

Updated June 14, 2023

**The Community College District
of Jefferson County, Missouri**

**Administrative
Policies**



ADMINISTRATIVE CABINET CONSTITUTION

Article I – Function

The Administrative Cabinet serves as an advisory body to the College President. The Cabinet will receive recommendations and/or suggestions from committees identified elsewhere in administrative policy, initiate discussion, as well as recommend administrative, Board of Trustees policies and procedures, and serve as an information and coordinating clearinghouse.

Article II – Membership

The membership shall be comprised of each Dean. Each shall have one vote on the Cabinet.

Article III – Procedures

The College President or designated member of the Administrative Cabinet shall preside at each meeting. The President will not vote; however, a presiding designee may vote. A tie vote will be recorded as such.

Ordinarily, *Robert's Rules of Order, Newly Revised* will prevail when procedural matters are discussed.

The Administrative Cabinet will act formally on policy and procedural matters which are to be presented in an orderly and deliberative manner. Ordinarily, new proposals or proposed policy and/or procedures revisions will be presented in written draft form at one meeting and acted upon during subsequent meetings(s). This practice assures an opportunity for review and comment within the College community.

The elected chairs of each constituent group are invited to attend Administrative Cabinet meetings as guests.

The College President may establish any policy or procedure or by-laws deemed appropriate for the functioning of the Administrative Cabinet.

Article IV – Record

A record of the agenda and action(s) taken will be distributed, after approved, to Administrative Cabinet members, constituent group representatives and to the Library at Hillsboro and Arnold and will be posted on MyJeffco.

The President's Office will maintain a permanent record.

Article V – Amendments

Any amendments to this constitution must be approved by the College President after consultation with the Administrative Cabinet.

MONITORING: Monitoring will be evidenced from minutes of the Administrative Cabinet.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICIES

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ADMINISTRATIVE POLICIES

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ADMINISTRATIVE POLICIES

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II-007	Request for Approval – Teaching and/or Taking Classes

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Alcohol and Drug Testing for Operators of Commercial Motor Vehicles
POLICY NO	II-001
<i>Related Policy</i>	<i>Board II-023</i>
TYPE	All Personnel
RATIONALE	Compliance with federal regulations regarding drug and alcohol testing of commercial motor vehicle operators.

POLICY

It shall be the policy of the Administrative Cabinet that the College be in compliance with all federal laws regarding drug and alcohol testing of operators of commercial motor vehicles. In accordance with the Board of Trustees Prohibition Against Alcohol/Drugs/Smoking policy, no employee will report to work while under the influence of alcohol or any unlawful controlled substance.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol. No driver shall use alcohol while performing safety-sensitive functions. No driver required to take a post-accident test shall use alcohol for eight hours following an accident or until he/she undergoes a post-accident test (whichever comes first).

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely perform the function. The driver will inform the employer of any therapeutic drug use. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for drugs.

The drug and alcohol testing program shall include conducting pre-employment drug testing and reasonable suspicion, random, and post-accident testing for use of alcohol or drugs by drivers, notifying employees of the requirements and consequences of the program, and maintaining appropriate records.

The College shall follow the federal guidelines and standards of the Department of Health and Human Services regarding testing and laboratory procedures. This shall include selection of sites with appropriately trained personnel for alcohol and drug testing, selection of a laboratory certified by the Department of Health and Human Services to conduct specimen analysis, and selection of a Medical Review Officer to verify laboratory drug test results. The drug and alcohol- testing program of the College shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and

chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Violation of this policy will result in disciplinary action up to and including suspension or termination of employment, or participation in evaluation/treatment for substance use disorder.

MONITORING: Vice President of Finance and Administration and Senior Director of Human Resources.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Sexual Harassment Training
POLICY NO	II-002
<i>Related Policy</i>	<i>Board II-009</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has adopted a sexual harassment policy which places responsibility for maintaining a work and education environment free from sexual harassment on faculty, staff, and students. In order to fulfill the College's obligation to educate employees about sexual harassment, a training program is required.

POLICY

All new employees of the College will be made aware of Board policy on sexual harassment and will receive written materials regarding sexual harassment. Additionally, all new regular employees will view a video on sexual harassment as part of their orientation to the College. All regular employees will receive periodic training to educate them about sexual harassment.

MONITORING Senior Director of Human Resources.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE:	Temporary Assignments
POLICY NO	II-003
<i>Related Policy</i>	<i>Board - None</i>
TYPE	All Personnel
RATIONALE	A Salary Administration Plan that states a means of adjusting pay when temporary responsibilities are assigned on an interim basis will be developed.

POLICY

It shall be policy that positions which are assigned temporary responsibilities on an interim basis will have a job description which accurately reflects their responsibilities and that consideration be given to additional remuneration, if warranted.

MONITORING Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Enrollment in Jefferson College Classes
POLICY NO	II-004
<i>Related Policy</i>	<i>Board II-019</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has adopted a policy to waive tuition for the benefit of eligible College employees, retirees, and their dependents.

POLICY

Board policy stipulations require no additional clarification.

MONITORING Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Reimbursement of Professional Study Expenses
POLICY NO	II-005
<i>Related Policy</i>	<i>Board II-020</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has established a policy for reimbursement of professional study expenses.

POLICY

Board policy stipulations require no additional clarification.

MONITORING Deans, Business Office, Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Official Email Communication
POLICY NO	II-006
<i>Related Policy</i>	<i>Board - None</i>
TYPE	All Personnel
RATIONALE	To insure effective communications by establishing availability and use of College provided email.

POLICY

It shall be policy that whenever a person is employed, the College will provide email services for that person and that email service will be used to communicate necessary information to all employees.

MONITORING Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Request for Approval - Teaching and/or Taking Classes
POLICY NO	II-007
<i>Related Policy</i>	<i>Board - None</i>
TYPE	All Personnel
RATIONALE	An Administrative Policy is necessary to address requests from Certified Professional Staff and Classified Professional Staff to teach or take classes during the normal work day.

POLICY

It shall be policy that certified professional staff and classified professional staff must request permission and receive approval from their supervisor and Dean before teaching or taking courses that are scheduled during the normal work day. Any work time missed shall be made up.

MONITORING Senior Director of Human Resources, Deans, Associate Deans, Directors

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of November in the year 2008.

ADMINISTRATIVE POLICIES

Section III - GENERAL ADMINISTRATION

<u>Policy Number</u>	<u>Policy Title</u>
III-001	Internal Institutional Governance
III-002	Technology Security and Use
III-003	Institutional Effectiveness Review

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Internal Institutional Governance
POLICY NO	III-001
<i>Related Policy</i>	<i>Board VI-005</i>
TYPE	General Administration
RATIONALE:	Establishes policy for structure and relationship of committees in institutional governance.

POLICY

It shall be the policy of the Administration of Jefferson College that there be an orderly and deliberative process for the formulation of policy and for issuing recommendations to the College President and in some instances through the College President to the Board of Trustees.

For purposes of internal governance, the College has established constituent committees, herein referred to as senates, councils, boards or committees, approved institutional committees, subcommittees, task forces, and work groups established by the College President or designee.

All bodies are expected to address issues outlined in their respective constitutions or committee purposes.

Unless designated otherwise, constituent committees and institutional committees shall elect their chair. In establishing subcommittees, task forces, and work groups, the College President, administrative liaison, or designee will designate the chair(s).

All subcommittees, task forces, and work groups report solely to and through the parent body.

All institutional committees and boards will report to and through an administrative liaison appointed by the College President. The liaison is responsible for placing recommendations and communications on the agenda of the President's Extended Cabinet.

All constituent committees will have one or more administrative liaison(s) appointed by the College President for purposes of consultation and communication. The constituent committees report to the College President through the administrative liaisons under guidelines specified elsewhere in Procedures for Internal Institutional Governance. The liaison is responsible for placing constituent committee recommendations and communications on the agenda of the President's Extended Cabinet.

Widespread involvement of many is encouraged as compared to limiting the involvement to relatively few in the governance process.

It is further assumed that in serving as an elected or appointed member of any body referenced above that the individual will commit the time necessary to expedite the work of the body and that the body will assemble as often as reasonably necessary to expedite its business.

During the course of deliberations, it is expected that the committee members, the administration and the College President will place the best overall interests of Jefferson College above all other interests.

All written communications are expected to reflect the level of scholarship of an institution of higher learning. Communications are required to bear a date and signify the source of the communication.

All individuals serving in constituent groups, institutional committees, subcommittees, task forces, work groups, boards, and the administration are expected to exercise professional responsibility to carry out this policy and to be an instrument in fostering consultation which focuses on issues.

MONITORING Monitoring will be evidenced from minutes of the respective committee, constituent group, and Administrative Cabinet.

Reviewed / Approved by the President's Leadership Council and the College President this 22nd day of May in the year 2012.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Technology Security and Use
POLICY NO	III-002
<i>Related Policy</i>	<i>Board - None</i>
TYPE	General Administration
RATIONALE	Established and agreed upon written policies and procedures governing the use and care of the College's computing resources is essential to protect the taxpayers' investment in same.

POLICY

The Academic Computing, Administrative Computing, and Telecommunications and Networking departments, in consultation with their respective constituencies, will develop policies and procedures governing the use of computing resources in their respective areas of responsibility.

Policies and procedures will be approved by the Administrative Cabinet.

Approved policies will be distributed to respective constituencies and be posted on STARS.

MONITORING	All Deans, Department Supervisors, the Director of Academic Computing, the Director of Administrative Computing, and the Director of Telecommunications and Networking.
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Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Institutional Effectiveness Review
POLICY NO	III-003
<i>Related Policy</i>	<i>Board VI-003</i>
TYPE	General Administration
RATIONALE:	Regularly scheduled comprehensive reviews of all institutional programs are essential to the continued revitalization of the College. A structured program of review is a practice recommended by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, and the Missouri Department of Higher Education.

POLICY

It shall be the policy of Jefferson College to conduct periodic reviews of all instructional programs/disciplines. Programs/disciplines will be reviewed at least once every five years or more often as warranted. The results of the review will be instrumental in determining improvements needed to maintain the programs/disciplines' continuing viability at the College.

MONITORING	Program review procedures require direct involvement of all Administrators, the President, and the Board of Trustees.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICIES

Section IV INSTRUCTIONAL PERSONNEL

<u>Policy Number</u>	<u>Policy Title</u>
IV-001	Student Evaluation of Faculty as Related to Annual Faculty Performance Review

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Student Evaluation of Faculty as Related to Annual Faculty Performance Review
POLICY NO	IV-001
<i>Related Policy</i>	<i>Board Policy IV-001</i>
TYPE	Instructional Personnel
RATIONALE	To insure the appropriate use of student evaluations of faculty as related to faculty performance review.

POLICY

It shall be policy that student evaluations are confidential internal documents that may be used as part of the overall evaluation of faculty members as deemed appropriate by the division chair or the dean.

MONITORING Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICIES

Section V - NON-INSTRUCTIONAL PERSONNEL

<u>Policy Number</u>	<u>Policy Title</u>
V-001	Market Sensitive Positions
V-002	Summer Flex Schedule

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Market Sensitive Positions
POLICY NO	V-001
<i>Related Policy</i>	<i>Board V-002</i>
TYPE	Non-Instructional Personnel
RATIONALE	The Board of Trustees has adopted a policy and certain conditions to govern situations in which it is not possible to attract and retain qualified employees in the assigned grade. An administrative policy is necessary to carry out this policy.

POLICY

There may be situations in which certain positions become market sensitive. That is, market conditions have created a situation in which it is not possible to attract and retain qualified employees in the assigned grade and within the above-stated procedures for placement on the Salary Schedule. In these exceptional circumstances, an employee salary may be determined based upon market conditions. The designation of a position as market sensitive will be at the discretion of the President and careful consideration of the job market. The designation of a position as market sensitive is intended to be used only in extenuating circumstances.

MONITORING President, Deans, Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Summer Flex Schedule
POLICY NO	V-002
<i>Related Policy</i>	<i>Board V-003.002</i>
TYPE	Non-Instructional Personnel
RATIONALE	Board of Trustees Policy authorizes the implementation, at the discretion of the College President, of a "flex" schedule for the summer months which reduces the work hours to 37½ per week. For the past several years we have implemented a summer flex schedule for the benefit of college employees. An Administrative Policy and Procedure is in order to formalize this practice.

POLICY

The President of the College authorizes a summer flex schedule which shall encompass predominately the months of June and July. The exact schedule will be disseminated each year by the Office of Human Resources.

MONITORING The Deans and the Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICIES

Section VI - EDUCATIONAL PROGRAM

<u>Policy Number</u>	<u>Policy Title</u>
VI-001	Institutional Research Services User Requirements
VI-002	Testing Services Testing Fees
VI-003	Contract Development and Approval Process for Educational Programming
VI-004	Academic Honesty
VI-005	Conditions for Administration of Continuing Education Services
VI-006	Remuneration for Continuing Education Part-time Personnel Fees for Participating School District Maintenance Services
VI-007	Grant Development and Approval Process
VI-008	Student Assessment
VI-009	Final/Course Grade Appeals
VI-010	Dual Credit for College Transfer Courses

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Institutional Research Services User Requirements
POLICY NO	VI-001
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Assure efficiency, accuracy, accountability, and compliance with college policies and procedures related to institutional data.

POLICY

It shall be policy that specific guidelines regarding priorities and requests for services be developed.

MONITORING	The President, through the Director of Research and Planning, shall distribute and monitor policy effectiveness.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Testing Services Testing Fees
POLICY NO	VI-002
<i>Related Policy</i>	<i>Board VII-002</i>
TYPE	Educational Program
RATIONALE	Adoption of a uniform testing services fee schedule for Testing Services testing.

POLICY

It shall be the policy of the Learning Center to develop a testing service fee schedule to cover direct costs of standardized test administration.

MONITORING	The Dean of Learning Resources through the Director of the Learning Center/Testing Services
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Contract Development and Approval Process for Educational Programming
POLICY NO	VI-003
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Assure appropriate authorization of contract for educational services and compliance with all college policies and procedures as well as contract stipulations.

POLICY

It shall be policy that specific procedures regarding contract development and approval process for educational programming and/or customized training be developed.

MONITORING	The appropriate Dean and the Vice President of Finance and Administration shall distribute and monitor policy effectiveness.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Academic Honesty
POLICY NO	VI-004
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	In order to maintain its credibility as an institution of higher education, the College must establish and maintain standards of academic honesty.

POLICY

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process that all citizens enjoy.

Upon enrolling in the College, each student assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local governments and rules established by the College. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, respond in accordance with procedures as identified in the student conduct section of the Student Handbook.

The Faculty Senate will regularly review policy and procedures relevant to the College standard on academic honesty and, as necessary, forward recommendations for revision or clarification through the Chief Academic Officer.

MONITORING	Faculty, Associate Deans, Program Directors, Chief Academic Officer, and Vice President of Student Services
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Conditions for Administration of Continuing Education Services
POLICY NO	VI-005
<i>Related Policy</i>	<i>Board VI-004</i>
TYPE	Educational Program
RATIONALE	The Board of Trustees has directed Continuing Education to create administrative policy and procedure for the delivery of its programs and courses.

POLICY

Continuing Education programs and courses shall provide opportunity to:

1. Secure professional certification or recertification.
2. Develop work related or personal skills and special interests.
3. Increase recreation experiences and personal enrichment activities.

MONITORING	The Dean of Career and Technical Education through the Director of Business and Community Development and the Coordinator of Continuing Education
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Remuneration for Continuing Education Part-Time Personnel Fees for Participating School Districts
POLICY NO	VI-006
<i>Related Policy</i>	<i>Board VI-004</i>
TYPE	Educational Program
RATIONALE	Establishes administrative policy required by the Board of Trustees

POLICY

Establish remuneration for Continuing Education contact persons and instructors.

MONITORING	Dean of Career and Technical Education through the Director of Business and Community Development, the Coordinator of Continuing Education, and the Senior Director of Human Resources.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Grant Development and Approval Process
POLICY NO	VI-007
<i>Related Policy</i>	<i>Board VI-010</i>
TYPE	Educational Program
RATIONALE	Assure appropriate authorization of project/program, quality of proposals, required matches, and compliance with college policies and procedures as well as stipulations of agreement.

POLICY

It shall be policy that specific procedures regarding grant development and approval processes be developed.

MONITORING	The Executive Director of Development and the Administrative Cabinet shall distribute and monitor policy effectiveness.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Student Assessment
POLICY NO	VI-008
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Assessment is a prerequisite for proper course placement and is necessary to determine student progress toward course, program, and institutional objectives.

POLICY

It is the policy of Jefferson College to assess the basic academic skills of all first-time or degree-seeking students for appropriate course placement and to assess the achievement of the students earning an award, certificate or degree.

MONITORING	Faculty, Associate Deans, Deans, Chief Academic Officer, Director of Learning Center/Assessment Services, Assessment Committee, and Curriculum Committee.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Final Course Grade Appeal
POLICY NO	VI-009
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	This policy is necessary to assure the opportunity for due process to students in resolution of disputed final course grades.

POLICY

It shall be policy of the Administrative Cabinet that the College will develop and publish a procedure for the appeal of final course grades. Procedures for pursuing an appeal will be included in the College Catalog and the Student Handbook. The procedure will provide the opportunity for due process in resolution of a disputed final course grade. The appeal process is not applicable to any grade assigned prior to completion of the course in which the grade was assigned.

MONITORING	Chief Academic Officer, Instructional Dean(s), and Curriculum Committee
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Dual Credit
POLICY NO	VI-010
<i>Related Policy</i>	<i>Board Policy IV-002.01</i>
<i>Related Procedure</i>	<i>Board Procedure IV-001.03</i>
TYPE	Educational Program
RATIONALE	Establishes Administrative Policy to assure compliance with Coordinating Board of Higher Education guidelines and the standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) on the award of college dual credit courses.

POLICY

It shall be the policy of Jefferson College to maintain compliance with Coordinating Board of Higher Education guidelines and the standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Dual Credit Partnership, Program and Administration Standards

- The Jefferson College Dual Credit Program will maintain compliance with the National Alliance of Concurrent Enrollment Partnerships (NACEP) Standards including Partnership Standards and Evaluation:
 - Partnership Standard 1: The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
 - Partnership Standard 2: The concurrent enrollment program has ongoing collaboration with secondary school partners.
- To partner with a school district, Jefferson College will establish a Memorandum of Understanding with a school district that includes dual credit policy guidelines, instructor requirements, tuition rates, and teacher and coordinator compensation procedures.
 - Each high school will identify a dual credit coordinator. Responsibilities include communicating with college faculty and staff on issues related to dual credit offerings and providing necessary documentation to assure compliance with CBHE policy guidelines.
 - The Chief Academic Officer of Jefferson College is responsible for involving full time faculty in the discipline as liaisons for the evaluation of all dual credit faculty, syllabi, and assessments.
 - The Jefferson College Dual Credit Faculty Liaison is a college faculty member who provides discipline specific dual credit teachers with initial training, site visits, annual professional development and supervision over the equivalency of high school dual credit and on-campus courses. This includes additional annual

responsibilities of curriculum alignment, syllabus review, learning assessment alignment, feedback, and ongoing mentorship.

- Dual credit courses offered in high schools will duplicate the identical course offerings delivered on campus to matriculated students.
- Dual credit classes at the high school will be offered during the regular classroom hours and must meet the Federal Definition of a Credit Hour requirement for seat time.
- Dual credit courses must be approved for dual credit status by the faculty of the appropriate academic department or unit of the college through the Dual Credit Faculty Liaison and Associate Dean.
 - Course content will encompass the course expected learning outcomes of the Jefferson College course(s). Textbooks for each dual credit course will be as specified by the Associate Dean, listed on the College's class schedule, and supplied by the high school for dual credit courses. Dual credit courses will follow the Jefferson College registration and grade entry deadlines.

Dual Credit Student Standards: Requirement, Eligibility, and Support

The Jefferson College Dual Credit Program will maintain compliance with the National Alliance of Concurrent Enrollment Partnerships (NACEP) Standards, including Student Standards:

- Student Standard 1: Student registration and transcription policies and practices for concurrent enrollment students are consistent with those on campus.
- Student Standard 2: The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
- Student Standard 3: Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
- Student Standard 4: The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.
- Dual credit students:
 - Will meet the same requirements for enrollment in individual courses as those required of on-campus students
 - be recommended by the high school dual credit coordinator or his/her official designee.
 - Abide by college policies and expectations
 - Will have access to student and academic support on the college campus, including academic advising, the Accessibility Resource Office, access to library resources, and access to the course instructor outside of regular classroom hours.

Dual Credit Instructor Qualifications and Support

The Jefferson College Dual Credit Program will maintain compliance with the National Alliance of Concurrent Enrollment Partnerships (NACEP) Standards including Faculty Standards:

- Faculty Standard 1: All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
- Faculty Standard 2: Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course

philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

- Faculty Standard 3: Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
- Faculty Standard 4: The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.
- High school instructors will meet the requirements for all faculty teaching at Jefferson College, as stipulated in College Policy and as required for accreditation by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. (Typically, a master's degree that includes substantial study, including a minimum of 18 semester hours appropriate to the academic field being taught.)
- Dual credit instructors are part time, adjunct faculty with the same roles and responsibilities as other adjunct faculty in addition to requirements specific to dual credit. Dual credit adjunct faculty will be expected to attend all training sessions required of Jefferson College adjunct faculty, as well as the Adjunct Professional Development Seminar held each August and the spring Discipline-Specific Professional Development Workshop for dual credit faculty.
- College academic departments will provide dual credit instructors with support services, including a designated on-campus faculty member to serve as a liaison.
- At the beginning of the semester, each instructor will submit a course syllabus developed from the official institutional course guide to the appropriate full-time Dual Credit Faculty Liaison for review. Assessment of student outcomes consistent with measures used on campus must be administered in each class.
- New dual credit adjunct faculty will receive a classroom evaluation visit once yearly for the first two years and every other year thereafter. Continuing dual credit faculty will receive a classroom evaluation visit every other year.
- Dual Credit Non-Compliance Statement: Dual credit instructors are employed as Jefferson College adjunct faculty and are expected to remain compliant with local, state and national dual credit standards and expectations. Instances of non-compliance will be addressed by the Dual Credit Faculty Liaison, Associate Dean, Coordinator, and Director of Early College, and/or other Jefferson College staff.
- The Adjunct Faculty Handbook includes duties and responsibilities for all adjunct instructors along with specific information for dual credit instructors. A Dual Credit Faculty Liaison will visit the high schools to observe and evaluate dual credit classes being taught for Jefferson College to “ensure and document the quality of dual credit practices by demonstrating compliance with the statewide dual credit policy.” Failure to uphold the Jefferson College dual credit instructor/course standards could result in a non-compliance inquiry and loss of adjunct instructor status. Non-compliant instructors/high schools will be notified in writing. The Dual Credit Faculty Liaison, Associate Dean, and Director of Early College will consult with the high school and adjunct instructor to determine the improvement goals and compliance timeline. Should the instructor not make adequate progress toward meeting the required local, state and national standards, the instructor would not be approved for future dual credit courses.

Dual Credit Program Assessment, Curriculum, and Evaluation

The Jefferson College Dual Credit Program will maintain compliance with The National Alliance of Concurrent Enrollment Partnerships (NACEP) Standards including Assessment, Curriculum, and Evaluation standards:

- Assessment Standard 1: The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.
- Curriculum Standard 1: Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
- Curriculum Standard 2: The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
- Curriculum Standard 3: Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.
- Evaluation Standard 1: The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
- Evaluation Standard 2: The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.
- Dual credit grading standards and assessment methods will be reviewed by the Dual Credit Faculty Liaison annually.
- Equivalency of expected learning outcomes, curriculum delivery and assessment between dual credit courses taught in the high school and the corresponding course taught on the college campus is demonstrated in the section syllabus approved by the Dual Credit Faculty Liaison.
- Dual credit courses will implement the Jefferson College end-of-course survey process to provide student feedback to instructors and departments.
- The Early College Team will conduct a five-year Institutional Assessment (IA) process to ensure the continuous improvement and high quality of programs and services by evaluating current status and planning for the future.

MONITORING: Chief Academic Officer

Reviewed / Approved by the Administrative Cabinet and the College President this 19th day of May in the year 2025.

ADMINISTRATIVE POLICIES

Section VII – STUDENT SERVICES

<u>Policy Number</u>	<u>Policy Title</u>
VII-001	Transcribing Fees for Credit by Examination
VII-002	Services to Students with Disabilities
VII-003	Institutional Record of Student Complaints
VII-004	Attendance Policy Implementation
VII-005	Board of Trustees Scholarship Program
VII-006	Commencement Attire
VII-007	Official Email Communication - Students

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Transcribing Fees for Credit by Examination
POLICY NO	VII-001
<i>Related Policy</i>	<i>Board VII-002</i>
TYPE	Student Services
RATIONALE	Adoption of uniform fee for transcribing credit by examination.

POLICY

It shall be the policy of the Registrar/Student Records Office to develop a fee schedule to cover direct costs of transcribing credit by examination. Effective immediately, the following fee is hereby authorized:

Service fee for transcribing credit by examination per course will equal the charge for one credit hour of in-district tuition.

MONITORING The Registrar shall assess the authorized transcribing fee.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Services to Students with Disabilities
POLICY NO	VII-002
<i>Related Policy</i>	<i>Board VII-009</i>
TYPE	Student Services
RATIONALE	To develop and publish appropriate policies to address the compliance requirements and statutory rights of students with disabilities.

POLICY

Jefferson College maintains its commitment to the education of students with disabilities by providing them reasonable accommodations which enable them to participate in or benefit from its educational programs. As part of this commitment and upon written request of the student, arrangements will be made for an assessment of the student's reasonable and appropriate accommodations request.

MONITORING The Vice President of Academic Affairs, through the Director of the Learning Services, shall monitor the policy implementation.

Reviewed / Approved by the President's Leadership Council and the College President this 22nd day of May in the year 2012.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Institutional Record of Student Complaints
POLICY NO	VII-003
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Student Services
RATIONALE	In accordance with guidelines established by College Policy and the Higher Learning Commission of the North Central Association of Colleges and Schools and to comply with federal regulations, the College will maintain records of formal written student complaints.

POLICY

The record-keeping of student complaints will be limited to complaints made formally in writing, signed by a student, and addressed to and submitted to either the office of the President, the office of a Division Chair, or the office of a member of the Administrative Cabinet. These offices have been identified as they have the ultimate responsibility to respond to student complaints.

MONITORING Members of the Administrative Cabinet.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Attendance Policy Implementation
POLICY NO	VII-004
<i>Related Policy</i>	<i>Board VII-003</i>
TYPE	Student Services
RATIONALE	Board Policy Section VII-003, #2 Attendance

POLICY

Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a term, the student may be removed from the class. In such cases, the instructor may initiate the process of removing the student from his/her class by notifying the Vice President of Student Services. A student may reduce the possibility of receiving an "F" by officially withdrawing from the course.

Students should be advised that regular and punctual attendance is expected for all students. Faculty has the responsibility to manage their classroom and lab environments in such ways as to facilitate the attainment of their course objectives.

MONITORING	The Vice President of Student Services shall notify students of their removal from class due to violation of the attendance policy.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Board of Trustees Scholarship Program
POLICY NO	VII-005
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate application of College policies in the use of institutional funds for scholarships awarded to students based upon a record of merit, achievement, leadership, talent, socio-economic background, and good citizenship.

POLICY

Jefferson College shall provide the fiscal resources to support an institutional scholarship program to attract and retain students. The scholarship program shall be used to provide recognition and financial assistance to students who have met the criteria for financial assistance and for which funds are available. Institutional scholarships shall be awarded to students who have a satisfactory citizenship record.

MONITORING	The Vice President of Student Services has designated responsibility for management of the scholarship program to the Office of Admissions and Financial Aid.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Commencement Attire
POLICY NO	VII-006
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate attire for Commencement exercises

POLICY

Degree/Certificate candidates shall wear a black gown, black mortarboard, and black tassel. Clothing worn beneath the gown should be in good taste.

Approved additional ornamentation includes pins, cords, tassels, and stoles that are sanctioned by National programs and/or affiliated with a course of study and/or an honor society recognized by the College. Additional ornamentation must receive prior approval from the Commencement Subcommittee.

The gown may not be decorated with anything other than the approved cords/stoles/pins. All other ornamentation is considered extraneous and will not be permitted. Degree/Certificate candidates with additional ornamentation on their gowns or mortarboards will be asked to remove the ornamentation prior to entering the Commencement exercises.

Graduates requiring accommodations should contact the Accessibility Resource Office (ARO) at least one month prior to Commencement.

MONITORING: The Vice President of Student Services and the Senior Director of Enrollment Management/Registrar.

Reviewed / Approved by the Administrative Team and the College President this 10th day of April in the year 2015.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Official Email Communications - Students
POLICY NO	VII-007
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Student Services
RATIONALE	To insure effective communication by establishing availability and use of College provided email.

POLICY

It shall be policy that whenever a person first enrolls for college credit, continuing education, or adult education/GED classes, the institution will provide email services for that person and utilize the service to communicate necessary information.

MONITORING Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of May in the year 2010.

ADMINISTRATIVE POLICIES

Section VIII - BUSINESS OPERATION

<u>Policy Number</u>	<u>Policy Title</u>
VIII-001	Acquisition of Computer Hardware and Software
VIII-002	Mileage Reimbursement
VIII-003	Cell Phones
VIII-004	Campus Security and Fire Safety
VIII-005	Publication Services User Requirements
VIII-006	Website
VIII-007	Social Media Networking
VIII-008	Travel and Expense
VIII-009	Animals on Campus

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Acquisition of Computer Hardware and Software
POLICY NO	VIII-001
<i>Related Policy</i>	<i>Board VIII-003</i>
TYPE	Business Operation
RATIONALE	To centralize the management, procurement, and use of this valuable resource.

POLICY

All purchases of computing hardware and software, regardless of cost or purchasing method (whether by requisition, through outside funding sources such as grants or gifts, or through other outlets) shall be approved by the Director of Information Technology prior to any obligation of funds or submission of grants. The intent of this approval process is to ensure that the hardware and software proposed will provide optimum quality, functionality and compatibility with College systems for the functions to be served.

MONITORING Deans, Budget Managers, Director of Information Technology

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Mileage Reimbursement
POLICY NO	VIII-002
<i>Related Policy</i>	<i>Board VIII-017</i>
TYPE	Business Operation
RATIONALE	Board Policy VIII-017 adopts the Federal Government rate for mileage reimbursement for use of personal automobiles.

POLICY

The College shall adopt the Federal Government rate for mileage reimbursement.

MONITORING Controller and Vice President of Finance and Administration

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Cell Phones
POLICY NO	VIII-003
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	The use of cell phones, while adding convenience and the potential for increased productivity and efficiency in the workplace, increases costs of doing business. It is, therefore, important for this cost to be effectively managed and controlled.

POLICY

The acquisition and distribution of cell phones shall be limited to cases in which personal safety is involved or the use of a cell phone is cost-justified because of increased productivity or efficiency. Cell phones provided by the College are intended for College-related business use. Employees will reimburse the College for any personal calls or other uses associated with increased costs of cell phone usage.

MONITORING President and Vice President of Finance and Administration

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Campus Security and Fire Safety
POLICY NO	VIII-004
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	Required by federal law (Clery Act)

POLICY

The College shall implement the Campus Security and Fire Safety policy and procedure in accordance with the federal law.

MONITORING: President, Administrative Cabinet, and Jefferson College Police Department

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Publication Services User Requirements
POLICY NO	VIII-005
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	To ensure that all publications representing Jefferson College convey a consistently professional image and message, clearly defined guidelines should be established for efficiency, accuracy, accountability, and compliance with statutes and college policies and procedures.

POLICY

It shall be the policy that specific guidelines regarding graphic/visual design standards, priorities and requests for services, use of equipment, compliance with copyright laws, compliance with college policies and procedures, and accountability for publication accuracy be developed.

MONITORING	The President, through the Director of Marketing and Public Relations, shall distribute and monitor policy effectiveness.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Jefferson College Website
POLICY NO	VIII-006
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	In order to maintain a consistent, high quality image of Jefferson College, the College must establish and maintain standards for web page publishing.

POLICY

The College recognizes that in today's technological environment it is important to have a presence on the Internet by publishing a webpage that provides information to the general public about the College, its mission, services, and programs.

The Marketing and Public Relations Director and the Webmaster will regularly review policy and procedures relevant to the College's webpage and, as necessary, forward recommendations for revision or clarification to the appropriate Dean.

MONITORING	Webmaster, Marketing and Public Relations Director, Administrative Cabinet, and President
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Social Media Networking
POLICY NO	VIII-007
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	With the increased popularity and use of social media sites, the College must establish standards for official institutional participation and communication via such platforms.

POLICY

In order to communicate via social media sites in a consistent, professional manner, the college shall develop clearly defined guidelines pertaining to account creation, content, account maintenance, and other operational issues.

The College's presence on social networking sites is not intended to replace other officially designated channels of communication; rather, its purpose is to supplement these methods. The purpose of utilizing social networking sites is to serve as (1) a tool for marketing to prospective students; (2) a venue to communicate with current students, alumni, and friends of the College; and, (3) a means to improve retention as students identify with the college and interact with other students.

This policy applies solely to those whose purpose is to represent Jefferson College's groups, departments, programs, entities, etc. and does not apply to student or employee private individual accounts.

MONITORING	Department Supervisors, Webmaster/Computer Services, Marketing and Public Relations Director, Social Media Team, Administrative Cabinet, and President
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Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of May in the year 2010.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Travel and Expense
POLICY NO	VIII-008
<i>Related Policy</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	Required to establish College policy.

POLICY

The College shall implement Travel and Expense guidelines in accordance with those set out in the Procedures for employees conducting official College business or incurring travel costs at the College's expense.

MONITORING: President, Deans and Budget Managers.

Reviewed / Approved by the Administrative Cabinet and the College President this 14th day of July, 2010.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Animals on Campus
POLICY NO	VIII-009
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	Establishes administrative policy regarding parameters for animals on campus

POLICY

Animals are only allowed inside College buildings or facilities when they serve as an accommodation for those with disabilities, such as a service animal or support animal, or when the Vice President of Academic Affairs or Vice President of Student Services has granted special permission for an educational purpose. Pets are not allowed inside College buildings or facilities.

Jefferson College recognizes that animals under the control of an adult, including pets, may be walked in appropriate outdoor public spaces and that activities or events on campus may involve animals with appropriate approvals.

Jefferson College supports the use of service animals and support animals on campus by those with disabilities as allowed by law and in accordance with this Policy.

Service animals are working animals and are restricted to dogs that are specifically trained to engage in work or a task directly related to support their handler's disability, such as guiding an individual who is blind, alerting an individual who is deaf, pulling a wheelchair, or alerting an individual with diabetes if they need to take insulin. In some cases, a miniature horse may also qualify as a service animal. Any other animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are not pets.

Support animals are animals that provide emotional support which alleviates one or more identified symptoms or effects of a documented disability. Support animals are not pets. Support animals, if approved to support an identified disability, are only allowed in campus housing to reside with a student resident. Support animals are not permitted inside any other College buildings or facilities.

MONITORING: Vice President of Academic Affairs, Vice President of Student Services, Dean of Instruction, and Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 18th day of April, 2023.

ADMINISTRATIVE POLICIES

Section IX-BUILDINGS AND GROUNDS

<u>Policy Number</u>	<u>Policy Title</u>
IX-001	Modifications to Physical Facilities

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE	Modifications to Physical Facilities
POLICY NO	IX-001
<i>Related Policy</i>	<i>Board IX-004</i>
TYPE	Buildings and Grounds
RATIONALE	Functionality, utility, aesthetic continuity, security, safety, ease of maintenance and cost are among the important factors in the decoration, remodeling or renovation of College facilities. An Administrative Policy will assure these factors are considered when planning and making modifications to College facilities.

POLICY

Modifications to physical facilities of the College must be approved in advance by the Director of Buildings and Grounds, or in his absence, the Vice President of Finance and Administration. Modifications to physical facilities are defined as wall painting and papering, installing (non-temporary) signage, building trades work (electrical, plumbing, carpeting, etc.) plantings, installing/replacing window coverings and the like.

MONITORING	Deans, Vice President of Finance and Administration, and Director of Buildings and Grounds.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.