status, this conduct would be considered unlawful workplace harassment.

g) Respondent/s: The individual, or group of individuals, against whom the complaint is filed.

Filing a Non-Discrimination and/or Non-Harassment Complaint

Indian River State College and its District Board of Trustees strongly encourage any person who believes that he or she has been subjected to discrimination and/or harassment at the College to immediately bring it forward to one of the designated Complaint Intake Persons in the Human Resources Office. Such discussion should include as much information as possible, including names and positions of persons involved; identification of witnesses, if any; the time, place and details of the incident leading to the allegations; etc. In no case will a Complainant be required to report such behavior to the alleged Harassing Party (the Respondent).
In the event that a supervisor or any other employee of this college may receive a complaint concerning harassment directly from an employee and/or student, he/she must immediately inform an appropriate Intake Person.

Should a student be involved in such a situation, reference is to be made to the Student Reporting Procedure outlined in AP-3.13 for the designated Complaint Intake Persons, their locations on Campus, and the “Responsible Authorities.”

Failure of an employee to immediately notify an appropriate individual of suspected or actually disclosed allegations of discrimination and/or harassment constitutes a violation of their individual accountability to support the Non-Discrimination and Non-Harassment Policy and Procedures of the college. Such violations may be subject to disciplinary actions.

**Complaint Investigation**

The issues generating the complaint are first discussed with an Intake Person in order to determine that the situation properly fits into the purview of these specific Policy and Procedural provisions. Intake will explain the formal investigative process about to be entered into, should the complaint be eligible and desired by the Complainant to move forward to the Assistant Dean of Human Resources. The Assistant Dean of Human Resources serves as the Responsible Authority vested with investigative duties.

In order to move the complaint forward into investigation, the Complainant must complete and sign a "Harassment Report Form." The Report Form must include details of the conduct and circumstances of the complaint. The Complainant must file a complaint within 60 days of the incident.

The Assistant Dean of Human Resources will then conduct an actual investigation of the charges being made. The Assistant Dean of Human Resources and the Respondent's Vice President will interview the Respondent and witnesses together regarding the nature of the complaint.

In the event that a student is involved in the complaint along with an employee, the Vice President of Student Affairs will partner with the Assistant Dean of Human Resources in a joint investigation process.

The Respondent will be provided with a copy of the Complainant's written complaint as stated in the "Harassment Report Form."

Any persons thought to have information or evidence relevant to the complaint shall be interviewed and such interviews shall be appropriately documented. Employees are expected to cooperate in providing requested information. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.

In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, frequencies, and the context in which the alleged conduct occurred will be investigated.
The investigation of the complaint must be concluded within a reasonable period of time. The institution will make every effort to complete a thorough investigation as expeditiously as possible. The timeline should not exceed twenty working days after the receipt of the written "Harassment Report Form," unless otherwise agreed upon by the Complainant and the Responsible Authority or Authorities, due to extenuating circumstances.

Within five days of the completion of the investigation, the Assistant Dean of Human Resources will prepare a written Complaint Resolution Report. The Complaint Resolution Report shall include the:

- Basis of the complaint;
- Issues and facts surrounding the dispute;
- Summary of investigative findings, including interviews;
- Recommendations/dispositions of inquiry;
- Proposed disciplinary penalty (if any);
- Basis for recommended action

The Complaint Resolution Report will be presented and explained to both the Complainant and the Respondent in separate debriefing meetings. Findings and the resulting official actions to be taken, if any, will be discussed. Should disciplinary actions be determined to be in order, the appropriate supervisors must be made aware at this time in order to carry out the recommended actions(s) and/or disciplinary procedure(s) that may be applicable.

The College President will be fully advised from the outset of the Complaint being lodged, and will also be given a copy of the final Complaint Resolution Report.

Confidentiality
Confidentiality shall be maintained to the greatest extent possible while still meeting requirements of conducting an appropriate investigation. Witnesses interviewed will be advised and requested to honor confidentiality as well.

Retaliation
Retaliation against an individual or individuals who have filed a charge, participated in an investigation, or openly opposed any unlawful practice, is prohibited and will subject the person who retaliates to disciplinary action.

Disciplinary Actions
An employee or student of IRSC who is found to have harassed another employee or student within the definitions of the Non-Discrimination and Non-Harassment Policy and Procedures will be subject to disciplinary actions, up to and including possible separation of service, suspension, and or expulsion.

False or Malicious Complaints
Any employee or student of this College, who may be found to have acted dishonestly or maliciously in making Complaint allegations, or in their actions or witness statements during an official investigation, shall also become subject to possible disciplinary action.

Prevention
Indian River State College and its Board of Trustees recognize that preventive measures are the best tool for the mitigation of discriminatory actions and sexual harassment issues emerging. Therefore, the College and its Board will take necessary steps toward prevention, including, but not necessarily limited to the following:

- Establishing and publishing the Indian River State College Non-Discrimination and Non-Harassment Board Policy, along with the companion Administrative Procedures with regard to reporting violations.
- Inclusion of the policy and procedure information in student and Employee handbooks with availability electronically maintained through the College website.
- Distribution of the Policy and Procedures during student and new employee orientations.
- Including discrimination/sexual harassment awareness and prevention training during student and employee orientations.
- Fostering Cultural Intelligence through college events and educational materials that address appreciation of diversity and cultural differences.
- Refreshing the ongoing awareness and training toward prevention of discrimination and harassment among both students and employees.

**SEXUAL ASSAULT AND OTHER CRIMES OF VIOLENCE, AWARENESS, AND PREVENTION**

The District Board of Trustees of Indian River State College prohibits the commission of any act of sexual assault and other crimes of violence including but not limited to harassment, exploitation, intimidation or coercion by, or upon, any member of the College community, such as students, employees, and guests of the institution.

Crimes of violence or other acts of violence, as defined by law that are prohibited under this policy shall include, but not be limited to, the following:

- Sexual assault, which shall include the criminal offense of sexual battery
- Assault
- Aggravated assault
- Battery or Aggravated Battery
- Assault or battery upon College security officers

The commission of a sexual assault or other acts of violence as defined by law and as prohibited under this policy applies on or off an Indian River State College campus or site, or at, or in connection with, a college-related or college-sponsored event. Employees found in violation of this Board policy will be subject to disciplinary action up to and including termination in accordance with applicable collective bargaining agreements, Board of Trustees Policies and appropriate statutory authority. Any students alleged to be in violation of this Policy will be subject to disciplinary action including expulsion in accordance with the due process procedures of the Student Affairs Committee, and other established procedures.

Indian River State College will cooperate fully in the enforcement of federal, state, and/or local laws pertaining to any activities of sexual misconduct. College disciplinary proceedings may proceed before, during, or after criminal proceedings.

In compliance with Florida Statutes, the College will refer all sexual assault and other crimes of violence cases occurring on its campuses, in its facilities, or at its functions, to local and state law enforcement agencies. The College will also refer incidents to the Victim and
Sexual Assault Assistance Program to discuss the victim’s options for prosecution and for other action as determined by those agencies. The College will also provide a comprehensive educational program to assure awareness within the College community of the problems of sexual assault, to discourage and attempt to prevent such assaults, and to encourage reporting and the receipt of assistance by victims.

WHAT TO DO IF YOU ARE RAPED / ASSAULTED

If You Are Raped on any IRSC campus, College facility/site or at any College function:

- Contact the IRSC Health & Wellness Center
- Whether or not you report the rape and participate in legal action, you should consult a trained Rape-Crisis Counselor, Rape-Crisis Center, Counseling Center or College intake counselor at the Health & Wellness Center.
- Do not douche, shower, change your clothes or disturb the crime scene, i.e. do not "clean up."
- Do not destroy any physical evidence.
- Call the Police - (You may request a female or male officer whether or not you decide to later prosecute.)

WHAT TO DO IF A RAPE OR SEXUAL ASSAULT IS REPORTED TO YOU

1. Main Campus, Treasure Coast Public Training Complex, IRSC Blackburn Educational Building, other College facilities in Fort Pierce:
   - If possible, escort the victim to the Health & Wellness Center or to the Office of the Vice President of Student Affairs or to the Vice President of Instructional Services. If not possible, phone the Intake Counselor at the Health and Wellness Center or Office of the Vice President of Student Affairs or the Vice President of Instructional Services (either at home or office).

2. Chastain Campus, Dixon Hendry Campus, Mueller Campus, Pruitt Campus, Indiantown Education Center, plus other College facilities in Indian River, Martin, St. Lucie and Okeechobee counties:
   - If possible, escort the victim to the appropriate Provost’s office or contact the appropriate Provost by phone. If the Provost is unavailable, phone the Main Campus Health & Wellness Center, Vice President of Student Affairs or Vice President of Instructional Services (either at home or office). If phone contact cannot be made call 911, then contact appropriate officials as soon as possible.

3. Provosts should contact 911 and indicate that an assault/rape has been reported to them.

4. Reveal the victim’s name only to the appropriate officials, i.e., Intake Counselor Health & Wellness Center, Vice President of Student Affairs, Vice President of Instructional Services, Rape Crisis Center official, responding deputy or police officer.
Please refer to Sexual Assault Awareness and Prevention Manual/Procedures for more information.

**PROTECTION OF VULNERABLE PERSONS ACT**

Florida Statues 39.201-206 and IRSC Board Policy 6Hx11-3.153 requires the reporting of known or reasonably suspected abuse of a child by any adult. The bill also requires that a person who knows, or has a reasonable suspicion, that a child is a victim of childhood sexual abuse or is the victim of a juvenile sexual offender report that knowledge or reasonable suspicion to the Florida Abuse Hotline. Failure of an Individual to report is a 3rd degree felony. The law also has a mandatory reporting requirement of colleges and universities. Administrators knowingly, and willfully, upon receiving information from faculty, staff, or other institution employees, fail to report suspected child abuse, abandonment, or neglect committed on the property of the university, college, or school, or during an event or function sponsored by the university, college or school shall be subject to fines of $1 million for each failure.

The statues also states that anyone making a report who is acting in good faith is immune from any liability under this subsection. If you have a reasonable belief of suspected child abuse please notify the Department of Children and Families (DCF) Hotline. Notification must be made by...

1. **Calling:** 1-800-962-2873
2. **Faxing:** 1-800-914-0004
3. **Web reporting:** Florida DCF Abuse Reporting Website - [http://www.dcf.state.fl.us/abuse/report/](http://www.dcf.state.fl.us/abuse/report/)

**For on Campus Assistance Contact:**
Frank Watkins  
Vice President of Student Affairs  
KSU 112  
Phone: 772-462-7475  
E-mail: fwaterkins@irsc.edu
V. PROGRAM RELATED

Program Requirements
General Education Statement, Objectives, General Education, Technical and Terminal Program Requirements, and Requirements for the Bachelor’s Degree, Associate in Arts and Associate in Science/Applied Science degrees may be found in the College Catalog.

Libraries
The purpose of the libraries is to support the College's mission by providing dedicated service, effective instruction, and quality resources to the college community. To achieve these goals, we strive to accomplish these objectives:

1. To provide informational, instructional, reference, and research services to the college community in support of learning, teaching, and lifelong information literacy.
2. To provide a comprehensive collection of print, non-print, and online resources.
3. To employ qualified librarians and staff who support and facilitate a learning community.
4. To provide the physical facilities and equipment needed to support both a traditional and an online learning environment.
5. To engage in cooperative interactions with community groups, county agencies, libraries, and educational institutions.
6. To assess services and resources on a recurring basis and to utilize those results for planning needs.
7. To participate in the institutional planning and the educational development of the College.

Indian River State College provides access to physical and virtual library resources at the Miley Library on the Main Campus, the library on the Pruitt Campus, the Morgade Library on the Chastain Campus, and the Brackett Library on the Mueller Campus. A library collection and virtual library resources are also available at the Academic Support Center at the Dixon Hendry Campus. Virtual resources include online library catalogs, databases, LibGuides, journals and periodicals, and Internet resources. Online library services include interlibrary loan, document delivery, online reference and research assistance.

The IRSC faculty librarians believe that extended research and library instruction alleviate library anxiety and provide a framework to help students research more efficiently and more competently. The faculty librarians teach students how to determine their information needs, design search strategies, locate and access information, evaluate and synthesize information, cite their resources, and understand the legal and ethical implications for using information or resources written by others. Thus, teaching critical thinking and enabling participation in intellectual inquiry are at the core of providing research assistance and library instruction.

The Library provides access to the following resources:
- Circulating and reserve materials
- eBooks and eAudiobooks
- Internet
- LibGuides
Media
Online Databases
Periodicals and Journals
Reference resources
Special collections, i.e., federal documents depository collection

Services include:
- APA and MLA documentation assistance
- Ask-A-Librarian virtual reference
- Copyright guidance
- Credit based Electronic Access to Resources classes
- Document delivery
- Information literacy and research instruction
- Interlibrary loan
- Reference and research

Library locations include:
- Main Campus, Miley Library – full service
- Pruitt Campus Library – full service
- Chastain Campus, Morgade Library – full service
- Mueller Campus, Brackett Library – full service
- Dixon Hendry Campus Library – virtual service and local collection

Main Phone Number: 1-866-792-4722
Library Phone Number: 1-772-462-7600

IRSC Faculty Guidebook to Library Services: http://www.irsc.edu/libraries/aboutthelibraries/

Copyright Procedure

Look for Libraries on the IRSC web site home page www.irsc.edu or review the IRSC Faculty Guidebook to Library Services at http://www.irsc.edu/libraries/aboutthelibraries/

The College recognizes the intellectual rights of others and considers copyright violations illegal, unethical, and morally wrong. We concur that everyone who requests a reproduction assumes the professional duty and responsibility to do his/her utmost not to violate the Copyright Law. When requesting the reproduction of printed material that is copyrighted, observe the following policies:

1. Individuals requesting reproduced copyright material must sign a statement that material to be reproduced does not violate the Copyright Law. This signed statement will be kept on file in the Print Shop.

2. Individuals requesting reproduced copyright material obtain permission of the author, composer, or publisher and provide documentation of the approval.
3. No material will be reproduced to the detriment or financial loss of the author, composer, or publisher. The intent of this policy is to preclude damage to the copyright owner or holder.

4. When reproducing approved material, give credit to author, composer, or publisher of reproduced material.

5. Consult the Faculty Library Guide or web site for additional information.

6. Courses and supporting materials that are developed by faculty while employed by Indian River State College are the property of the College, which holds copyright on the material. The College will have utilization of the revenue derived from the creation and production of software/course materials. Materials include, but are not limited to,

- Digital course ownership,
- Electronic course materials,
- Web page design,
- Text and graphics, and
- Web page content.

EDUCATIONAL MEDIA (Audio Visual)

- TVs DVD/Blu-ray Players
- LCD projectors (for laptop connectivity)
- CD Players
- Document Cameras
- P.A. Systems

Distribution: Audio Visual equipment is available on the Main Campus for classroom use. 24-hour notice is required. At the Main Campus, please submit a request with the helpdesk, contact extension 4427 or email helpdesk@irsc.edu.

For computer repairs contact 772-462-4427 or Ext. 4427 or email helpdesk@irsc.edu.

For further information please contact the Educational Media Department at 772-462-7773 or extension 7773.

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center provides resources and FREE academic assistance to all IRSC students at all campuses.
ASC tutors provide thorough support for IRSC students in many areas of academic study. ASC math tutors assist students in algebra, trigonometry, calculus, geometry, logic, and statistics. English and reading tutors help students with class writing assignments, English language skills, and reading comprehension. Science and health science tutors provide academic support for chemistry, biology, physics, anatomy and physiology, and health science applications, such as drug calculations and nutrition. ASC tutors also support students enrolled in developmental education classes. Students can check on tutor availability for assistance with specific coursework by contacting the ASC or visiting the ASC website (www.irsc-asc.weebly.com).

Textbooks, computer programs, handouts, and audio visual resources are available in the ASC to assist students and reinforce classroom learning. Science resources include models, charts, microscopes, and slides.

Each semester, the ASC presents a series of academic workshops. Nursing math, chemistry, factoring, genetics, chi-square, pre-writing strategies, and writing and structuring essays are examples of workshop topics. Guided study review sessions are scheduled to support classroom quizzes, tests, and exams. NLN and FTCE prep seminars are offered throughout the year as needed. The ASC’s Writing Centers provide in-depth support to students working on research papers and essays. Individual and group appointments are available. Additionally, English and reading tutors at all campuses can provide guidance on the preparation, planning and formatting of essays and research papers as well as on the rules of grammar and punctuation. For those students who are unable to visit the ASC, online writing assistance is also available.

The ASC computer lab offers support in, and use of, a wide variety of computer programs required by many of the developmental education and college-level courses. These include English, reading, science, and math programs as well as Microsoft Office software. At several campuses, SmartBoards and breakout rooms are available for student use.

The ASC provides the following equipment for students with special needs:

- JAWS (Job Access With Speech) program, Arkenstone Open Book screen reader, Zoom Text screen enlarger, and Dragon naturally speaking voice-activation for students with visual, physical, and learning disabilities.
- CCTV (Closed-Circuit Television) screen magnifier for students with visual impairments and learning disabilities.

The ASC website provides additional instructional support for students in the form of handouts and video/PowerPoint lessons for reading, English, math, science, and nursing drug calculations. Students can also find in-depth guidance on writing research papers and the calendar of ASC workshop offerings on the ASC website.

**ASC Locations and Phone Numbers**

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>L-212</td>
<td>772-462-7625</td>
</tr>
<tr>
<td>Mueller Campus</td>
<td>A-114</td>
<td>772-226-2508</td>
</tr>
<tr>
<td>Chastain Campus</td>
<td>C-109</td>
<td>772-419-5615</td>
</tr>
<tr>
<td>Pruitt Campus</td>
<td>J-212</td>
<td>772-336-6215</td>
</tr>
<tr>
<td>Dixon-Hendry Campus</td>
<td>B-130</td>
<td>863-824-6009</td>
</tr>
</tbody>
</table>
Assessment Services Department

The Assessment Services Department is looking forward to serving you!

Assessment Center Locations and Phone Numbers
Main Campus Room W109 (772) 462-7585
Mueller Campus Room D122 (772) 226-2527
Chastain Campus Room A104A (772) 419-5607
Pruitt Campus Room J216 (772) 336-6233
Dixon Hendry Campus Room 130 (772) 824-6009

Internet / Email
For individual campus locations, hours and contact information go to www.irsc.edu. Email the Assessment Center at irsctesting@irsc.edu.

1. Services Offered for Traditional and Blended Classes
The Assessment Center at each campus administers individual make-up exams for students in traditional and blended classes. If you need to offer an exam to the majority of the students in a traditional or blended class, the exam needs to be given outside of the Assessment Center by the instructor or a substitute. Please contact your department chair if you need help arranging for a substitute or classroom.

Required for individual paper and pencil make up exams
Completed Test Form
Name of each student that is allowed to take the exam
One photocopy of the exam for each student

2. Services Offered for Fully Online Distance Learning Classes
The Assessment Center at each campus administers online/Virtual Campus exams. 
Please note: It is mandatory that all fully online classes have at least one proctored exam.

Required for paper and pencil exams
Completed Test Form for each campus
Class list for each campus - designating where each student is going to test
One photocopy of the exam for each student

Required for BlackBoard Electronic Exams
Completed Test Form for each campus
Class list for each campus
Ensure that the test settings (dates, internet security and monthly password) are set in BlackBoard to prevent delays for your students
Please contact the IRSC Virtual Classroom prior to testing if you need help with test settings in BlackBoard.
“THE RIVER SHOP” - IRSC Bookstore

The IRSC Bookstore is located on the Main Campus in Fort Pierce, the Chastain Campus in Stuart, the Mueller Campus in Vero Beach, the Pruitt Campus in Port St. Lucie, and the Dixon-Hendry campus in Okeechobee. The Bookstore stocks office and school supplies, emblematic items, reference books and materials, program kits, software, and textbooks. Students can purchase their textbooks on the Bookstore website which can be found on the College website at www.irsc.edu.

Department Purchases – Items can be purchased from the Bookstore utilizing a Blanket Purchase Order or an IRSC P-card processed through your Dean. Procedures on this process can be obtained from the Bookstore.

Employee Discount – IRSC employees receive a 10% discount when making a personal purchase at the Bookstore. Snacks, medicinal items, and sale items are exempt from the employee discount.

Buyback – The Bookstore offers a Book Buyback to the students. The students can sell their books back to the Bookstore for cash, and in return, the Bookstore can offer used textbooks to students at a savings. Book Buyback is offered during final exam weeks of each semester. Additional dates may be offered at the beginning of the Fall and Spring semesters. Dates and times with additional information are posted on the Bookstore web site which can be found on the College website at www.irsc.edu.

Returns – A receipt is required for all returns and exceptions made only by the Bookstore Manager. Students can return textbooks for a full refund if it is by the drop/add date of their registered term or 1 week from the date of their receipt. Textbooks cannot be returned if seals protecting pass codes and CD’s have been broken and/or they are purchased during final exam periods.

Textbook Selection

1. The Department Chair is responsible for ordering texts the department adopted each term. Deadline dates for textbook adoptions are the following:

   Fall classes     April 15
   Spring classes   September 15
   Summer classes   February 15

Example: Fall 20XX textbook input completed by April 15, 20XX

2. Department Chairs must provide the Bookstore with textbook/instructional material adoption information every term, even if it is to verify the use of the same items for a course. A written statement to document the reason for change of textbooks/instructional materials (if applicable) must be maintained on file. This statement must provide information that details the selection process for the new textbook/instructional materials and includes a comparison of all materials considered (with pricing considerations) during the selection process. When a bundled package of textbooks or materials is ordered, the Department Chair or program manager/director will provide a statement with the order form that identifies the intent to use all bundled
items ordered.

3. Two weeks after the adoption deadlines above, the Bookstore Course Material Specialist will provide a list of courses scheduled for which adoptions are missing to the Division Deans. The Division Deans will work with Department Chairs to get all adoptions finalized and to the Bookstore Course Material Specialist.

4. The Bookstore Manager and/or course material specialist will work to secure a supply of new and used textbooks/instructional materials for the anticipated term enrollments.

5. The Bookstore will notify the students of the adopted textbooks for the classes by posting the title, first listed author, publishers, edition or copyright date, and ISBN number on the Bookstore Web site as early as feasible, but at least 45 days before the first day of class for each term. If a class must be added within 45 days of the first day of a term, the aforementioned must be added as soon as practicable.

INSTITUTIONAL ADVANCEMENT
DEPARTMENT – MEDIA RELATIONS

Institutional Advancement holds semi-annual Marketing & Recruitment planning sessions for all divisions and campuses at which time, promotional outlines are developed and submitted. All publicity, informational, promotional materials, and paid announcements to be disseminated by any media, including the College and/or other web sites, not related to classroom assignments, must be approved by the Institutional Advancement Department (IA) prior to dissemination through electronic or other media. This includes programs, posters, flyers, invitations, direct mail letters, web site information, promotions, and other related materials that may be viewed by the public.

The Institutional Advancement Department handles all press releases and announcements concerning College events and activities. Additionally, the Institutional Advancement Department is responsible for IRSC media relations including fielding calls from the media and reporters addressing questions regarding College activities, events and issues. All media inquiries should be directed to the Institutional Advancement Department at 772-462-7270 to arrange for provision of information and scheduling of interviews and responses as necessary.

ATHLETIC EVENTS, FREE ADMISSION
TO COLLEGE EMPLOYEES

All full-time College employees (excluding work-study students) and their families are authorized free admission to all intercollegiate athletic home games. Admission to these events may be gained with your College Identification Card.
GUIDELINES FOR USE OF COLLEGE FACILITIES AND EQUIPMENT

As a community-oriented institution, Indian River State College permits use of its facilities by external organizations and entities for approved purposes relating to IRSC's mission to advance and support the educational, cultural, professional and economic development of the community. Approval regarding facility usage, fees and conditions are determined by the President, Vice President of Instructional Services and/or Vice President of Student Affairs. Use of College facilities and equipment are subject to the following:

USAGE PRIORITIES:

1. College-sponsored activities including but not limited to educational, instructional preparation, employee development, economic development, public service, student activities and fund-raising activities which benefit the College and/or its students.

2. Community-based non-profit economic development or entrepreneurial activities, provided such activities do not conflict with IRSC's mission, policies, programs, courses or activities.

3. Instructional programs, conferences, seminars and workshops offered by public, non-profit or for-profit entities, provided such training does not conflict with IRSC's mission, policies, programs, courses or activities or duplicate IRSC offerings.

4. Cultural or educational programs beneficial to the community provided such purposes do not conflict with IRSC's mission, policies, programs, courses or activities.

5. Other special events beneficial to the community provided such events do not conflict with IRSC's mission, policies, programs, courses or activities.

RESTRICTIONS:

IRSC facilities and equipment shall not be used:

1. For any form of illegal, obscene or unauthorized activity.

2. For activities deemed inappropriate, duplicative, or not within the mission and priorities of the College.

3. For private instruction involving personal payments.

4. For private personal or social events (ie, weddings).

5. By private businesses or not-for-profit organizations to engage in soliciting business, selling products or services, or conducting any form of commercial activity.
6. By any organization or party which believes in, advocates or teaches directly or indirectly the overthrow of the U.S. or State of Florida governments, or other lawfully established governmental bodies.

7. For purposes which may incite or encourage violence, disrupt the College’s learning environment, or present the potential for physical harm to persons or facilities.

CONDITIONS:

1. The College will charge reasonable deposits and fees to defray operational costs incurred as a result of facility usage by an external organization.

2. To conserve energy and staffing, the College will restrict use of certain facilities during summer and/or weekend hours. When possible, events will be scheduled only in designated buildings.

3. To request use of an IRSC facility, the organization must complete the Facilities Request Form and coordinate arrangements with the appropriate Facility Usage Coordinator.

4. External organizations, with the exception of governmental agencies as allowed by law, must provide a certificate of liability insurance showing they have in force bodily injury and property damage liability protection in the amount of no less than $1 million combined single limit and listing the IRSC District Board of Trustees as an additional insured under such policy for the duration of the event.

5. Unless a Florida Consumer’s Certificate of Exemption is provided, facility rentals are subject to sales tax.

6. External organizations may not use the College name or logo in any promotional or advertising materials, or indicate College sponsorship of any event, unless specifically authorized by the Director of Institutional Advancement.

7. Possession or consumption of alcoholic beverages is prohibited at any College-owned facility or College-sponsored activity, unless an exception has been specifically granted by the Office of the Vice President of Instructional Services under the provisions of Board Policy and Administrative Procedure 3.14.

8. Smoking is permitted only in designated smoking areas. Designated smoking areas include open exterior areas that are at least 50 feet away from facility entrances and exits.

9. Any internal or external group using Main Campus facilities where food will be provided must use the College’s food service provider, or give them right of refusal to cater the event. In the event that the College’s food service vendor is unable to cater the event, the kitchen and cafeteria will not be available for use by the outside vendor.
10. Authority to utilize College technology and equipment must be specifically requested and authorized.

11. Any equipment or materials brought to IRSC by the organization may be on-site only during the approved usage period and only in the specific room(s) approved for the organization’s use.

12. Users are responsible for returning College facilities to their original condition. Banners, signs, taping on walls and other changes to the facility are prohibited.

13. Organizations requesting use of facilities are responsible to ensure that no participants or spectators enter any building or other part of the College campus not authorized on the Facilities Request Form.

14. Participants and spectators are responsible for adhering to the College Code of Conduct, and the College reserves the right to remove from campus any person who violates the Code of Conduct.

15. The College reserves the right to require an armed law enforcement officer or other security/safety measures to be provided at the organization’s expense if deemed necessary by the College.

RESPONSIBILITIES:

Approval for use of College facilities and/or College sponsorship of external events is the responsibility of the Vice President of Instructional Services. This includes but is not limited to coordination of usage non-instructional and instructional space, offices, laboratories, library, meeting rooms and College-owned equipment. This responsibility may be delegated.

The Vice President of Student Affairs is responsible for scheduling of non-instructional facilities and publication of the Main Campus Facilities Usage Schedule. Use of facilities for student expressive exhibits, displays and presentations must be coordinated with the Student Affairs Office in accordance with A.P. 3.221(b). College-sponsored organizations may schedule facilities through designated College officials and procedures, subject to the restrictions noted above.

Use of College facilities for Fine Arts exhibits, displays and presentations must be coordinated with the Dean of Arts & Sciences in accordance with A.P. 3.221(a).

Given the diversity of viewpoints that may be represented by public exhibits, displays, presentations, activities or events, the use of college facilities, areas, or media for any expression shall not constitute or suggest endorsement of the content of that expression by the College.

COLLEGE AUTHORITY:

Nothing set forth in these procedures shall be taken to mean that any individual or organization should assume a right to use College facilities or equipment. The President or
designee may deny use without cause, and will have the final judgment in all decisions regarding the use of facilities and equipment.

All use of College facilities and equipment are subject to such additional conditions and requirements as may be deemed necessary by the College.

STUDENT TRAVEL

**Student Travel**

To arrange student travel for academic activities or for student organizations, you must first complete a Spend Authorization in Workday and gain the appropriate approvals. If a College vehicle is needed, the following procedures and forms must be followed before departure.

1. Complete a Vehicle Request Form. Forms for the use of a vehicle for local and out-of-town trips must be authorized by your area administrator and Vice President before forwarding the request to the Office of the Vice President of Student Affairs. The Office of Student Affairs must receive this completed request three days (72 hours) or more in advance of usage date. These forms are available on the Intranet.

2. Check availability of vehicles through the Student Affairs Office, ext. 4706.

3. The driver of any College vehicle **MUST** hold a valid Florida Driver’s License and agree to abide by AP8.22 College Vehicle Procedures and all traffic laws. A current copy of your driver’s license **MUST** be on file with the Student Affairs Office before you leave on your trip. The driver is responsible for making sure that the current driver’s license is on file and has not expired.

4. Organizations approved to use a vehicle for a trip must provide a completed IRSC500/Authorization for Student Travel form listing all participants to the Student Affairs Office prior to departure. For employee trips, where employees are passengers, a list of all passengers must be turned in prior to departure.

5. If a College vehicle is involved in an accident, the driver will notify the police immediately and collect all student ID cards or some kind of identification. Passengers are requested to help the driver identify witnesses and also to assist the driver in getting appropriate help. The accident should be reported to Physical Plant immediately.

6. Keys may be signed out at the Student Affairs Office during regular business hours only. The driver must exhibit a valid Driver’s License when picking up the keys for a vehicle.

7. Fuel credit cards may be signed out at the Student Affairs Office.

8. Please return the vehicle to the assigned parking space in the motor pool compound. Complete the mileage record and leave the clipboard in the vehicle.
9. Return the key, gas card, and gate pass by placing it in the key drop located on the west side of the building by the Receiving department.

10. Any needed repairs should be noted on the Vehicle Usage Report and turned in with the vehicle mileage chart, which is completed at the end of each trip.

11. It is MANDATORY that all vehicles are returned on the exact date and time as shown on the request form and FREE OF LITTER.

12. NO SMOKING in any College vehicle.

In the event of cancellation of transportation, the Vice President of Student Affairs Office must be notified twenty-four (24) hours in advance. Failure to so notify will result in a charge to the departmental budget for the expenses involved, regardless of whether the vehicle is used or not.

THE DRIVER OF ANY COLLEGE VEHICLE MUST HOLD A VALID FLORIDA DRIVER’S LICENSE AND AGREE TO ABIDE BY AP8.22 COLLEGE VEHICLE PROCEDURES AND ALL TRAFFIC LAWS.

**SMOKING ON CAMPUS**

**Tobacco Free and Smoke Free Campus**
IRSC District Board of Trustees prohibits smoking and the use of smokeless tobacco products in all facilities and areas owned and/or leased by the College. All members of the ‘College Community’ which include all employees, students, guests, and members of the public are required to adhere to this policy.

Tobacco Products includes all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco including but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products.

**Sale and Distribution of Tobacco Products**
The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited at IRSC.

**Exceptions**
Permission for exceptions to this policy for educational research activities and theatrical performances must be granted by the Vice President of Student Affairs to ensure the health and safety of any participants.

**Prevention and Cessation Programs**
The College is committed in promoting the health of our “College Community” and actively promotes smoking prevention and cessation assistance programs for all employees and students who wish to stop using tobacco or nicotine products through the College’s Health and Wellness Center and other College sponsored programs.
VI. STUDENT RELATED

STATEMENT OF COMMITMENT TO STUDENTS

In Dedication To Our Students…

- You are a student preparing for life…

  IRSC is a resource in your learning for life…
  as we have been for over a million students before you.

- We are people providing a learning environment, and an unparalleled spirit to support you in reaching your fullest potential.

  Thoughtful people… giving of themselves the best they know how.

  State of the art equipment and facilities… enabling you to learn faster, better and with enduring value.

  An “up with student” spirit… so great and contagious it will move you and always be with you.

- What you will find is… learning in an environment where you are encouraged, challenged, and championed…

  Encouraged to explore and grow… discovering who you are and building the foundation for your life.

  Challenged to stretch… to never, never, never give up in becoming the very best you can be.

  Championed to reach… performance and goals you might not have thought possible before joining our family.
We Commit To…

• Sustain our leading edge…

  we choose to continually assess our institutional relevance by sensing and responding to both the present and the future.

• Perpetually determine student skill and knowledge requirements in a fast changing world…

  and as a result optimize education within a superior learning environment.

• Create an all-encompassing environment where learning complements rather than complicates our lives…

  strengthening IRSC’s entrepreneurial and innovative posture in the communities we serve.

• Assure a culture throughout the College…

  where the dignity of every individual is honored and respected by deeds and subject-focused communication.

• A Strong and Viable College…

  through disciplined processes that provide for a consistent endeavor for excellence through intellectual investigation, interpersonal communication and pride in a set of shared values.

… Student Success is the most important thing at IRSC…

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RELIGIOUS OBSERVANCE BY STUDENTS

It is the policy of this Board to accommodate the religious observance of students by providing for reasonable alternatives when their religious observance interferes with: (1) admission and registration, (2) attendance in class, class activities, examinations and official ceremonies, or (3) class assignments.

A student shall be excused from class without penalty to observe a religious holy day in his or her own faith. Students must notify instructors in advance. A religious holy day is defined as a significant day of religious observance as recognized by the highest body of that particular faith.

Students will be held responsible for material covered during their absences with reasonable time provided to complete make-up examinations.

Whenever practical, major class assignments, major examinations and official ceremonies may be scheduled on days other than major holy days.

When they believe they have been unreasonably denied educational benefits due to their religious beliefs or practices, students will be permitted to seek redress through established IRSC due process procedures as stated in the Student Handbook.

STUDENT STANDARDS OF CONDUCT

Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Students shall conduct themselves in a manner compatible with the College’s function as an educational institution.

Student Standards of Conduct are applicable on campus, at off-campus locations or activities, and while using College facilities or equipment. Each student shall assume responsibility for familiarity with College policies and agree to the highest moral and ethical standards of conduct including, but not limited to the following:

- To uphold and abide by all College policies and procedures including those of the Campus Coalition Government;
- To respect each student’s right to learn in all educational environments;
- To participate and contribute to class discussions and activities to the best of his or her ability;
- To make responsible use of all College facilities and equipment including electronic communications with faculty, staff, and other students;
- To demonstrate respect towards faculty, staff, administrators, and other persons employed by the College;
- To respect instructor grading policies and to adhere to the highest standards of academic honesty;
- To acknowledge and comply with reasonable requests for student assistance or service by College personnel whenever possible;
- To extend courtesy, integrity, and good citizenship to all individuals at the College;
- To refrain from engaging in activities or conduct that might discredit or disrupt the College or its employees, students, and visitors.
STUDENT BILL OF RIGHTS

Graduates of Florida community and/or State Colleges that earned Associates in Arts degrees and in some cases, Associate in Science degrees are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the eleven (11) state universities, except to limited access programs.
2. Acceptance of at least 60 credit hours by the state universities toward the Baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements may be imposed.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers. Violations of the transfer guarantee should be reported to the Vice President of Instructional Services, who serves as the College’s designated Articulation Officer.

STUDENT ADMISSION

The District Board of Trustees supports an open-door admissions policy and authorizes the President, or designee, to establish standards and procedures for admission for any student who desires to enroll at Indian River State College.

Any person sixteen (16) years of age or older who has met the admissions requirements stated in AP-7.11 may be admitted. Persons under the age of sixteen (16) may enroll in classes pursuant to AP-7.11, Procedures and Guidelines for Admissions. Special instructional programs may be provided to groups of students under the age of sixteen (16) with Board approval.

Admission to Associate Degree programs, including admissions counseling and placement testing, is subject to statutory standards as well as guidelines adopted by the State Board of Education. Additional criteria are required to enter Baccalaureate-level and selective admission programs.

The President may waive the requirements of admission.
STUDENT ADMISSION REQUIREMENTS

ADMISSIONS – BACCALAUREATE PROGRAMS
Any person planning to enroll in Indian River State College Baccalaureate programs must complete the Application for Admission and Statement of Residency and pay the one-time $30 non-refundable application fee. Students may complete this form online at www.irsc.edu. Admission is open to all applicants who meet the admission requirements. All applicants must provide official transcripts. Please refer to the current College Catalog for program-specific Baccalaureate Admission Requirements.

NON-DEGREE SEEKING BACCALAUREATE STUDENTS
Non-degree seeking students may register for certain upper-division courses for the purpose of personal or professional development without being admitted to a Baccalaureate program. Non-degree seeking students must complete an IRSC Application for Admission and Residency Declaration (if applicable), pay the Baccalaureate application fee, and submit transcripts documenting completion of an Associate Degree or higher. Enrollment will be on a space-available basis only. Upper-division credits earned as a non-degree seeking student may be applied toward a Baccalaureate Degree upon admission to a Baccalaureate Degree program. Additional academic program requirements or restrictions may apply. Consult with an IRSC advisor/counselor for additional information.

ADMISSIONS - Associate, Certificate, Vocational Programs
Any person planning to enroll in Indian River State College Associate Degree, Certificate and/or Vocational programs should complete an IRSC Application for Admission and Residency Declaration (if applicable) available online at www.irsc.edu. Applications are also available at all IRSC campuses. Certain specialized programs, such as Health Sciences and Cosmetology, have additional requirements for admission and may have application deadlines and fees. Applicants to these programs should contact the appropriate department for further information.

1. Under the open-door admissions policy in effect at IRSC, students with one of the following educational credentials will be admitted to Associate Degree Programs:
   • A valid high school diploma which meets the validation standards identified in AP-7.11
   • A high school equivalency diploma (GED) as prescribed in Section 1003.435, Florida Statute
   • Previously demonstrated competency in college credit postsecondary coursework to include at least 30 semester hours or more of college credit with a minimum 2.0 cumulative GPA and college level placement scores on the SAT, ACT, or P.E.R.T. (Postsecondary Education Readiness Test).
   • Home-school affidavit submitted by the student’s parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of Section 1002.41, Florida Statutes.

2. IRSC strongly encourages all students to take advantage of placement testing to ensure appropriate placement into developmental or college-level courses in English, reading, and math. The P.E.R.T. is administered by IRSC for this purpose.
Students who present ACT scores of Reading 19, English 17, Math 19 or SAT scores of Verbal 440, Math 440 or higher, may be exempt from taking the P.E.R.T.

Students who graduated from a Florida public high school since 2007 and students who are serving as an active duty member of any branch of the United States armed services are exempt from mandatory placement testing.

The P.E.R.T. is offered daily at each campus. Photo identification is required. Testing schedules are available at www.irsc.edu and at all IRSC campuses.

3. Degree-seeking students must submit official transcripts from high school and all post-secondary educational institutions attended to Student Records. All students entering Selective Admissions Programs and/or students receiving financial aid must have their transcripts on file and evaluated prior to their first term of enrollment. All other degree-seeking applicants must complete their admissions and submit all transcripts by the established deadline for the term. The student is responsible for requesting official transcripts and related fees from the sending institution.

4. Academically superior students may be admitted to IRSC while still in high school after they have obtained the approval of their high school principal or others designated by their county’s Superintendent of Schools. (See Dual Enrollment and Early Admissions).

5. Certain specialized programs, such as Health Sciences and Cosmetology, have additional requirements for admission and may have application deadlines and fees. Applicants to the Selective Admissions Programs should contact the appropriate department for further information.

Once a student’s application has been processed, a notification of any missing documents will be sent. Students whose continued attendance is interrupted by four or more major terms will be required to submit an updated IRSC Application for Admission and Statement of Residency (students may complete this form online at www.irsc.edu) and are subject to the admission guidelines that are in effect at the time of re-entry. Admitted students will be assigned an advisor/counselor and are required to meet for purposes of establishing a Student Success Plan.

**SIGN UP FOR NEW STUDENT ORIENTATION**

New Student Orientation is designed to familiarize students with all of the available resources at IRSC and to ensure successful transition into the college environment. It provides information about the various services, amenities, and opportunities available at Indian River State College.

New Student Orientation is an admission requirement for all degree-seeking, first time in college and transfer students. Students may register for either face-to-face or online New Student Orientation (ORI 0003) at www.irsc.edu by clicking on MyIRSC - Register & Pay under Quick Links.
Career and Transition Services at Indian River State College provides assistance to students and graduates in career assessment, career exploration, job search techniques, resume writing, cover letter writing, job interview preparation and job placement.

The services that are available include: career exploration/assessments, workshops, job fairs throughout the year, job bank, career forums, career counseling appointments, assistance with resumes and cover letters, job searches, monthly job postings and job placement counseling. We also facilitate recruitment efforts by employers.

In addition, Career and Transition Services provides transfer and graduate school information. There is an annual Graduate School Fair every Fall.

Special classroom presentations may be arranged at the request of the faculty members by visiting our webpage (www.irsc.edu/careercenter) or calling Career and Transition Services at ext. 7448.

STUDENT ADVISING

One of the principal responsibilities of the Advising Services Department is to provide academic and career advising for IRSC students. All degree-seeking students are assigned an academic advisor once all admission requirements have been completed. The assigned advisor works with the student to develop a guided pathway based upon the student’s degree, academic and career goals. The guided pathway outlines the courses necessary for degree or certificate completion. Students who are unsure of their academic and career goals are referred by their advisor to the Career and Transfer Services Department for career exploration.

Advising Services is also responsible for the analysis and evaluation of transfer credit from other institutions once transcripts are received and for the certification of graduates from IRSC degree and certificate programs. Additionally, Advising Services provides assistance to both students with disabilities and international students attending college on an F1 visa.

Advisors are located at all IRSC campuses and are always available to collaborate with faculty who need assistance regarding student services related issues.

RIVERSUPPORT

RiverSupport is a web-based retention tool designed to increase student persistence, course success, retention, and graduation rates. The online resource guide provides hundreds of college and community resources to address personal, financial, and academic challenges students may experience. The ReachOut feature allows faculty to identify student challenges early each term, and provides advisors with opportunities to offer additional support to students who are at risk of failure. ReachOuts can be initiated early in the term from the student roster in Blackboard or Mariner Online. For more information regarding RiverSupport visit the RiverSupport Webpage for Faculty or contact Holly Macias, IRSC Retention and Success Coordinator, at 462-7436 or hmacias@irsc.edu.

FINANCIAL AID FOR STUDENTS

Indian River State College participates in the following Federal Financial Aid Programs (Title IV): Pell Grant, TEACH Grant, Supplemental Educational Opportunity Grants, Work Study,
and Stafford Loans. Additionally, IRSC participates in many Florida State Programs, including: Florida Bright Futures, Florida Student Assistance Grant, Florida Work Experience, and the First Generation Matching Grant.

Most Federal, State, and Institutional Financial Aid programs require that a “needs analysis” be completed relative to a student’s ability to pay for College. IRSC uses exclusively the Free Application for Federal Student Aid, (FASFA) to determine that need. All students are encouraged to complete this free application. The applications may be accessed online.

Scholarship programs require an additional application and it can be accessed through the students MyIRSC account. All students should check with the Financial Aid Office to determine if other requirements are necessary for other programs.

Federal regulations for the Title IV Federal Financial Aid require students and IRSC to return funds to the respective sources of financial assistance for those students who do not complete a minimum of sixty percent (60%) of a term. Each year these dates are furnished on the Financial Aid website. Faculty members are required to document a student’s attendance and/or last date or “participation in an academically related activity.”

SCHOLARSHIPS FOR STUDENTS

The IRSC Foundation offers many scholarships each year to deserving students. These scholarships are funded through the generosity of businesses, individuals and organizations in our community. There are different types of scholarships: Annual Scholarships for new and returning students, Bachelor’s Degree Scholarships for students pursuing a Bachelor’s Degree program at IRSC, Transfer Scholarships for IRSC Associate Degree graduates transferring to another college or university, Health Science Scholarships for students in health-related A.S., A.A.S., or certificate programs. For complete information on eligibility criteria and application deadline date for each scholarship, and to apply for all scholarships offered through the IRSC Foundation, please complete the online scholarship application which can be found on the College website at www.irsc.edu/ or in a student’s MyIRSC account under the student dashboard in the Quick Links section. Please contact the IRSC Foundation Office at (772) 462-4786 if you have any questions regarding scholarship opportunities.

HEALTH & WELLNESS CENTER

SERVICES AVAILABLE TO STUDENTS

The Health and Wellness Center provides nursing assessment of acute and chronic health issues, crisis counseling, evaluation of test anxiety symptoms, alcohol and drug education, personal growth literature, and audiovisual materials. Access to health insurance coverage designed for domestic and international students is offered to registered students. Eligible students may also be able to obtain coverage for their dependent children and/or spouse. Participation is voluntary. These services are provided free of charge to students and employees in an effort to promote personal health and well-being. The Health and Wellness Center is located on the Main Campus in the U-Building.

The PIONEER PANTRY is designed to meet the immediate food needs of its students by providing a variety of non-perishable food items and basic hygiene products at no charge. A variety of items are available to choose from but supplies vary. Students must show their current IRSC student ID in order to obtain pantry items. The Pioneer Pantry is located in the Health and Wellness Center on the Main Campus and it is open daily during the regular IRSC
hours of operation. Students attending classes at branch campuses who are in need of pantry items should contact the Health and Wellness Center directly at 772-462-7825.

SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Indian River State College strives to provide all possible forms of assistance to students with disabilities. Reasonable accommodations are provided to students with documented disabilities through the Advising Services Department/Student Accessibility Services Office. Listed below are some of the services available to eligible students:

* Note Takers
* Readers/Alternative text
* Scribes
* Sign Language Interpreters
* Testing Accommodations
* Use of Adaptive Equipment/Assistive Technology

All students may receive academic advising through Student Success Services and career counseling through Career and Transition Services. When enrolling at IRSC, a self-identified student with a documented disability and the Student Accessibility Services (SAS) Counselor/Advisor determines the type and level of accommodations the student may require for academic access. Services, auxiliary aids, and academic accommodations will be provided in regular educational settings.

The student may also be eligible for additional academic services through the Student Support Services Office located in J-101. Tutoring assistance in English, mathematics, science, and reading is available through the Academic Support Center (ASC) located in L-building, 3rd floor on the Main Campus and at all IRSC campuses.

STUDENTS WITH DISABILITIES

What Rights Apply

The rights of students with disabilities, which pertain to postsecondary education, are protected under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. These laws prohibit discrimination by institutions to “otherwise qualified” students with disabilities. This enables such students to have an equal opportunity to benefit from the education offered by those institutions.

Reasonable substitutions and waivers of requirements for admissions to programs, graduation, or exemption of basic skills exit requirements shall be provided to eligible students with documented disabilities in accordance with Sections 1007.264 and 1007.265 Florida Statutes and Florida State Board Rules 6A-10.040 and 6A-10.041. Each request for a substitution and/or waiver, or exemption of basic skills exit requirement will be considered on an individual basis. Students with disabilities should contact Student Accessibility Services.

REQUEST FOR STUDENT DISABILITY SERVICES

Students must self-identify by completing the Student Accessibility Services Application and submit recent documentation (within the past 5 years) from a licensed professional qualified
to diagnose the disability. This must include a diagnosis as well as a valid and reasonable assessment of the accommodations needed, based on the disability.

**RELEASE OF STUDENT INFORMATION**

Pursuant to Federal law, students and their parents are advised of certain practices and procedures at IRSC that relate to student records.

Once a student reaches the age of 18, or is enrolled in a post-secondary program, parents no longer retain the right to student information, unless the student gives written consent for the release of information to the parents, or the parent evidences that the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1986.

It is extremely important that all College employees be aware of the Federal regulation that prohibits release of student information without the student's written authorization.

All requests for information about a student should be forwarded to the Office of Admissions & Records on the Main Campus. This includes all subpoenas that involve a student. Student Disability Services request students with a documented disability sign a release form allowing instructors to be informed of disability accommodations and for the instructors or other pertinent college personnel to be able to speak with their parents or other designee when deemed necessary.

Faculty and all persons handling class rosters should be extremely cautious as these rosters contain student I.D. numbers, student email addresses and phone numbers; therefore, under no circumstances should they be released, posted, or left in classrooms.

All questions concerning this matter should be addressed to the Dean of Enrollment and Student Services on the Main Campus or to the Office of Admissions & Records.

**Online Courses**

The same FERPA precautions used in a conventionally delivered course should be taken in an online course. Communications and posting of written work for electronic submission or discussion in a class does not require the signed and dated specific written consent of the students, provided:

a) Each student is notified prior to or at the time of enrollment that posting of their work is a course requirement, and

b) Each student performs their posting via a secured login, and

c) Electronic postings of student work do not contain grades or personally identifiable information, and

d) The posted work is available only to members of the class.

**STUDENT HOUSING**

Open only to students enrolled full time at IRSC, "The River Hammock," Indian River State College Foundation's student residence complex, is located on the IRSC Main Campus and offers convenience, comfort, and fun - all at a price students can easily afford!

Beautiful apartments feature a central living area, dining room and kitchen. Four individual bedrooms with two full baths assure privacy and an environment conducive to studying. A complete kitchen appliance package, central heat and air conditioning, telephone,
and cable TV outlets and Wi-Fi Internet service are a few of the many amenities. "The River Hammock" is a great value at the affordable monthly rent of $600 (including utilities, internet, and cable).

For more information, brochures and lease packets, contact the IRSC Foundation Office at (772) 462-4786 or visit the Foundation’s web site at www.irscfoundation.org.

**STUDENT INSURANCE**

The College does not purchase student health insurance on behalf of its students. However, the District Board of Trustees authorizes the President, or designee, to present information on independent insurance providers that provide coverage to students. Such information may be obtained from the Health and Wellness Center.

The President, or designee, shall have the authority to require students participating in certain College programs or activities to procure health insurance, accident insurance, and/or physical examinations at no cost to the College.

**ACADEMIC HONORS**

Academic honors at Indian River State College are designated as follows:

1. **President's List** - is posted at the end of the Fall and Spring semesters. All students who have completed a minimum of 15 credit hours with the letter grade of "A" (S/U courses are ineligible) and a semester GPA of 4.0 will be eligible.

2. **Dean's List** – The Dean’s List is posted at the end of each semester. All students who have earned a semester grade point average of 3.5 or higher with no grade lower than “C”, and who are enrolled for 12 or more semester hours in courses which have letter grades of A, B, C (S/U courses ineligible), will be placed on the Dean’s List. For summer terms, 6 or more semester hours must be completed.

2. **Phi Theta Kappa** - As a society which honors high academic achievement, the Nu Iota Chapter of the Phi Theta Kappa national scholastic fraternity promotes scholarship, encourages the development of character, and cultivates fellowship among students of community colleges. Students eligible for membership must meet the following criteria:

   a) Have completed at least 15 prior credits at IRSC.
   b) Be enrolled full-time (12 credits minimum).
   c) Have a current cumulative grade point average of 3.50 or higher.

In order to maintain membership IRSC students must successfully complete at least 9 semester hours of college credit coursework each semester and maintain a cumulative grade point average of 3.25 or higher. If a member of Phi Theta Kappa drops below these academic standards, he/she will be given one semester in which to restore his/her GPA and/or successful course completion to the required levels. If the standards to maintain eligibility are not met after one semester, the student will be removed from PTK membership.
4. **Academic Award** - Each year at the Annual College Awards Ceremony, a student is presented an award for Academic Excellence. The Awards Committee makes the nominations.

5. Students who merit academic honors will be named at the Spring or Fall Commencement exercises based on a cumulative GPA of:
   a. 3.85 to 4.00—Graduated with Highest Honors
   b. 3.70 to 3.84—Graduated with High Honors
   c. 3.50 to 3.69—Graduated with Honors

Students whose academic averages merit honors will have their transcripts so designated.

**COLLEGE-SPONSORED ACTIVITIES**

1. No major College activity or function (such as dances, plays, and athletic events) will take place during the following periods. During these periods NO administrative excuse will be issued.
   
   a. **Fall and Spring semester** Five class days prior to the final examination period.

   **EXCEPTION:** An approved activity or event may take place on a weekend during the above periods, provided written approval has been secured through the Vice President of Student Affairs.

2. The Vice President of Student Affairs must approve each major activity or function (such as dances, plays and athletic events) **two** weeks in advance of the event. A function will be approved provided proper chaperones are obtained and money is budgeted by the club or organization to cover the function. Each approved event will be listed in the Student Handbook/Planner, when possible.

3. Activities necessitating bus transportation will be handled under existing College policy providing for such requests through the Student Affairs Office.

4. Each activity (club, organization, social event, publication, etc.) must receive official approval through the Office of the Vice President of Student Affairs. Each organization must have a faculty advisor and provide an official membership roster and constitution.

5. The above policies pertaining to College-approved activities and functions will be discussed with students during the CCG Advisor & Representative Training sessions early in the Fall and Spring semesters.
STUDENT CLUBS AND ORGANIZATIONS
(Sponsored By Full-Time Faculty and Staff Members)

Campus Coalition Government

Academy of Future Teachers
Achiever’s Club
Alpha Phi Sigma National Criminal Justice Honor Society (APS)*
Ambassador Club
American Association of University Women (AAUW) Club
American Sign Language Club
Anthropology Club
Bass Club
Brain Bowl
Caring Through Crafting
Chess Club
Christian Student Fellowship Club
Collegiate DECA
Computer Science Club
Criminal Justice Club
Culinary Club
Cultural Exchange Club/AAMLI
Delta Mu Epsilon (Math) Club
Economics Club
Eta Sigma Delta IRSC Chapter
Exceptional Students Education (ESE) & Student Diversity Club
Flag Football League
Future Alumni Association
Game Design & Development Club
Gaming Anime Magic Media Arts (GAMMA)
Graphic Design/Digital Media Club
Haitian Cultural Club
Hallstrom Astronomy Society
Honor Society for Nursing*
Honors Club*
H.O.P.E.
Human Services Club
Interior Design Club
International Club
International F-1 Club
Intramurals
Investment Club
Kappa Delta Pi*
Lambda Nu Honor Society*

STUDENT CLUBS AND ORGANIZATIONS CONTINUED ON NEXT PAGE
LEAPers Club
Lesbian Gay Bisexual Transgender (LGBT) Alliance
Medical Assisting Club
Medical Laboratory Technology (MLT) Club
Music
Nursing Students Association (NSA)
Phi Theta Kappa (PTK)*
Pioneer Radio
Political Science Club
Practical Nursing
River Readers Book Club
Science Club
Sigma Beta Delta Honor Society*
Spanish Club
Spoken Word & Debate Club
Student Assistance Mentorship (SAM) Program
Student Healthcare Network (SHn)
Student Veterans Organization (SVO)
Theater Scholars
Tomeu Center Mentors Club
Yoga Club

**Athletic Teams:**
- Baseball
- Basketball (Men)
- Basketball (Women)
- Softball
- Swimming & Diving (Men & Women)
- Volleyball

* GPA Requirement

Get involved! – find a club that is right for you.
Your college experience will be enriched through new friends and activities!
For more information call the Student Activities office at (772) 462-7473
or visit **RiverLife** on MyIRSC under quick links.

To stay informed about Student Life - Find us on social media:
BULLETIN BOARDS

The AAUP Chapter shall have the right to post announcements and notices of its activities and concerns on the Faculty bulletin board. The Chapter may use the College distribution service and Faculty mailboxes for communications to the faculty.

All faculty may use bulletin boards in each classroom; however, faculty members are encouraged to keep them clear of out-of-date materials.

Bulletin boards in the Koblegard Student Union at the entrance to the Cafeteria are allocated to the Campus Coalition Government.

POSTERS

Student posters, signs and banners may be posted in the Koblegard Student Union (KSU) on the following conditions:

1. Must be approved by the Vice President of Student Affairs Office.
2. Must have "initial of approval" and indicate date approved.

Election Signs and Posters – During the Fall and Spring semesters, Campus Coalition Government election signs and posters may be placed in approved locations only. These posters must indicate good taste. The removal of election posters at the time designated by the Campus Coalition Government election code is the responsibility of each candidate.

VII. MISCELLANEOUS

ATHLETIC PROGRAMS

Indian River State College considers athletic programs to be an integral part of the total educational and work experience which not only promotes intellectual growth, but physical and emotional well-being. Athletic facilities and programs include the gymnasium, spacious shower and locker rooms, one outdoor basketball court, three tennis courts, six racquetball courts, baseball/softball and aquatic complex, a fully equipped training room and fitness center.

Seven sports make up the IRSC Intercollegiate Athletic Program: Baseball, Men’s and Women’s Basketball, Softball, Volleyball, Men’s and Women’s Swimming and Diving. For more information, please contact the IRSC Athletic Department at ext. 7760.

PARKING

Parking is reserved for employees in designated parking areas. Decals for employees are issued by the Human Resources Office to identify authorized vehicles. Violations may result in assessment of fines or removal of vehicle.

The College does not assume responsibility for damages to motor vehicles or other personal property on campus. Accidents shall be reported to the College Campus Security Office and to law enforcement officers in compliance with State and Federal laws.

Refer to Parking and Traffic Regulations in the Student Handbook and Administrative Procedure, 8.21.
KEYS-ISSUANCE AND RETURN OF

Based on job description, a college employee will be issued keys by the Human Resource Department at the point of hire. Accountability for keys rests with the individual who was assigned and signed for those keys. The individual to whom keys are issued will also sign for and receive a key procedure document outlining the employee’s responsibilities. Employees shall not duplicate keys. The individual to whom keys are issued is personally responsible for the use of said keys until returned to the IRSC Human Resources Department upon separation, termination, or retirement with Indian River State College.

VANDALISM, ROBBERIES, BURGLARIES, OR THEFT OF COLLEGE PROPERTY

Any employee finding that the College has been broken into and/or damage has been done to buildings or equipment or that equipment has been taken shall immediately report the incident(s) to Campus Security by calling 772-462-4755.

RECEIPT AND CONTROL OF OUTSIDE FUNDS AND PROPERTY

All monies collected and disbursed by personnel within the College shall be received, administered, and accounted for by the College.

DIRECTORIES REQUEST (FACULTY AND/OR STUDENT)

Pursuant to Florida Statute, 228.093 and the Family Educational Rights and Privacy Act (FERPA), the College may publish and release general public directory information relating to students.

Student directory information includes a student's name, address, telephone number if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of College attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information will be subject to release in accordance with F.S. 228.093, F.S. 240.323, and Federal Regulation 34CFR Part 99.

Students who wish to prevent the disclosure of their directory information must submit a written notice to the Records Center. Such written notice shall be maintained in each respective student’s file.

All other student record information shall be considered limited access information in accordance with statute.

All requests received for student and/or faculty directories shall be sent to the President or designated representative for approval. Approved requests shall be honored with existing publications. In no case will special lists be prepared. Publications containing unlisted telephone numbers will not be issued.

The requesting party, prior to the mailing of the directory, shall pay any publication and mailing costs.
LOST AND FOUND

If you lose something on the Main Campus, check “Lost & Found” located in the Student Affairs Office in the Koblegard Student Union, KSU-112. Office hours for the Fall and Spring semesters are Monday through Friday, 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m. Found items should be turned into this same office. Call (772) 462-4706 for information. At all other IRSC campuses, contact the Office of the Provost.

MAIL

The College Mailroom is located on the Main Campus in the Koblegard Student Union (KSU). While the Campus Mail System was established to take care of College business, the Mailroom personnel will assist with personal mail matters such as selling stamps and mailing packages. Notary public services are also available in the Mailroom.

Mailboxes are provided for all full-time faculty in the mailroom. U.S. Mail is usually sorted into the boxes by noon each day. Mail for most administrative offices is delivered and picked up twice daily.

The courier delivers mail to all of the campuses. The mail is delivered to the Dixon Hendry and Mueller Campuses in the morning and Treasure Coast Public Safety, Pruitt and Chastain campuses in the afternoon. Out-going U.S. mail and inter-campus mail may also be brought to the Mailroom.

All official College mail being processed with postage must have a name or department above the College address.

All outgoing mail is taken to the post office at the end of each day.

The College mail service is under the supervision of the Assistant Dean of Facilities & Sustainability.

CUSTODIAL SERVICES

The Physical Plant Department is responsible for custodial services on the Main Campus with custodial services provided at all times when the buildings are open. Custodial services at the other campus locations are the responsibility of the respective Provosts. Questions concerning custodial services should be directed to the Physical Plant Department or to the appropriate Provost.

MAJOR MEDICAL EMERGENCIES

1. Life Threatening

   ✓ Upon observation of a life threatening medical emergency – ACTION:
     o Call or have someone call 911 and then Campus Safety and Security, Campus Provost and Health & Wellness/Student Affairs Office.
     o State the nature or type of emergency.
     o Give the location of building, floor and room.

     ✓ Identify the person and any other pertinent information which will help prepare responders.
       o Age
       o Gender
       o Symptoms victim is exhibiting
- Pre-existing health condition (if known)
- Stay with the victim until emergency personnel arrive

- Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.

- Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be provided to the Vice President of Student Affairs, Campus Provosts, appropriate administrators and Campus Safety and Security.

2. Not Life Threatening

- Injuries which are not life threatening, but which have occurred on College property.
  - Contact Health/Wellness Office, Campus Provost and Campus Safety and Security.
  - First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.

- College personnel will not, as College representatives, provide personal transportation for injured or ill persons.

- IRSC Campus Safety and Security will make a written report for any injury that occurs on College property.
  - Instructors will submit a report to their department chair concerning the circumstances of student injuries occurring in their activities.
  - Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
  - Supervisors are responsible for reporting injuries and sickness of employees in compliance with IRSC Workers’ Compensation policies.

**Safe And Secure Workplace / Study Place**

The College strives and is committed to preserving the safety of students, employees, visitors and guests. It is the responsibility of all employees and students to practice work and study habits that support and promote safe and healthy work and study conditions. The College maintains a health and safety program in compliance with State and Federal laws and regulations concerning occupational health and safety (OSHA).

Employees and students are responsible for working and/or studying safely. No employee or student should ever perform a task or work with equipment that he/she reasonably believes to be unsafe. Employees and/or students are responsible to themselves and to the College for reporting unsafe conditions or practices to management. No employee or student will be punished or retaliated against for refusing an order or reporting a condition that he/she reasonably believes to be unsafe.

Employees and/or students who intentionally break safety or health rules will be disciplined according to the discipline policy. Other actions that are also subject to disciplinary measures include, but are not limited to:

a. Horseplay and other acts that endanger the safety and/or well-being of employees and/or students;
b. Handling or tampering with any electrical equipment, machinery, or chemicals in a manner not within the scope of the employee or student’s responsibilities.

The College maintains a file of Material Safety Data Sheets (MSDS) in the Purchasing Office. These sheets provide information on safety precaution, spill control, and protective equipment. These sheets are accessible any time there may be a question about a chemical substance.

All employees are provided each year with copies of the IRSC Emergency Procedures Quick Reference guide (also available online at www.irsc.edu) and should become familiar with the information contained therein.

College employees and students can also contribute to providing a safe campus by acting promptly to report such items as hazardous conditions, suspicious acts, vandalism, illegal activities, etc., to their respective supervisors, instructors, the Physical Plant Department, Campus Safety and Security and/or Student Affairs Department.

COMMUNICATION PROTOCOL FOR INDIAN RIVER STATE COLLEGE

The following imperatives are offered as practical guidelines that when kept in focus, and actively applied, will contribute to enhanced communication throughout the College.

1. **Keep the good of the institution clearly in focus.**

   Each of us is concerned with professional advancement, but when that concern inhibits communication it jeopardizes the welfare of the College. Try not to view the workplace as a competitive atmosphere in which one person’s success can only come at the expense of another’s. Instead, recognize that we will all be successful when the College prospers, and that our own professional greatness is inseparable from the greatness of IRSC.

2. **Operate on the Principle of Charity.**

   Communication breakdown often occurs as a result of misunderstanding or personality conflict. To minimize interpersonal problems that inhibit communication, remember that those with whom you work are rational, intelligent people who are entitled to respect and consideration. If occasions arise where you feel slighted, left out of the loop, etc., err on the side of caution by interpreting the behavior of others as charitably as you can. People are entitled to the benefit of the doubt.

3. **Give people the information they need.**

   A positive attitude and sense of openness is always an asset when it comes to effective communication, but attitude alone is not enough. Remember that one purpose of communication is to impart information to those who need it. Give people what they need and we will all benefit.

4. **Respect the dignity, interests, and needs of all members of the IRSC community.**

   While each of us seeks to live up to the expectations associated with our jobs, we must resist the idea that our only responsibility is to those in positions of authority. We
therefore seek a measure to increase our sense of responsibility to all members of the IRSC community, a measure that will ultimately open channels of communication. By refocusing our sense of responsibility and adopting a genuine concern for all members of the IRSC community, we can attain our goal of establishing a climate of trust and respect.

5. **Take the initiative, and don’t pass the buck.**
Communication falters when members of a group assume that others will take ownership of an issue. In contrast, when each member of a group assumes ownership of an issue, a collective sense of responsibility is instilled and the likelihood of effective communication is increased. Take the initiative. Don’t wait for people to inform you of what’s going on – go out and find out. If we remember that each of us is individually responsible for the success of the College, communication will be enhanced and the good of the College will be promoted.

**TELEPHONE CALLS**

Employees that need to make work related long distance calls should be issued a long distance code (FAC code). The FAC code is requested through their administrator who forwards his/her approval to IT Security. If they do not have a code, they may make calls through the Information Call Center (x4772). Personal long distance calls shall not be charged to the college nor made on official college phones. Should any such charge occur, the individual will be required to reimburse the college for the call.

If you are in Fort Pierce and calling the **Main Campus**, you should call the regular 462-4772 number.

*If you are outside the local dialing area and wish to call into the College the following numbers should be used from Vero Beach or Okeechobee:*

- Information Call Center: 866-792-4772 (IRSC)
- Enrollment and Student Services: 866-433-4843
- WQCS: 888-286-8936
- Bookstore: 877-770-2665 (BOOK)
- McAlpin Fine Arts Ticket Office: 800-220-9915
- Treasure Coast Public Safety: 866-888-2677 (COPS)
- Financial Aid: 866-900-3243 (FAID)
- Telephone Registration: 866-792-4772
IN CASE OF EMERGENCY
For an immediate and life threatening emergency call or have someone call 911 and then campus security

DURING NORMAL OPERATING HOURS

**Main Campus:** Call 911
DIAL (772) 462-4755 for Campus Safety and Security who will advise appropriate individuals.

**Other Campuses:** Call 911
Contact Campus Safety and Security or the Provost Office to advise them of the emergency.

**Non-College Facility:**
Contact Facility Manager and Office Staff. Contact immediate supervisor who will advise appropriate staff.

ON WEEKENDS OR AFTER NORMAL OPERATING HOURS

**Main Campus:** Find nearest phone and dial 911 to report. Contact Campus Safety and Security at (772) 462-4755. Contact Vice President of Student Affairs.

**Other Campuses:** Find nearest phone and dial 911 to report. Contact Provost or predetermined contact. Contact Vice President of Student Affairs.

**Non-College Facility:**
Find nearest phone and dial 911 to report. Contact immediate supervisor.

EMERGENCY SECURITY TELEPHONE NUMBERS

Potentially dangerous, threatening, or suspicious activities or situations should be immediately reported to Campus Security via:

Main Campus 772-462-4755
Chastain Campus 772-419-5666
Dixon Hendry Campus 772-863-610-2090 or 863-824-6000
Mueller Campus 772-226-2531
Pruitt Campus 772-336-6248
Blackburn Building 772-462-7103

**Main Campus, Fort Pierce**
Dial 772-462-4755 or Ext. 4755 on any Main Campus phone

<table>
<thead>
<tr>
<th>Campus Security / Security Officers</th>
<th>Cell Phone</th>
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<tbody>
<tr>
<td>Alan Montgomery, Director of Campus Safety / Security</td>
<td>772-971-0232</td>
</tr>
<tr>
<td>Carlos Villanueva, Main Campus, Deputy Chief</td>
<td>772-318-9030</td>
</tr>
<tr>
<td>Dr. Tina Hart, Vice President/Provost, Enrollment &amp; Student Services</td>
<td>772-519-2328</td>
</tr>
</tbody>
</table>

<p>| Sekeia L. Davidson, Administrative Assistant, Enrollment &amp; Student Services | 954-646-7015 |
| Sheryl S. Vittitoe, Vice President of Financial Services, CFO | 772-216-7279 |
| Frank Watkins, Vice President of Student Affairs | 772-216-1939 |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Audrey Delaune</td>
<td>Administrative Assistant, Student Affairs</td>
<td>772-359-8640</td>
</tr>
<tr>
<td>Michelle Abaldo</td>
<td>Director of Institutional Advancement</td>
<td>772-519-1123</td>
</tr>
<tr>
<td>John Barbieri</td>
<td>Physical Plant Supervisor</td>
<td>772-519-1188</td>
</tr>
<tr>
<td>Patti Corey-Souza</td>
<td>RN, Health &amp; Wellness</td>
<td>772-216-0283</td>
</tr>
<tr>
<td>Sean Donahue</td>
<td>Assistant Dean, Facilities &amp; Sustainability</td>
<td>772-332-2924</td>
</tr>
<tr>
<td>Michelle Abaldo</td>
<td>Director of Institutional Advancement</td>
<td>772-519-1123</td>
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<td>John Barbieri</td>
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<td>Sean Donahue</td>
<td>Assistant Dean, Facilities &amp; Sustainability</td>
<td>772-332-2924</td>
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**Chastain Campus, Stuart**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Campus Security</td>
<td></td>
<td>772-419-5666</td>
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<tr>
<td>Elizabeth Gaskin, Provost</td>
<td></td>
<td>772-285-4699</td>
</tr>
<tr>
<td>Jan Melichar, Administrative Assistant</td>
<td></td>
<td>772-284-0893</td>
</tr>
<tr>
<td>Emily Mass, Program Director</td>
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<td>561-313-8771</td>
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**Dixon Hendry Campus, Okeechobee**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Russ Brown, Provost</td>
<td></td>
<td>772-285-9914</td>
</tr>
<tr>
<td>Twyla Blair, Administrative Assistant</td>
<td></td>
<td>863-447-0341</td>
</tr>
<tr>
<td>Henry Lopez, Maintenance</td>
<td></td>
<td>863-801-4231</td>
</tr>
<tr>
<td>Janine Merriman, Counselor</td>
<td></td>
<td>863-634-5205</td>
</tr>
<tr>
<td>Cheryl Worlow, Advisor</td>
<td></td>
<td>863-447-5509</td>
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<tr>
<td>Joe Arnold, Conference Center Specialist</td>
<td></td>
<td>863-610-1639</td>
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**Mueller Campus, Vero Beach**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Casey Lunceford, Provost</td>
<td></td>
<td>772-519-2710</td>
</tr>
<tr>
<td>Lorraine Whalen, Administrative Assistant</td>
<td></td>
<td>772-226-2521</td>
</tr>
<tr>
<td>Katie Nall, Program Director</td>
<td></td>
<td>772-480-0541</td>
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**Pruitt Campus**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Harvey Arnold, Provost</td>
<td></td>
<td>772-216-3438</td>
</tr>
<tr>
<td>Laura Kehres, Administrative Assistant</td>
<td></td>
<td>772-285-3358</td>
</tr>
<tr>
<td>Rhea Cemer, Program Director</td>
<td></td>
<td>772-418-9952</td>
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**Treasure Coast Public Safety, Fort Pierce**

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Evan Berry, Assistant Dean of Public Service Education</td>
<td></td>
<td>772-519-1556</td>
</tr>
<tr>
<td>Charlie Waters</td>
<td></td>
<td>772-370-0661</td>
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**The River Hammock**

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<tr>
<th>Name</th>
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<th>Phone Number</th>
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<tbody>
<tr>
<td>Scott Kimmelman, Athletic Director</td>
<td></td>
<td>772-370-0242</td>
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## VICE PRESIDENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Dr. Marta Y. Cronin</td>
<td>Vice President, Academic Affairs</td>
<td>462-7215</td>
</tr>
<tr>
<td>Dr. Pamela Blake Welmon</td>
<td>Vice President, Applied Science &amp; Technology</td>
<td>462-7235</td>
</tr>
<tr>
<td>Dr. Christina T. Hart</td>
<td>Vice President/Provost, Enrollment &amp; Student Services</td>
<td>462-7230</td>
</tr>
<tr>
<td>Mr. Paul R. O’Brien</td>
<td>Vice President, Institutional Technology, CIO</td>
<td>462-7376</td>
</tr>
<tr>
<td>Dr. Patricia C. Profeta</td>
<td>Associate Vice President, Institutional Effectiveness</td>
<td>462-4703</td>
</tr>
<tr>
<td>Ms. Sheryl S. Vittitoe</td>
<td>Vice President, Financial Services, CFO</td>
<td>462-7220</td>
</tr>
<tr>
<td>Mr. Frank Watkins</td>
<td>Vice President, Student Affairs</td>
<td>462-7475</td>
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## DEANS/ADMINISTRATORS AND RESPECTIVE DIVISIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Dr. Kelly N. Amatucci</td>
<td>Assistant Dean, School of Education</td>
<td>462-7674</td>
</tr>
<tr>
<td>Dr. Harvey E. Arnold</td>
<td>Provost, Port St. Lucie/St. Lucie West</td>
<td>336-6210</td>
</tr>
<tr>
<td>Mr. Evan Berry</td>
<td>Assistant Dean of Public Service Education</td>
<td>462-7945</td>
</tr>
<tr>
<td>Mr. Russ Brown</td>
<td>Provost, Okeechobee County</td>
<td>863-824-6004</td>
</tr>
<tr>
<td>Mr. Ray Carpenter</td>
<td>Assistant Dean of Business Technology</td>
<td>462-7665</td>
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<tr>
<td>Dr. Kevin Cooper</td>
<td>Assistant Dean of Advanced Technology</td>
<td>462-7575</td>
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<tr>
<td>Dr. Meredith B. Coughlin</td>
<td>Assistant Dean of Enterprise Systems</td>
<td>462-7304</td>
</tr>
<tr>
<td>Ms. Ann Decker</td>
<td>Executive Director, IRSC Foundation</td>
<td>462-4786</td>
</tr>
<tr>
<td>Dr. Akos B. Delneky</td>
<td>Administrative Director of Learning Resources</td>
<td>462-7590</td>
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<tr>
<td>Dr. Sean Donahue</td>
<td>Assistant Dean of Facilities &amp; Sustainability</td>
<td>462-7360</td>
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<tr>
<td>Dr. Scott Stein</td>
<td>Assistant Dean of Communications, Humanities, &amp; Social Sciences</td>
<td>462-7691</td>
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<tr>
<td>Dr. Patricia A. Gagliano</td>
<td>Assistant Dean of Nursing</td>
<td>462-7570</td>
</tr>
<tr>
<td>Ms. Elizabeth Gaskin</td>
<td>Provost, Martin County</td>
<td>419-5604</td>
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<tr>
<td>Mr. André Hawkins</td>
<td>Dean of Northwest Center</td>
<td>462-7100</td>
</tr>
<tr>
<td>Dr. Paul A. Horton</td>
<td>Dean of Mathematics, Natural Sciences &amp; Performing Arts</td>
<td>462-7693</td>
</tr>
<tr>
<td>Dr. Ann Hubbard</td>
<td>Dean of Health Science</td>
<td>462-7544</td>
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<tr>
<td>Mr. Scott Kimmelman</td>
<td>Athletic Director</td>
<td>462-7760</td>
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<tr>
<td>Mr. Charles R. Lunceford</td>
<td>Provost, Indian River County</td>
<td>226-2505</td>
</tr>
<tr>
<td>Ms. Edith Pacacha</td>
<td>Assistant Dean of Finance</td>
<td>462-7340</td>
</tr>
<tr>
<td>Ms. Donna D. Rivett</td>
<td>Dean of Industrial Education</td>
<td>462-7656</td>
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<tr>
<td>Ms. Kendall St Hilaire</td>
<td>Administrative Director, Virtual Campus</td>
<td>462-7119</td>
</tr>
<tr>
<td>Mr. Andrew Treadwell</td>
<td>Director of Legislative and Executive Communication</td>
<td>462-4804</td>
</tr>
<tr>
<td>Ms. Melissa Prochaska Whigham</td>
<td>Assistant Dean of Human Resources</td>
<td>462-7282</td>
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BUDGET PREPARATION PROCEDURES

Budget preparation begins at the department level. After January 1st of each College year, Instructional Department Chairs and Administrative Department heads will be provided with the necessary forms, background, data, and procedures to begin preparing their annual budget requests.

Budget requests (following a pre-determined budget calendar) will be presented to the Budget Review Committee which is composed of the President, Vice President/Provost Instructional Services, Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Financial Services, and the Vice President of Applied Science and Technology, and Associate Vice President of Institutional Technology. All requests will be evaluated as to their relationship to the instructional program and the available resources.

Monthly budget statements reflecting expenditures to date will be provided to department heads. Each Department head will be responsible for insuring that requisitions are submitted only if funds remain in the department budget.

CAMPUS SECURITY SERVICES

Campus Safety and Security is a department in the Student Affairs Office. All employees are required to have an IRSC Identification Card, which is available from the Human Resources Department. I.D. must be presented to Campus Safety and Security Officers when requested. Campus Safety and Security Officers can request your removal from the campus if you refuse to produce an I.D. when requested.

The District Board of Trustees has empowered Campus Safety and Security Officers to enforce rules regarding parking, traffic direction and flow of traffic within campus boundaries. They have the authority to enforce parking rules by issuing parking citations. They do not have the authority to make arrests and/or issue citations for moving violations. Please report all thefts, accidents or evidence of criminal acts to our Campus Safety and Security Officers as soon as possible.

EEO/AA EQUITY MISSION STATEMENT

Under the policies of Indian River State College, the College seeks to ensure equal opportunity employment and equal access in its educational programs, services and activities and employment policies and procedures for all without regard to race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

OFFICIAL NOTICE OF POLICIES/PRACTICES

In compliance with various state and federal regulations, the District Board of Trustees of Indian River State College has approved non-discriminatory practices and policies concerning enrollment, admissions, and equal opportunity employment. This includes an
Affirmative Action Program (See Administrative Procedures, AP 3.13 and AP 3.131) for reporting complaints.

The following laws collectively prohibit decisions that adversely affect an individual:

TITLE VII - CIVIL RIGHTS ACT OF 1964 AS AMENDED: No persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education, and Welfare.

TITLE IX - EDUCATIONAL AMENDMENTS OF 1972: Prohibits Sex Discrimination in Education on the basis of sex in its employment practices for both academic and non-academic personnel, or in its admission of students, or in its educational programs or activities. Any inquiries concerning the applications of Title IX should be made to the Associate Dean of Human Resources or to the Equity Officers.

SECTION 504 - REHABILITATION ACT OF 1973: Prohibits discrimination against handicapped persons on the basis of handicap. The provisions of this law are equally applicable to employees, employment applicants, students, and student admissions.

THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990: Protects persons with disabling conditions from discriminatory practices in public accommodations, employment, transportation, and telecommunications. The ADA extends the coverage of Section 504 of the Rehabilitation Act of 1973, beyond just those programs receiving federal funding.

THE FLORIDA EDUCATIONAL EQUITY ACT, Section 1000.05, F.S.: Prohibits discrimination against students and employees in the state system of public education, on the basis of race, sex, national origin, marital status, and handicap.

Other laws and regulations with which we are in compliance are The Equal Pay Act of 1963; Executive Order No. 1246: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967; the Florida Human Rights Act.

AIDS POLICY

This is the Indian River State College AIDS policy relating to the College’s employees, students and others:

1. The District Board of Trustees wishes to respond to the national AIDS crisis by adopting policies which maintain a balance between the rights of Acquired Immune Deficiency Syndrome (AIDS) persons to obtain education and employment and the rights of the community (employees, students and others) for an environment in which they are protected from contracting the disease.

2. Guidelines used in the development of this policy include the most recent medical evidence, Federal regulations under Section 504, the provisions of the Florida Educational Equity Act and Chapter 760, F.S., guidelines suggested by the Center for Disease Control (CDC), The Americans With Disabilities Act of 1990 and Regulations 1992 (ADA), The Public Health Service, the Department of Health and Rehabilitative Services, the State University System and the State Board of Community Colleges.

3. This policy applies to:
a. An individual who is diagnosed as having AIDS;
b. An individual who is HIV positive.
4. Any information concerning the person's medical condition will be handled as confidential information.

5. Instruction, information and activities based on accurate and up-to-date information regarding Human Immunodeficiency Virus (HIV) infection and (AIDS) shall be provided for employees and students as directed by Florida Statute 240.3192.

6. Any person with or perceived as having AIDS, or is HIV positive, shall have every protection available to disabled persons under Florida Statute 760.504, The Americans With Disabilities Act and Florida Educational Equity Act.

ALCOHOL/DRUG-FREE WORKPLACE/STUDY PLACE

The District Board of Trustees and the College intend to provide and encourage personal health among its employees and students in order to attain, support and preserve high standards of excellence consistent with the College mission and goals, by maintaining a drug-free workplace / study place.

Consistent with its mission and goals, the manufacture, distribution, dispensing, possession, use or being under the influence of alcoholic beverages, drugs and/or other controlled substances by students and employees is prohibited on all College-owned property unless specifically authorized by AP 3.145. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of alcoholic beverages, drugs and/or other controlled substances by students and employees is prohibited at off-campus sponsored student functions by Indian River State College.

IRSC has developed procedures and guidelines to implement the provisions of the Policy including drug testing for:

1. All job applicant finalists for each full-time employment position,
2. Present College employees upon reasonable suspicion that the employee is using or has used drugs in violation of this policy and,
3. Routine fitness for duty.

IRSC provides an opportunity for employees and students to learn about substance abuse through a Drug Prevention Program, located at the Main Campus in the Koblegard Student Union. This program offers confidential information and referral for any alcohol or other drug-related problems. Also through this program, education and awareness activities are provided throughout the school year.

For any employee or student who requires intervention for the problem of substance abuse, IRSC has an Employee/Student Assistance Program (please see Employee/Student Assistance Program (EAP/SAP) section of this Handbook). Through the EAP/SAP, counseling and referral for treatment is available. This assistance may be sought confidentially or may be required by an employee or student who does not comply with the policies of IRSC. It is the goal of IRSC to support employees and students who are affected by the problems of addiction.
Employees convicted of a criminal drug statute violation must notify the College within five (5) working days following the conviction. In the case of employment under grants or special programs, the College will notify the grantor agency within ten (10) days of receipt of notification as stated above. Within thirty (30) days of receiving an employee notification of conviction, the College shall review the circumstances of the case and take action that it deems appropriate (up to and including termination). Such action will be formalized at the next regular meeting of the District Board of Trustees.

We insist that our employees and students study and work free from the effects of illegal drugs and alcohol, as well as the adverse effects of any other illegal substance. Any person determined to be in violation of this policy or who does not follow the recommendations of the EAP/SAP, or who does not seek rehabilitation shall be subject to suspension, probation, termination and/or such other action the College deems appropriate.

The President, or designee, may waive this policy in writing on a case-by-case basis with regard to the sale and serving of alcoholic beverages on College property by organizations or individuals. These exceptions shall not be interpreted as modification or relaxation of standards of conduct for students or employees relative to alcoholic beverages as set forth in this policy.

For a listing of effects and hazards of abuse of illicit drugs under the purview of this policy, please contact Human Resources.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Indian River State College complies with, and fully supports the Americans with Disabilities Act. No one will be denied any employment opportunity, or otherwise discriminated against in our application, interview, selection, and hiring process simply because he/she has a disability, or a relationship with a disabled person.

All selection, hiring, and placement decisions will be based upon your education, experience, skill and other legitimate qualifications for the job you seek.

Indian River State College will make a reasonable accommodation to any disability you may have in order to allow you to fairly apply for employment and, if you are hired, to perform the tasks essential to the job.

In our application process we will not, however, make any inquiry into your medical condition or the existence, nature, or extent of any disability you may have. If you have a disability and need reasonable accommodation in order to perform your essential job duties, please let us know.

**BACKGROUND CHECKS**

Prior to extending a job offer to an applicant for a full time, part time, or temporary position, Human Resources shall conduct a background investigation and fingerprinting through the Florida Department of Law Enforcement (FDLE). Credit checks may also be conducted for applicants accepting Administrative positions or positions in the Finance Department. Criminal background checks may be required for any position as determined by the President, or designee, or as required by law for the purpose of providing a safe and secure workplace/study place. An authorized law enforcement officer or an employee of the college who is trained to take fingerprints will complete the fingerprinting process.

New employees shall be on probationary status pending fingerprint and background check processing.
CLINICS

DENTAL CLINIC
Limited dental services for a nominal fee are available at the Dental Clinic as part of student training and with the cooperation of dentists from the community. These services are primarily education experiences for the students. Please call for more information and scheduling of appointments.

COMMUNICABLE DISEASES
It is the intent of the District Board of Trustees to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the College community. It is also the intent of the District Board of Trustees to protect the rights of those infected with a communicable disease pursuant to the College Sick Leave policy. College employees and students who do become infected with a communicable disease are subject to this policy and will be afforded confidentiality for all related issues.

The College will be flexible in its response to incidents of communicable disease, evaluate each occurrence in light of this policy and current available medical information. If you have any questions, please contact the Human Resources Department.

The President or designee is authorized to take any action deemed appropriate in response to incidents of communicable disease. Each occurrence will be evaluated based on current available information.

CONFIDENTIALITY
You may work with, and may have access to, information that you must keep confidential. Such information includes, but is not limited to: computer files, office protocols, student and personnel records and matters, payroll data, financial data, marketing activity and plans, trades secrets and proprietary information.

Confidential information should not be disclosed to co-workers or others outside the workplace who have no business need to know.

You are expected to protect the security of confidential information by locking it in secure files when you are not using it. You are also required to protect the security of computer files, including any backup copies, which contain confidential information. Passwords should never be shared.

An employee who violates this policy may be subject to disciplinary action, up to and including termination.

DISPOSAL AND INVENTORY OF COLLEGE PROPERTY
Disposal and inventory of College property shall be accomplished through recommendation of the President to the Board in accordance with College policies and procedures. Inventory items belonging to the College should not be removed from the campus and moved elsewhere without specific written clearance from the appropriate Dean or Vice President. For more information, please contact the Purchasing Director.
DISRUPTIVE ACTIVITIES

Board policy prohibits students and employees from participating in disruptive activities at the College. Disruptive activity is any action that impairs or obstructs the institution in carrying out its educational purposes and includes but is not limited to impairing, interfering with or obstructing the orderly conduct, processes and function of the College. Participation in any such activity shall be considered a violation of the College’s standards of conduct. After it has been determined that a student or employee of the College has participated in disruptive activities, disciplinary actions may be initiated.

DRESS CODE AND APPEARANCE

You represent Indian River State College and therefore, the presentation you make internally and externally to our students, guests, visitors and co-workers is extremely important. You are expected to dress and groom yourself in accordance with accepted workplace standards. The following guidelines have been established to achieve our goal of professional and superior customer and employee service:

- Generally, business attire should be worn all year except during summer months when business casual attire is permissible.
- Business casual attire includes sport and golf shirts, dress pants, khakis, skirts, dresses, slacks, pants, shirts, and tops.
- Your clothes should be clean and well pressed. Clothes that have holes or are torn are not permitted.
- You may not wear clothing with printing which may be considered offensive.
- You may not wear beach attire, halter-top, midriffs, see-through attire or shorts.
- Hair (including facial hair) must be clean and well groomed. Extreme styles and colors are not permitted.
- Jewelry should be professional and not extreme in nature. Employees may not have visible body piercing other than earrings.
- Employees may not have visible tattoos.

Employees working in the Custodial and or Physical Plant Departments will wear their uniforms as designated by the College for those departments.

Personal appearance should be a matter for every employee. If your Supervisor feels your attire is inappropriate, you may be asked to return home to change clothes. The time needed to go home and return to work will not be compensated. If you have any questions, please speak with your supervisor.

DRUG TESTING

The Board intends to provide a safe and drug-free work environment and encourage personal health among its employees and students. The College is committed to maintaining a drug-free workplace in order to attain, support, and preserve high standards of excellence consistent with the College mission and goals. Consistent with its mission and goals, the College will maintain a screening practice to drug test job applicant finalists for full-time positions. The College’s Drug Free Workplace policy requires negative (satisfactory) results on a pre-employment drug test as a condition for employment for the selected job applicant finalist. Employment by the College may be denied to any job applicant finalist for a full-time
position with the College who has been offered employment conditioned upon successfully passing a drug test if such person:

- Refuses to submit to a drug test performed by a qualified laboratory chosen by the College; or
- Tests positive for the presence of an illegal drug by a confirmed test using such scientifically accepted methods of testing procedures as approved by the State of Florida and by the Agency for Health Care Administration.

For more information, contact the Human Resources Department for Pre-Employment Drug Testing Procedures.

**EMPLOYEE PERSONNEL RECORDS AND ACCESS**

The Human Resources Department maintains all College employee confidential personnel files. These files contain documents pertinent to employment at IRSC and are the property of the College.

While all records made or received by the College are public records and while as a general rule such records are by law open to the public, there are exceptions to this rule. Inspection of the personnel file is permitted only after documents considered as “limited access records” are removed pursuant to the provisions of Florida Statute 119.07(1).

An employee’s personnel records are available on a limited access basis only to College personnel who have a legitimate business need or to view their own personnel record. The President, Vice Presidents and Administrators, having employees assigned in his/her area, may have access to confidential information in personnel files. And except as required by the President in the discharge of his or her official responsibilities, the custodian of personnel records may only release such confidential information upon written authorization from the employee or by the President or upon court order or as required under federal or state laws.

Employees will have access and will be permitted to review their own personnel file by contacting the Dean of Human Resources or designee for an appointment. Persons other than the employee, who request to inspect or copy personnel records, should be referred to the Assistant Dean of Human Resources or designee. The Assistant Dean may determine it necessary to remove limited access information from a file before making it available. It may also be necessary to make arrangements with the requester for advance payment to the College, when requests for many documents are made, or when it would be necessary to make special personnel assignments to comply with a request.

All applications for employment with the College are filed with the Human Resources Office, and it is the responsibility of this office to process the applications and develop a personnel file which includes the application.

**EMPLOYMENT VERIFICATION AND REFERENCES**

Requests for employment verification or references should be referred to the Human Resources Department who is authorized to release the following public information when
presented with such a request: period of employment, title or position held, salary, and full-time/part-time status. The College is immune from civil liability for disclosing information regarding current or former employees pursuant to F.S. 768.095.

FIREARMS OR WEAPONS ON CAMPUS

Board Policy Number 6Hx11-3.152 Firearms or Weapons Florida Legislative Authority:
Per section 790.33, Florida Statutes, Indian River State College recognizes the Florida Legislature’s comprehensive regulation of firearms, weapons, and ammunition. As such, the institution also acknowledges that in the case of any inconsistencies between the intended allowances and proscriptions of Florida Statutes and IRSC District Board of Trustee policy, Florida law shall preempt College policy.

Prohibition of Firearms or Weapons; Exceptions:
The possession or discharge of firearms or weapons, as defined in sec. 790.001, F.S., by College employees, students, or visitors on any College property and/or at any College-sponsored activity or event is strictly prohibited pursuant to sec. 790.115, F.S. The following persons are exempt from this policy:

- Law enforcement officers acting within their official capacity;
- Students that are currently enrolled in a criminal justice class at the Treasure Coast Public Safety Training Complex (TCPSTC); these students may possess a firearm at the TCPSTC, as such times required by the course curriculum. This exception does not apply to any other IRSC campus, site, building or location.
- Individuals granted a waiver by the President or Dean of Public Service Education.
- Registered students, employees, or faculty members of IRSC, if licensed to carry a concealed weapon under 790.06, F.S., are permitted to carry and conceal a weapon only if such weapon meets the requirements of 790.06 (12)(a)13, F.S.

Penalties:
Violation of this policy may subject an employee or student to disciplinary procedures, up to and including termination or expulsion, as well as appropriate charges by law enforcement. College visitors in violation of this policy may also be subject to appropriate charges by law enforcement.

ASSOCIATION OF FLORIDA COLLEGES (AFC)
AFC serves as the professional association for Florida’s 28 colleges. It represents all employees, their Boards, retirees, and associates. The organization promotes the development and advancement of public college education in Florida in an effort to provide students and citizens the best comprehensive college system. Membership is open to all college employees. Dues may be paid through payroll deduction. The IRSC AFC Chapter sponsors professional workshops, participates in community service initiatives, and fundraises for student scholarships. Additional information may be obtained from Human Resources.
CAMPUS FM RADIO STATION – “WQCS”

IRSC has an educationally and culturally-oriented FM Radio Station located on campus. The call letters are "WQCS" and it can be heard at 88.9 on your FM dial. The station operates 24 hours a day with a format of news and information and classical music. The station is affiliated with National Public Radio.

FOOD SERVICE

Cafeteria services are available on the Main Campus in the KSU during regular College hours.

The Chastain Campus Café serves breakfast and lunch; hours and days of operation vary and are posted each week at the café. The Chastain Campus Café is closed during the Summer semesters.

Vending machines are located at several locations and at all campuses.

FOUNDATION (IRSC)

Indian River State College Foundation, Inc. is a Florida not-for-profit corporation, organized and operated exclusively to receive, hold, invest and administer property, and to make expenditures to, or for the benefit of the College. To accomplish this, the IRSC Foundation actively supports the long-range plan of IRSC by providing scholarships, high technology equipment, faculty chairs, support of capital projects and improvement to further enhance student accessibility and to improve the learning environment. In 2015, the IRSC Foundation awarded more than $2.7 million in scholarships to deserving area students through the generosity of individuals, businesses and organizations. For more information, contact the IRSC Foundation Office at (772) 462-4786 or toll-free at (866) 792-4772, ext. 4786, or visit the Foundation’s web site at www.irscfoundation.org.

Associated with the IRSC Foundation is the IRSC Alumni Association whose mission is to connect and reconnect alumni, students, parents and friends to IRSC and to sustain and strengthen a lifelong bond with the College. Alumni can purchase an Annual Membership for $10 or a Lifetime Membership for $200. With membership, IRSC alumni enjoy benefits ranging from discounts at area businesses to the use of College facilities, invitations to special events and the opportunity to mentor and network with students in the IRSC Student Alumni Association. The organization has a Facebook page as well as a section on the IRSC Foundation website.

HALLSTROM PLANETARIUM

IRSC has a state-of-the-art astronomy classroom for IRSC students, educational resource for area school children, and source of wonder and enlightenment for area residents. Call the IRSC Box Office at 1-800-220-9915 for performance and ticket information.

PHOTO I.D. CARDS

All employees should have an Indian River State College Photo Identification Card. This card is used for emergencies, for campus security, to present to authorities, to pick up checks, to gain access to library materials, or to attend IRSC athletic events free of charge.

Employees obtain an employee Photo I.D. from the Human Resources Department upon employment.
LABS

COSMETOLOGY LAB
As part of student training, the services of the IRSC Cosmetology Lab are available at reduced prices for all employees as well as for the public. Call (772) 462-7229 for appointments and price information.

LITTERING
Littering of any College building or property regardless of location is strictly prohibited. Littering is defined as the careless or intentional discarding or disposal of waste materials of any composition, in any manner other than in approved waste receptacles.

MCALPIN FINE ARTS CENTER
The McAlpin Fine Arts Center is located on the Main Campus and houses a professional 629-seat theater, music and drama rehearsal rooms and classrooms. The McAlpin Fine Arts Center is the stage for numerous student musicals and dramatic productions.

IRSC PERFORMING AND VISUAL ARTS MISSION STATEMENT
The Indian River State College Performing and Visual Arts Department offers a comprehensive curriculum in theatre, art, dance, music and technical theatre to prepare students for successful transfer to upper-division institutions and/or employment in the Fine Arts.
Performing and Visual Arts productions and exhibits support the College mission by presenting educational programs that culturally enrich, engage and entertain the IRSC four-county service community. The IRSC Performing and Visual Arts Department strives to present productions and exhibits which effectively communicate and express the artistic experience within the unique context of the College’s service community.

MENTORS
The Board authorizes employees to be volunteer mentors when such activity offers a recognized benefit to the College community. A College employee may voluntarily participate in an established mentoring program serving a school district or community service programs that meet child, elder, or human needs.
The employee must receive prior approval from his or her supervisor to serve as a volunteer mentor during regular working hours. If a conflict occurs between the employee’s College job responsibilities and mentoring duties, then the employee shall agree to immediately discontinue the volunteer mentoring service.

OPEN DOOR POLICY
We are happy that you have joined the IRSC team. We want you to feel that your association with the College is mutually rewarding and a pleasant experience. Everyone employed at the College has a right to be treated with dignity, respect and the ability to
communicate. You should always feel free to discuss any problem, issue, concern or idea with your immediate supervisor or if you do not feel comfortable contacting this person, contact the Assistant Dean of Human Resources at any time.

PERSONAL DATA CHANGES
It is important that the College always have correct and current information about you. Please let us know immediately if anything changes that will affect your employment status. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Employees may update the following personal information through the Workday portal:
- Addresses
- Phone Numbers
- Emergency Contacts

Employees have a duty to notify the Human Resources Department promptly in writing of any changes in personal data including:
- Educational achievements and or licenses acquired
- Arrest or conviction for federal, state or local felonies or misdemeanors.

PERSONNEL ACTIONS

The President shall recommend personnel actions (appointments, leaves, suspensions or terminations) related to College employees to the Board. The President may initiate personnel actions prior to official action of the Board. Such actions shall be considered temporary until approved by the Board. Should the Board fail to approve an action as recommended; an employee will be paid only for days of service performed.

Personnel actions include but are not limited to the following:

- **Appointment:** The assignment of an employee to a full-time or part-time position.
- **Transfer:** Movement of employees to different positions in a job classification with the same salary.
- **Substitutions:** The assignment and payment to full-time faculty or adjunct faculty during the temporary absence of full-time or adjunct faculty. The rate of pay will be prorated based on an overload or adjunct rate.
- **Overloads:** The assignment and payment to full-time over and above their contracted assignment.
- **Special Payments:** The payment of additional salary for department chairs, coaches and other special assignments.
- **Reclassifications:** Movement of a position to a different job classification or salary.
- **Resignations:** Acceptance of an employee’s voluntary separation from employment at the College.
- **Retirement:** Acceptance of official retirement of an employee under the provisions of FRS Pension and Investment Plans, the Community College Optional Retirement Plan (CCORP), or The Teacher’s Retirement System. (FRS defines normal retirement as 62 years of age with 6 or more years of creditable service or 30 years of creditable service at any age. Early retirement is retirement with at least 6 years of creditable service and
benefit reductions of 5% for each year an employee is under the normal retirement age.)

- **Termination**: Involuntary discharge of an employee.

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**PRINT SHOP**

The Print Shop offers typing, photocopying, self-service copying, offset printing, binding, and mailing services for College business. To submit a request to the Print Shop, fill out the online print request form located on the IRSC website. Log on to the Intranet and click on Print Shop; click on the Print Shop Request Form. Print requests may be submitted in person, through campus mail, or via email. Email the completed print request and the file as an attachment to: PrintShop@irsc.edu (not an individual) using your IRSC email account. Allow/plan at least one (1) week (5 business days) turnaround time (*see bullet #5 below). For material sent through campus mail add two (2) additional days. Certain restrictions that apply:

- Other email accounts may be blocked by the firewall and can delay the request.
- Exams cannot be accepted from or picked up by students.
- Publisher’s approval must be provided for any copyrighted material.
- Anything other than classroom material must have appropriate signatures and approval from Institutional Advancement.

*Printing requests will be scheduled according to size, quantity and complexity of job. Allow at least one (1) week (5 business days) turnaround.

**Typing**

Exams, outlines, letters, memos, syllabi, certificates, flyers, brochures, programs, invitations, business cards, banners, and stake signs are typed in the Print Shop. Material should be legible and submitted in longhand, rough draft, or electronically if available.

In addition to lead-time required to type, additional time must be provided for printing, binding, and mailing if needed. During final examinations, faculty should submit final exams one (1) week in advance, to insure prompt turnaround of materials.

**Photocopying**

The copiers are capable of handling 8 ½” x 11” up to 13” x 19” paper, and various odd sizes. These machines are capable of reproducing single-sided and double-sided copying, collating and stapling, hole-punching, and scanning. Three self-service copiers are provided for small runs if immediate production is needed.

Transparencies are made for use on overhead projectors. Transparency copy area is 8 ½” x 10”.

During final examinations, faculty should have their final examinations in for copying one (1) week in advance, to insure prompt turnaround of materials.

**Offset/Digital Printing**

The large volume printing is completed on the offset presses or digital copiers.
**Binding**
Laminating, saddle stitching, padding, GBC®, tape or spiral binding, etc. are available in the Print Shop.

**Test Scoring**
Tests that use Scantron grading sheets are scored on a Scantron machine, which grades the test, and if you wish, computes an item analysis. A key is made out by the instructor and should accompany student answer sheets. No test scoring can be accepted from students.

For more information regarding these services, contact the Print Shop on the Main Campus, extension 7720.

**PRIVACY AND ACCESS**
The College respects an individual’s right to privacy and confidentiality within the framework established by State and Federal laws and the policies of this institution. The respect for personal privacy is mitigated by the College’s responsibility to function as a public institution. State or Federal law, court orders, emergencies, or overriding institutional needs may preclude privacy expectations.

It is not the policy of the College to monitor the use of its computer systems; however, the College reserves the right to access, view, or monitor communications, files, or usage on an individual basis as deemed necessary. This includes information residing on College property such as computer hardware, software, electronic mail or other communication or storage devices, whether or not private access code or other security is granted.

**COLLEGE RESPONSIBILITY**
In the normal course of business, the College collects personal information on individuals. It is the policy of the College to protect an individual’s right to privacy regarding his or her personal information. However, the College disclaims responsibility for the content of any individual communications or information residing on College property that does not specifically relate to College business.

**INDIVIDUAL RESPONSIBILITY**
An individual may be granted permission to access information residing on College property based on his or her educational purpose or College duty. Such access is considered a privilege and carries with it an obligation to respect the privacy rights of others. Information residing on equipment or property owned or leased by the College is considered the responsibility and/or property of the College. Unauthorized access to files either by direct examination or automated searching is not permitted.

**PUBLIC EXHIBITS, DISPLAYS, & PRESENTATIONS**
Indian River State College encourages the creation and presentation of various forms of artistic expression as a means to enhance the educational and cultural opportunities available to our students and community.

Any person desiring to exhibit forms of artistic expression on College property must submit a request in writing through the Assistant Dean of Mathematics, Natural Sciences & Performing and Visual Arts for consideration by the Indian River State College Performing and Visual Arts Chair. To facilitate such enrichment, the Cultural Affairs Committee and/or the President’s Cabinet may consider requests to exhibit displays or presentations in College
facilities and/or for sponsorship by the College. The Cultural Affairs Committee shall be an institutional standing committee composed of IRSC Performing and Visual Arts faculty and other members as appointed by the Vice President/Provosts, Instructional Services.

The Cultural Affairs Committee and/or the President’s Cabinet reserves the right to review, accept or reject any proposed exhibit, display, or presentation based upon considerations such as the Indian River State College Performing and Visual Arts Mission Statement, aesthetic quality, space limitations, budgetary restrictions, mechanical requirements, and appropriateness to the College environment and educational mission. Further, the Cultural Affairs Committee and/or the President’s Cabinet may determine the most suitable location for any exhibit accepted for display at the College.

This policy recognizes and affords due consideration and respect to the diversity of legitimate views that exist within the community.

PUBLIC OR POLITICAL OFFICE

Full-time employees who plan to qualify and run for a public office shall advise the President in writing at least thirty (30) days prior to qualifying. Before qualifying for a public office, the College employee must also review his or her plans for seeking or holding public office with the President to determine that no conflict of interest exists between this activity and the responsibility of the individual to the College. The employee must receive the President’s approval to continue employment while simultaneously seeking or holding public office.

The employee shall not take any active part in a political campaign while on duty or within any period of time during which he or she is expected to perform services for which he or she receives compensation from the College. Time devoted to political activities during the employee’s normal working hours must be covered by approved leave, either annual leave, personal leave, or leave of absence without pay. If at any time the President deems that an employee’s political activities interfere with the full discharge of his or her College duties, the President may place the employee on leave or request his or her resignation.

No College employee or official shall use any promise or reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate or party.

REORGANIZATION AND REDUCTION IN FORCE

Due to financial exigencies or discontinuation of a program, the District Board of Trustees, upon careful analysis and recommendation of the President, may consider a reorganization, consolidation, or reduction in staff. This policy shall be implemented as fairly as possible and pursuant to the Board of Trustees / AAUP Agreement, State Board of Education Rules and Board Policy 6Hx11-6.81.

RELIGIOUS OBSERVANCES BY EMPLOYEES

The Board reasonably accommodates the religious observance, practice and beliefs of College employees. The President is authorized to grant absence from duty to employees observing religious holy days in their own faith. A religious holy day is defined as a significant day of religious observance as recognized by the highest body of that particular faith. Employees must request leave in advance and can use their personal and/or vacation leave, non-duty day.
SOLICITATION AND PRODUCT ENDORSEMENT

In order to prevent disruptions in the efficient operation of the College, and interference with an employee’s work and the work of others, the following applies to the solicitation and distribution of literature by external entities on College properties:

- Agents, solicitors and sales persons shall not be permitted on College property to distribute literature or to solicit funds, goods or services to faculty, staff, students, administrators or campus organizations without prior approval of the President, or designee.

- No employee of the College shall use their affiliation with the College for commercial or promotional purposes. The name or seal of the College shall not be used for non-College affiliated commercial endorsements unless specifically approved by the Board.

SPEAKERS, EXHIBITS, DISPLAYS, AND PRESENTATIONS ON CAMPUS

The President or designee shall approve persons invited to speak on campus. Approval must be obtained before an invitation to speak is issued.

Other persons desiring a public forum to express their views must be restricted to members of the College community. Any form of public expression must be peaceful at all times and in no way disrupt public order or safety or interfere with the orderly educational operation of the institutions. Any literature circulated must contain authorship.

Persons not affiliated with the College will be directed to leave the campus immediately or be subject to arrest on a charge of trespass.

Procedural information related to Performing and Visual Arts is available through the Office of Academic Affairs.

Procedural information related to student organizations is available through the Office of Student Affairs.
SUPPORT SERVICES

Campus Support Services provide instructional and administrative support by providing typing, copying, transparencies and test scoring necessary for the instructional program.

The following services are available at the campuses. Please note that large quantity printing services are only available at the Main Campus:

<table>
<thead>
<tr>
<th>Service</th>
<th>Main</th>
<th>TCPSTC</th>
<th>Dixon Hendry</th>
<th>Mueller</th>
<th>Chastain</th>
<th>Pruitt</th>
</tr>
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<tbody>
<tr>
<td>Academic Support (ASC)</td>
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<td>No</td>
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<td>Yes</td>
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<td>Telephone</td>
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<td>Yes</td>
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</tr>
<tr>
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<td>No</td>
<td>No</td>
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</tr>
</tbody>
</table>

UNEMPLOYMENT COMPENSATION

College employees are covered by Florida Unemployment Compensation Laws.

VOLUNTEERS

The President or designee may authorize the use of volunteers when such activity offers a recognized benefit to the College community.

A non-employee volunteer is defined as an individual who is not an employee of the College and who receives no compensation for services rendered. A volunteer must complete a volunteer form found in Human Resources prior to assuming volunteer duties for the College.
WEB SITE

Indian River State College’s web site is located at www.irsc.edu/ and provides comprehensive information about all aspects of IRSC. Of particular interest to faculty is the Teaching and Learning Support, which contains a number of instructional resources. You may also access your Faculty Handbook, College Catalog, current Course Schedule, Student Handbook/Planner and College Board Policies online. For more information contact the Institutional Technology Department.

WORKPLACE OR CAMPUS VIOLENCE

The College is committed to providing and maintaining a safe workplace/study place. Consistent with this commitment, the College will not tolerate violence or threats of violence that disrupt the learning or work environment or that result in fear for personal safety. It is the responsibility of all students, employees, or visitors of the College to maintain a safe learning and work environment that is free of violence.

All College employees and students are expected to act in a professional and businesslike manner at all times and to refrain from threatening, disruptive and violent, verbal or physical behavior. The conduct prohibited includes but is not limited to: threats, abusive language, displaying or use of unauthorized firearms, making or sending annoying or threatening phone calls, e-mails, letters or other forms of communications; throwing or destroying objects or property; using or attempting to use actual physical violence against another person or engaging in any conduct that may endanger the safety and well-being of any employee, visitor or student.

Any employee or student who engages in this kind of conduct may be subject to disciplinary action up to expulsion, termination and other legal action.

If an employee or student is in imminent fear of violent or dangerous behavior for him/herself or another party, he/she should immediately dial 772-462-4755 and contact Campus Security.

In non-emergency situations, the employee should notify his/her immediate supervisor or Human Resources or if a student, their instructor or Student Affairs, if they witness or know of any threatening or violent behavior, occurring in their workplace. Truthful reporting of any incidents will be taken seriously and will not subject the employee to retaliation or discipline. Any false reports will subject the employee and/or student to disciplinary action up to and including termination and expulsion.
## FALL 2017 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30, Thursday</td>
<td>First day to register: Summer and Fall 2017 Schedules.</td>
</tr>
<tr>
<td>July 13, Thursday</td>
<td>Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation.</td>
</tr>
<tr>
<td>July 27, Thursday</td>
<td>Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation.</td>
</tr>
<tr>
<td>August 1, Tuesday</td>
<td>DROP-Full Term Schedule: Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.</td>
</tr>
<tr>
<td>August 2, Wednesday</td>
<td>Registration continues until Registration Deadline of August 14.</td>
</tr>
<tr>
<td>August 14, Monday</td>
<td>New Faculty report. ++Registration Deadline – Last day to pay without late fee: Full Term Schedule.</td>
</tr>
<tr>
<td>August 15, Tuesday</td>
<td>++Late Registration begins – $30 late fee on or after this date: Full Term Schedule.</td>
</tr>
<tr>
<td>August 16, Wednesday</td>
<td>Returning Faculty report. Virtual Campus Student Information Session.</td>
</tr>
<tr>
<td>August 22, Tuesday</td>
<td>++Late Registration Deadline – Last day to pay all fees: Full Term Schedule.</td>
</tr>
<tr>
<td><strong>August 23, Wednesday</strong></td>
<td>Classes begin: Full Term Schedule.</td>
</tr>
<tr>
<td>August 30, Wednesday</td>
<td>Last day to drop classes – NO REFUNDS after this date: Full Term Schedule.</td>
</tr>
<tr>
<td>September 4, Monday</td>
<td>*HOLIDAY: Labor Day.</td>
</tr>
<tr>
<td>September 5, Tuesday</td>
<td>++Registration Deadline – Last day to pay: Express Schedule.</td>
</tr>
<tr>
<td><strong>September 6, Wednesday</strong></td>
<td>Classes begin: Express Schedule.</td>
</tr>
<tr>
<td>September 13, Wednesday</td>
<td>Last day to drop classes – NO REFUNDS after this date: Express Schedule.</td>
</tr>
<tr>
<td>October 30, Monday</td>
<td>Last day to withdraw with a &quot;W&quot;: Full Term AND Express Schedule classes.</td>
</tr>
<tr>
<td>October 31, Tuesday</td>
<td>First day to register: Spring 2018 Schedule.</td>
</tr>
<tr>
<td>November 10, Friday</td>
<td>*HOLIDAY: Veteran's Day observed</td>
</tr>
</tbody>
</table>
November 13, Monday  Deadline to apply/pay: Fall 2017 Commencement Ceremony participation.

November 20, Monday  Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Spring 2018.

Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Spring 2018.

November 22, 23, & 24; W-F  *HOLIDAY: Thanksgiving.

November 30, Thursday  Last day for total withdrawal from all classes.

December 7, Thursday  Last day of classes and final exams: Full Term & Express Schedule.

December 8, Friday  Grades due/entered by 8:00 p.m.

December 9, Saturday  Grades available online.

December 11, Monday  Faculty Service Day.

DROP-SPRING Full Term Schedule: Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their SPRING Full Term classes.

December 12, Tuesday  Faculty Service Day – Instructional Review and Realignment Day.

December 13, Wednesday  Fall Commencement.

December 18 – 29; M-F  *HOLIDAY: Winter Break.

**SPRING 2018 ACADEMIC CALENDAR**

October 31, 2017 Tuesday  First day to register: Spring 2018 Schedule.

November 20, 2017 Monday  Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation.

Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation.

December 11, 2017 Monday  DROP-SPRING Full Term Schedule: Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their SPRING Full Term classes.

December 12, 2017 Tuesday  Registration continues until Registration Deadline of January 4, 2018.

January 1 & 2; M & T  *HOLIDAY: New Year’s Observed.

January 3, Wednesday  All Faculty Report.
January 4, Thursday  ++Registration Deadline – Last day to pay without late fee: Full Term Schedule.  
Virtual Campus Student Information Session.

January 5, Friday  Late Registration – $30 late fee assessed: Full Term Schedule. Last day to pay all fees: Full Term Schedule. ++

January 8, Monday  **Classes begin: Full Term Schedule.**

January 15, Monday  *HOLIDAY: Martin Luther King, Jr. Day.*

January 16, Tuesday  Last day to drop classes – NO REFUNDS after this date: Full Term Schedule.

January 19, Friday  ++Registration Deadline – Last day to pay: Express Schedule.

January 22, Monday  **Classes begin: Express Schedule.**

January 29, Monday  Last day to drop classes – NO REFUNDS after this date: Express Schedule.

February 23, Friday  Professional Enhancement Day (No classes, day and night).

March 12-16, M – F  *HOLIDAY: Spring Break.*

March 26, Monday  Last day to withdraw with a "W": Full Term AND Express Schedule classes.

March 30, Friday  First day to register: Summer and Fall 2018 Schedules.

April 2, Monday  Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Summer 2018.

April 2, Monday  Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Summer 2018.

April 6, Friday  Deadline to apply/pay for Spring 2018 Commencement Ceremony participation.

April 23, Monday  Last day for total withdrawal from all classes.

April 26, Thursday  **Last day of classes and final exams: Full Term & Express Schedule.**

April 27, Friday  Grades due/entered by 8:00 p.m.

April 28, Saturday  Grades available online.

April 30, Monday  Faculty Service Day
May 1, Tuesday  Instructional Closing the Loop Day. Faculty Service Day
May 2, Wednesday  Faculty Service Day
May 3, Thursday  Spring Commencement: Associate in Arts.
May 4, Friday  Spring Commencement: Associate in Science/Applied Science & Bachelor’s.

**SUMMER 2018 ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30, Friday</td>
<td>First day to register: Summer and Fall 2018 Schedules.</td>
</tr>
<tr>
<td>April 2, Monday</td>
<td>Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation.</td>
</tr>
<tr>
<td></td>
<td>Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation.</td>
</tr>
<tr>
<td>May 7, Monday</td>
<td>Faculty report: Full Term Schedule and Session “A”. Virtual Campus Student Information Session.</td>
</tr>
<tr>
<td>May 8, Tuesday</td>
<td>++Registration Deadline – Last day to pay: Full Term Schedule AND Session “A”.</td>
</tr>
<tr>
<td>May 9, Wednesday</td>
<td>Classes begin: Full Term Schedule AND Session “A”.</td>
</tr>
<tr>
<td>May 14, Monday</td>
<td>Last day to drop classes–NO REFUNDS after this date: Full Term Schedule AND Session “A”.</td>
</tr>
<tr>
<td>May 28, Monday</td>
<td>*HOLIDAY: Memorial Day.</td>
</tr>
<tr>
<td>June 6, Wednesday</td>
<td>Last day to withdraw with a ”W“: Session “A”.</td>
</tr>
<tr>
<td>June 14, Thursday</td>
<td>Last day for total withdrawal from all classes: Session “A”.</td>
</tr>
<tr>
<td>June 20, Wednesday</td>
<td>Last day of classes and final exams: Session “A”.</td>
</tr>
<tr>
<td>June 21, Thursday</td>
<td>Grades due/entered by 8:00 p.m.: Session “A”.</td>
</tr>
<tr>
<td>June 22, Friday</td>
<td>Grades available online: Session “A”.</td>
</tr>
<tr>
<td>June 25, Monday</td>
<td>Faculty report: Session “B”. ++Registration Deadline – Last day to pay: Session “B”. Virtual Campus Student Information Session.</td>
</tr>
<tr>
<td>June 27, Wednesday</td>
<td>Classes Begin: Session “B”.</td>
</tr>
<tr>
<td>July 2, Monday</td>
<td>Last day to drop classes – NO REFUNDS after this date: Session “B”.</td>
</tr>
<tr>
<td>July 4, Wednesday</td>
<td>*HOLIDAY: Independence Day.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 10, Tuesday</td>
<td>Last day to withdraw with a &quot;W&quot;: Full Term Schedule.</td>
</tr>
<tr>
<td>July 23, Monday</td>
<td>Last day to withdraw with a &quot;W&quot;: Session “B”.</td>
</tr>
<tr>
<td>July 24, Tuesday</td>
<td>Priority deadline to complete the Baccalaureate application process,</td>
</tr>
<tr>
<td></td>
<td>submit official transcripts, and complete New Student Orientation.</td>
</tr>
<tr>
<td>July 26, Thursday</td>
<td>Priority deadline to complete the Associate application process,</td>
</tr>
<tr>
<td></td>
<td>submit official transcripts, and complete New Student Orientation and</td>
</tr>
<tr>
<td></td>
<td>Initial Advising Session for Fall 2018.</td>
</tr>
<tr>
<td>July 30, Monday</td>
<td>Last day for total withdrawal from all classes: Full Term Schedule.</td>
</tr>
<tr>
<td>August 1, Wednesday</td>
<td>Last day for total withdrawal from all classes: Session “B”.</td>
</tr>
<tr>
<td><strong>August 8, Wednesday</strong></td>
<td>Last day of classes and final exams: Full Term Schedule AND Session</td>
</tr>
<tr>
<td></td>
<td>“B”.</td>
</tr>
<tr>
<td>August 9, Thursday</td>
<td>Grades due/entered by 8:00 p.m.: Full Term Schedule AND Session “B”.</td>
</tr>
<tr>
<td>August 10, Friday</td>
<td>Grades available online.</td>
</tr>
</tbody>
</table>

*Official Holiday – All offices closed. No classes.
**Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.
<table>
<thead>
<tr>
<th>FALL 2017</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>83 Service Days</td>
<td>(14th - New Faculty Report)</td>
</tr>
<tr>
<td>73 Instructional Days</td>
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<tr>
<td>16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30, 31</td>
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<td>SEPTEMBER</td>
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First Day of Class: Wednesday, August 23
Final Exam Week: Friday – Thursday; December 1, 4, 5, 6, & 7
Grades Due/Entered: Friday, December 8, 8:00 pm
Commencement: Wednesday, December 13

<table>
<thead>
<tr>
<th>SPRING 2018</th>
<th>JANUARY</th>
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<tbody>
<tr>
<td>82 Service Days</td>
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<td>72 Instructional Days</td>
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<td>FEBRUARY</td>
<td>(Professional Enhancement Day Friday, February 23)</td>
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<td>MARCH</td>
<td>(Spring Break: TBA; used March 12-16 as placeholder)</td>
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<tr>
<td>MAY</td>
<td>1, 2, 3, 4</td>
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</table>

First Day of Class: Monday, January 8
Spring Break: Monday – Friday; TBA
Final Exam Week: Friday – Thursday; April 20, 23, 24, 25, & 26
Grades Due/Entered: Friday, April 27; 8:00 pm
Commencements:
Thursday, May 3, Associate in Arts.
Friday, May 4, Associate in Science/Applied Science and Bachelor’s.

<table>
<thead>
<tr>
<th>SUMMER 2018</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Term Schedule</td>
<td></td>
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<tr>
<td>68 Service Days</td>
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<td>64 Instructional Days</td>
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<td>7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 29, 30, 31</td>
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<td>JUNE</td>
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<td>JULY</td>
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</tr>
<tr>
<td>August</td>
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</table>

First Day of Class: Wednesday, May 9
Final Exams: Wed., Thur., Mon, & Tue.; August 1, 2, 6, & 7
Grades Due/Entered: Wednesday, August 8, 8:00 pm

Continued on next page…
Faculty Service Days 2017-2018
Continued

SUMMER 2018

Session “A”
34 Service Days
30 Instructional Days

MAY
7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 29, 30, 31 (18)

JUNE
1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22 (16)

First Day of Class: Wednesday, May 9
Final Exams: Tuesday & Wednesday, June 19 & 20
Grades Due/Entered: Thursday, June 21; 8:00 pm

SUMMER 2018

Session “B”
34 Service Days
30 Instructional Days

JUNE
25, 26, 27, 28, 29 (5)

JULY
2, 3, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31 (21)
August
1, 2, 3, 6, 7, 8, 9, 10 (8)

First Day of Class: Wednesday, June 27
Final Exams: Tuesday & Wednesday, August 7 & 8
Grades Due/Entered: Thursday, August 9; 8:00 pm

SERVICE DAYS - ACADEMIC YEAR TOTAL: 199

NOTE:
Days with Shading = Service Days/Non-instructional Days;
Days with Borders = Classes Begin

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