

**San Carlos Apache College**

**FACULTY HANDBOOK**

**Effective as of August 21, 2020**



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# Introduction

This Faculty Handbook provides basic information about the College, benefits, responsibilities, campus services and contacts for Full-time Faculty and Adjunct Faculty.

For additional personnel policies that apply to SCAC employees refer to the SCAC Personnel Manual. The term “Faculty” includes all full-time Instructional Faculty who meet the definitions in the Handbook. Adjunct, part-time and one-semester Faculty appointments are not considered full-time College employees.

## Academic Affairs Office

The following full-time staff and faculty constitute the Academic Affairs domain:

### Vice President of Academic Affairs

The Vice President of Academic Affairs is the chief academic officer at San Carlos Apache College, and plans, directs and reviews the activities, services, and operations of the Academic Affairs Office. The Vice President of Academic Affairs coordinates assigned activities with faculty, other College offices and external agencies, and provides complex, highly responsible, specialized administrative support to the College President.

### Faculty

The Office of the Vice President of Academic Affairs employs full and part-time faculty. Full-time faculty are the Office’s primary educational leaders responsible for assisting in the coordination of the disciplines and/or programs in the Office. Full-time faculty are also the primary parties responsible for assisting the Vice President of Academic Affairs in achieving Office and College goals and objectives. Faculty provide positive leadership to enhance the image of the College and Office toward the promotion of a healthy work environment and student success.

Part-time faculty are hired on a semester to semester basis depending on the College’s needs. Part-time faculty are expected to adhere to the same policies and procedures as full-time faculty except where it is noted otherwise.



# Faculty Information

## Duties and Responsibilities of Faculty

Faculty members have two primary responsibilities: instruction of the students and performance of necessary educational obligations.

In carrying out these responsibilities, the Faculty member is required to:

- Be familiar with the Vision, Mission and Goals of the College;
- Provide instruction and conduct classes in accordance with Apache values and within the course of study defined by the department;
- Cooperate with colleagues in regard to educational matters;
- Attend scheduled College meetings (full-time faculty only);
- Assume responsibility to keep any certifications current;
- Keep accurate student records for two years following the completion of a course and submit all records when required;
- Meet all assigned classes with adequate preparation;
- Post and hold office hours of at least (5) hours per week (full-time faculty only);
- Evaluate student progress;
- Conduct fair evaluations applied equally to all students;
- Avoid behavior that could be interpreted as discriminatory;
- Refer to the Admissions and Records representative any student whose scholastic or personal needs require special attention;
- Participate in student evaluations of instructors;
- Actively promote student retention, including participation in the Early Alert Retention System and submission of progress reports to the Admissions and Records representative, as required;
- Mentor students as assigned (full-time faculty only);
- Assist in the recruitment, retention and success of students;
- Conduct student learning assessment according to SCAC guidelines.

Faculty contracts delineate the full list of duties and responsibilities for full-time faculty, and Adjunct contracts delineate the same for Adjunct Faculty.

## Academic Freedom

It is the policy of SCAC to embrace academic freedom as described below. SCAC recognizes that all students, faculty and staff have the right to express their opinions without fear of repercussion. Students also have the freedom to express and to defend their views, and the freedom to differ without scholastic penalty by faculty of the College.

The College subscribes to the following statement on Academic Freedom:

1. In the course of performing duties consistent with one's assignments, any Faculty member is entitled to freedom of discussion provided the discussion has educational value and is relevant to the course or educational support service.

2. Any Faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of her/his primary responsibilities, and to research requirements set by the San Carlos Apache College Board of Regents and/or set by the College's Institutional Research Board (IRB).
3. The College Faculty member is a citizen, a member of a learned profession, and a member of SCAC. When a Faculty member speaks or writes as a citizen, or exercises legal or constitutional rights, Faculty shall be free from institutional censorship or discipline. However, in extramural utterances, the Faculty member has an obligation not to imply that the faculty member is an institutional spokesperson.
4. Textbooks and other classroom materials shall be approved by the Lead Faculty in the discipline area and the Vice President of Academic Affairs. Major purchases of equipment directly related to the Faculty member's subject or service area shall be made with the review of the Faculty from the discipline area, and with the approval of the Vice President of Academic Affairs.

### Class Coverage and Cancelled Classes

If a class must be cancelled, Faculty should contact the Vice President of Academic Affairs as far in advance as possible and notify the enrolled students using their email accounts. A cancelled class form must be completed for all missed classes. In the event of a class meeting cancellation(s), the faculty needs to inform the Vice President of Academic Affairs in regards to make-up classes or out-of-class assignments to replace the loss of class contact hours.

If an emergency situation prevents notification of students, Faculty may request the Vice President of Academic Affairs or her/his designee to post a sign on the classroom door, informing students that the class will be cancelled. Any other assignments from the Faculty may be given to the students at this time.

### Faculty Absences Due to Attendance at Conferences and Workshops

On occasion, a Faculty member may need to be absent from a class in order to attend a conference or professional development opportunity. Please contact the Vice President of Academic Affairs as soon as you know that you may have a conflict with a class, so that the two of you can come to agreement about whether or not to attend the event and, if so, how to arrange for class coverage.

### Change of Class Location

All classes are to meet in rooms printed in the class schedule. Changes in class meeting places must be approved by the Vice President of Academic Affairs and are subject to room availability. If you are planning a field trip, please see that section of this handbook for additional information.

Be sure to give students advance notice of any classroom change. Also, please put a sign on the door of your regularly scheduled room about where the class is meeting, in case students or others forget about the change. In the event of a conflict in scheduled space, classes assigned to a classroom have priority.

### Class Coverage

Each semester classes must be held as scheduled on the SCAC course schedule. Classes must be held on the designated day, between the designated times and at the designated location. If the class meeting time, day or location is rescheduled, this information must be forwarded to the Vice President of Academic Affairs in a timely manner.

## Classroom Atmosphere

Both the Faculty and the students contribute to the atmosphere of the classroom. It is the Faculty member's responsibility to maintain the classroom in an orderly fashion and to make the course worthwhile. It is the student's responsibility to learn, to attend class on time, to meet deadlines, and to turn in required projects and papers. Any problems with students should be approached in a matter-of-fact, rational manner and in a spirit of mutual respect. If problems persist, they should be discussed with the Vice President of Academic Affairs. See the SCAC *Student Handbook* for more specific information.

## Off-Campus Instructional Facilities

The San Carlos Apache Tribe cooperates with SCAC to provide space for instruction at different locations throughout the community. Faculty members have a responsibility to students and the community to make the best educational use of the facilities. The instructor must leave the classroom in good condition so that it is ready for full and effective use by others. Please return desks and chairs to their normal positions at the end of class. Concerns regarding room temperature should be directed to the location coordinator or the Academic Affairs Office. All Faculty members must conform to the rules established by the particular agency providing the classroom space. For example, the various facilities may have parking provisions. Each instructor must be familiar with the rules established by the location coordinator and questions about these different locations can be address to the Academic Affairs Office.

## Office Hours

Full-time faculty members shall maintain office hours consistent with their assignments and shall be available to students. Office hours shall be distributed throughout the Faculty



member's scheduled assignments and shall be posted conspicuously at the Faculty member's office and on the course syllabus. SCAC full-time Faculty must hold office hours for five hours per week for Faculty members teaching 15 load hours of regular load during a 16-week semester. No additional office hours are required for voluntary or involuntary overloads. Office hours shall be scheduled in a minimum of one-half hour increments. If a faculty member's teaching load falls below 15 load hours, office hours can be reduced by one hour per week for every three load hours. For example, if the faculty member is teaching 12 load hours, then the office hours will be four hours per week.

During the course of the semester, including finals week, a Faculty member may reschedule posted official office hours as needed in consultation with the Vice President of Academic Affairs. Rescheduled office hours will be posted and an email sent out by the Faculty member to all affected students.

Faculty members may elect, with the approval of the Vice President of Academic Affairs, to hold up to 20 percent of their office hours using an electronic format.

### Schedules and Catalogs

Semester schedules of classes and college catalog are available on the SCAC and TOCC websites at [www.apachecollege.org](http://www.apachecollege.org) and [www.tocc.edu](http://www.tocc.edu). Print copies of the schedules and catalogs will also be available at the SCAC administration building. Each Faculty member must be familiar with College policies as outlined the Catalog, particularly in reference to grading, attendance and academic alert policies.

## **Contract / Teaching Assignments: Adjunct (part-time) Faculty**

SCAC values the role of its part-time or Adjunct Faculty members in enhancing the quality of the college. Adjunct Faculty often bring important life and professional experiences to the student learning experience, while allowing the administration more versatility in scheduling classes to meet student needs.

Teaching assignments for Adjunct Faculty are made on a semester-by-semester basis. A contract provides no guarantee of continued or future employment. Classes may be cancelled for various reasons, including low enrollment. A class cancellation indicates cancellation of the Adjunct Faculty member's assignment as stated in the Adjunct Faculty Contract. Every effort will be made to notify Adjunct Faculty of cancelled classes; however, Adjunct Faculty are encouraged to contact the Vice President of Academic Affairs to inquire as to the status of their classes prior to the start of the semester. The appearance of the Adjunct Faculty's name on the master schedule is not a contractual obligation on the part of the College.

Because student enrollment and full-time Faculty loads may not be determined until after the date that an Adjunct Faculty signs a contract, that contract is contingent upon sufficient student enrollment for the course to be taught and upon that course not being assigned as part of a full-time Faculty member's required teaching load. If there is insufficient course enrollment, the contract is void. If the course is assigned to a full-time Faculty member to meet that Faculty member's required teaching load, the Adjunct Faculty contract is void. If there is sufficient enrollment for the course, and if the course is not required to satisfy the teaching load for a full-time Faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments.

A contract provides no guarantee of continued or future employment. The payment amount for a contract is subject to audit and conformance to SCAC payment policies. SCAC policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by SCAC's Governing Board policy and as set forth in the SCAC Personnel Policies Handbook.

As an express condition of a contract, the Adjunct Faculty agrees to become and remain eligible to teach according to the accreditation standards and personnel standards of the college during the term of a contract, and to provide and have the following on file with the Human Resources Officer and the Vice President of Academic Affairs: (1) SCAT Application; (2) Official Transcripts; and (3) drug test authorization form. Failure by an Adjunct Faculty to comply with these conditions shall allow SCAC to terminate the contract.

The Adjunct Faculty is expected to perform in a professional manner and to conduct classes by the contract. The contract is intended to include the time the Adjunct Faculty member spends preparing for and teaching the course and the Adjunct Faculty member's time spent

to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she will notify the Vice President of Academic Affairs as soon as possible prior to the class meeting time and will schedule an approved make-up class, if required. Please see the Class Coverage and Cancelled Classes sections of this handbook for more information.

When an Adjunct Faculty is absent without having given notice and/or having received approval from the appropriate administrator, the Adjunct Faculty's employment may be terminated.

The Adjunct Faculty is required to attend orientation and some professional development workshops and meetings. The Vice President of Academic Affairs will publish a schedule of mandatory faculty orientations and professional development meetings, as well as voluntary professional development opportunities, at the beginning of each semester.

The Adjunct Faculty is required to submit a written syllabus to the Vice President of Academic Affairs within the campus-stated deadline, to submit the 45<sup>th</sup> day class roster in a timely manner and to submit student grades on time. See the appendices of this document for the current syllabus template.

The Adjunct Faculty should refer to the appropriate course content form and include the course description, objectives and learning outcomes in the syllabus. The approved syllabus with course outline should be presented to the students during the first class meeting and/or posted in Canvas. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence.

The Adjunct Faculty is responsible for proactive student retention. Please see the appendices in this document for the SCAC Early Alert Retention System (EARS). Adjunct Faculty will complete student progress reports consistent with the process followed by full-time Faculty.

SCAC conducts student learning assessment in all courses, and the Adjunct Faculty must participate in assessment. The Vice President for Academic Affairs and full-time Faculty will assist the Adjunct Faculty in complying with the college assessment plans.

Assignment or reassignment of duties within SCAC shall be at the discretion of the Vice President of Academic Affairs, provided such assignment is consistent with the qualifications of the Adjunct Faculty.

Adjunct Faculty will adhere to all SCAC policies that address code of conduct and standards of behavior for employees as found in this Faculty Handbook and in the SCAC Personnel Policies and Procedures Handbook.

Preparation for payment begins when the signed Adjunct Faculty Agreement is returned to the SCAC Human Resources Office, which will contact the Adjunct Faculty when the contract is ready. Be advised that paydays are normally biweekly.

# Employment Information

## Teaching Assignment

Faculty contracts identify in what discipline Faculty may teach, and the number of expected credits to be taught during the contract. For more information, please refer to your SCAC Faculty Contract.

## Credentialing

**SCAC credentials its Faculty according to the guidelines of the Higher Learning Commission of the North Central Association, our institutional accreditation organization.**

The Academic Affairs Office is charged with the responsibility of reviewing the credentials of applicants for full-time and part-time faculty in order to certify whether or not the faculty are qualified to teach specific courses offered by SCAC. The Vice President of Academic Affairs, with the assistance of the full-time SCAC faculty, as needed, will conduct the credential reviews to determine faculty qualifications.

The forms documenting faculty credential reviews and disciplines one is qualified to teach will be kept in faculty personnel files and a copy will be kept by the Vice President of Academic Affairs.

Credentialing of instructors teaching Apache language and culture courses may require elders, recognized individuals and others with expertise from the community who would verify a person's expertise. This type of practice is widely accepted at tribal colleges.

## Curriculum

Curriculum meetings are chaired by a full-time faculty member. Curriculum meetings are held to review curriculum, including new and modified courses and programs, and curricular evaluation of existing programs according to established policies and procedures.

Faculty members on the Curriculum Committee and the Apache Cultural Committee meet together during curriculum meetings for review of the curriculum. According to the curriculum meeting procedures, recommendations from the Curriculum Council proceed for review or approval to the Vice President of Academic Affairs, the President, and the Board of Regents as appropriate.

The administrative process of curriculum is determined by the Vice President of Academic Affairs.

## Hours of Service

The teaching contract is written in terms of hours taught in the classroom. Faculty members are expected to be present at teaching locations and in the classroom at least ten minutes before the beginning of the class period. Faculty members are also expected to arrange time, either before or after classes, to assist students as appropriate. Time devoted to meeting students individually can provide useful feedback for improvement of instruction and will enhance student retention rates. Faculty members who do not require final exams are still required to meet with their class, thereby meeting every class scheduled within the academic period.

Full-time Faculty are expected to be on campus at least 30 hours per week, although these hours are not expected to be their only work hours. Due to the nature of teaching at an academic level, ten hours a week minimum may be spent in off-campus activities, including class preparation, grading, professional development, field trips, writing and presenting professional papers, and other typical academic Faculty pursuits.

Part-time faculty are expected to be on campus during their class sessions, during faculty orientations and other mandated professional development activities, and before and after classes, as needed, to assist their students or interact with college personnel.

## Contact Information

A current home address, home or mobile telephone number and day business telephone number must be on file for all Faculty in the Human Resources Office and with the Vice President of Academic Affairs. This information is only for internal College professional matters and will not be available to students or others without the authorization of the faculty member. Changes in contact information must be provided promptly to the Human Resources Office.

## Identification Cards

SCAC identification cards are available to SCAC employees and students. Please inquire at with the IT Officer at the SCAC Main Campus or at [tech@apachecollege.org](mailto:tech@apachecollege.org) for further information about obtaining a college identification card.

## Faculty Meetings

Meetings, workshops and faculty orientations are held to assist Faculty members in providing high quality education and to inform Faculty members about campus or department procedures. Attendance is mandatory for full-time Faculty. Part-time faculty are required to attend faculty orientations and some professional development activities, which will be clearly identified by the Vice President of Academic Affairs.

## **Apache Language, Culture and History**

Both a benefit and a requirement of being a faculty member at SCAC is to learn about Apache language, culture and history so that we can support our students and our community. Please check the SCAC Personnel Manual for further information about meeting the Apache language and culture/history requirement for employees.

# Faculty Support

## Faculty Mailboxes

Full-time Faculty and Adjunct Faculty mail will be kept at the receptionist desk at the SCAC Main Campus. Mail and messages will be left there, so faculty members are expected to check for mail on a regular basis. Any College business mail will be metered and routed through the U.S. Post Office. Outgoing boxes for mail are located at the receptionist desk too.

## Email and Network Accounts

Computer accounts and emails (TOCC and SCAT email addresses) are provided to Faculty and staff for the purpose of performing College business and communicating with students. The IT department sets up email and computer accounts for each full-time Faculty and Adjunct Faculty. Faculty members are encouraged to communicate with colleagues within the College and at other institutions using their college-assigned email addresses. Faculty may access the College email from off-campus through Gmail at [www.gmail.com](http://www.gmail.com). Other College resources may be accessed through the SCAC and/or TOCC website.

Faculty members are responsible for following legal and ethical guidelines for computer account usage in a manner consistent with the educational mission of the College. Refer to the TOCC and SCAC *IT Policies* for more information.

## Copyright

SCAC and TOCC strictly adhere to copyright policies. If there are copyright questions regarding duplication of materials, contact the Vice President of Academic Affairs for assistance. If copyright permission is required, SCAC requires a copy of written, legal and specific permission from the copyright owner. TOCC and SCAC also subscribe to “fair usage” of materials used for educational purposes, and all Faculty members should be familiar with the fair usage law and apply it appropriately.

## Supplies

Faculty may need desk or classroom supplies. Supply purchase requisitions must be approved by the Vice President of Academic Affairs.

## Field Trips

Subject-related field trips are a valuable aid to instruction. Safety and student interest are primary concerns on the trips. The College carries liability insurance, which covers both the Faculty member and the students, provided the field trip is College sanctioned. Field trips are subject to budget limitations and must be approved by the Vice President of Academic Affairs one month prior to the date of the trip. Faculty must submit written



requests to the Vice President of Academic Affairs, including the class list of the names of students who will be attending.

If approved, the field trip and students will be covered on the College's liability arrangements. Only full-time Faculty or staff who submit their driving records, obtainable from the Arizona Department of Motor Vehicles at <http://servicearizona.com>, are covered by the College's liability insurance and may drive College vehicles. Faculty are responsible for the cost of the driving record (approximately \$3.00). Two copies of the record must be submitted to the Vice President of Academic Affairs. Adjunct Faculty with an approved field trip may request a SCAC vehicle and driver. For more information, see the Vice President of Academic Affairs.

Prior to the field trip, Faculty should provide all students with adequate and accurate information in regard to expected learning outcomes, transportation, where to meet, length of the field trip, food and drink options, and obligations they must fulfill. Faculty should provide adequate supervision and avoid circumstances that could be construed as negligent.

## Grade Records and Records Retention

The Faculty member shall maintain the right and responsibility to determine grades and other evaluation of students within the grading policies (see the TOCC and SCAC catalog), based on professional judgment of available criteria pertinent to any given subject area or activity for which she or he is responsible.

For each class section taught, the Faculty member shall evaluate student performance. During fall and spring semesters, final evaluations, if used, shall be given during final exam week. The times scheduled for final evaluations are to be used for that purpose or continued instruction. For courses offered during a nontraditional term, final evaluations, if used, shall be given at the end of that term. Faculty members should retain final evaluation instruments for two years from the end of the semester in which the course was completed. However, if the final evaluation instrument is returned to the student, the retention requirement does not apply.

Grades and class records also serve multiple purposes after a semester is finished. A student might request a letter of recommendation a year or more after completing your class. A student may submit a grade appeal for a course, and a detailed record will document how the faculty member computed the final grade. It is recommended that SCAC faculty keep a copy of their course syllabus, which documents your course policies and procedures including how you compute final grades, as well as copies of test questions, answer keys and other documents that may help you document how you awarded grades.

How long must you keep these materials? Different states have different records retention schedules and the retention period is different for different records. The easiest rule of thumb for faculty to follow is to retain syllabi, class exams, and other class work that you do not return to students for two calendar years after the end of the course and the submission of grades to the college records office. When you are ready to dispose of the

records, make sure you either shred any items that may contain confidential student information or submit them to the SCAC Academic Affairs Office for disposal.

No grade or evaluation shall be changed without the approval of the Faculty member; however, in cases where the Faculty member cannot be contacted at the phone numbers submitted to the Academic Affairs Office or by registered mail, the Vice President of Academic Affairs, in consultation with at least one other college administrator or full-time Faculty member, may certify a grade change to the records officer for the college. Faculty who give a student an I (incomplete) grade, and are not teaching for the college in subsequent semesters, should ensure that the Academic Affairs Office has been provided with detailed instructions for determining the grade when the student submits the remaining work.

Faculty are required to provide students with timely feedback on course work. Faculty should provide feedback on assignments, classroom activities, quizzes, and exams within 48 hours. For course project and papers, faculty should provide feedback within five (5) working days.

### Guest Speakers

Guest speakers enrich classes and Faculty members are strongly encouraged to invite guest speakers to their classes, particularly San Carlos Apache elders. Faculty members are encouraged to share guest speaker presentations with the entire SCAC community, when possible. Please contact guest speakers far enough in advance so that transportation and any other arrangements (e.g., ADA accommodations) may be made. Contact the Vice President of Academic Affairs for information on honoraria, travel arrangements and special accommodations.

### Keys and Locked Rooms

Faculty and adjunct faculty may obtain keys to the faculty office area. Generally, classroom doors should be unlocked when Faculty arrive. In cases where the facilities might be locked at the assigned time of use, instructors may contact the Facilities Manager or Executive Assistant. Some Faculty are assigned keys to particular buildings. In the evenings, the last faculty member to leave (which will be determined on a semester to semester basis) the building is responsible for ensuring that all doors are securely locked. Lost keys should be reported to the Vice President of Academic Affairs immediately.

### Library

The Tohono O'odham Community College Library has online resources that are available to SCAC faculty and students. In addition, SCAC is planning on creating its own library services in the upcoming academic year. Using grant funds from the Institute for Museum and Library Services, the College will be expanding the Community Library into a joint public-college Library.

For more information on time limits for borrowing particular library materials from TOCC, contact the Library at (520) 383-0032. For information or questions about the new SCAC Library, send your questions to [library@apachecollege.org](mailto:library@apachecollege.org).

## Audio Visual (AV) Services

The SCAC College Executive Assistant is responsible for coordinating AV materials and equipment for faculty use.

Faculty may check out any AV equipment for use in classrooms, for course-related projects, for presentations off-campus, or for other educational or SCAC-related activities. Faculty members are responsible for the safe return of all equipment, including cords, which are often forgotten. Before leaving the off-campus site, Faculty should be sure they have all cords and equipment to return to the SCAC Executive Assistant.

Faculty members may place any College-owned AV media materials on reserve for use by students. Students may only use AV materials on campus. Please ask students to come to the Main Office desk for help. Facilities are provided so that students may use these materials during regular hours either in groups or on an individual basis. Media materials may not be taken home for use by students.

Students must request equipment through Faculty members, *who check out the equipment and are responsible for its return.*

Here are things to keep in mind for AV services:

1. Equipment requests are first-come, first-serve, and should be submitted in advance. Waiting until the last minute may mean that the AV equipment may not be available.
2. When ordering AV equipment, know the correct room number, times and dates the equipment is needed, and the type of equipment needed.
3. Learn to operate AV equipment properly. Instruction is available.
4. Assistance with AV equipment cannot be guaranteed after normal working hours (8:00 a.m. to 4:30 p.m., Monday through Friday). It is recommended that Faculty make arrangements during normal working hours to test the equipment for any operating problems.
5. If Faculty choose to use AV material sources from outside the College, it is their responsibility to verify that materials are compatible with SCAC equipment.
6. Equipment borrowed should not be “loaned” to another Faculty member before it is returned to the SCAC Executive Assistant. Faculty members are responsible for any equipment or media materials that are checked out to them.
7. Faculty members are responsible for care of AV equipment and materials. Equipment should be put away correctly. All cords should be returned including power cords, connecting cables and extension cords. If equipment is brought off-campus, the site should be checked thoroughly for all equipment and accessories. Equipment should not be left in a hot car.

8. Materials and equipment should be returned as soon as Faculty members are finished with them. Returns are normally due the same day of checkout, unless prior arrangements are made with staff.
9. Faculty must check out equipment for student use in the classroom. Students may not take equipment off-campus without special consent.

### Computer Lab

The Computer Labs and the Math Labs are computer technology centers serving all College students, faculty and staff regardless of major or experience. Occasionally classes will be held in the Computer Labs; at those time, the Lab is closed to everyone not enrolled in that particular class.

### Information Technology (IT)

The SCAC IT Office is responsible for ordering and maintaining computers and peripheral hardware and software. The IT Office will provide guidance in using software and hardware. For more information, contact the SCAC IT Office.

### The Apache Cultural Committee

The Apache Cultural Committee is a college committee that helps us to meet the SCAC mission, which includes preservation of Apache language and culture, and the SCAC core values, which includes honoring the values of Go'zhoo (to be at peace) through spirituality, respect, balance and harmony.

The Apache Cultural Committee makes recommendations to the President and college administration regarding Apache language, culture and history classes, as well as the general operations of college services and activities to ensure cultural integrity.

# Instruction

## Adding a Class

The last day for a student to add a traditional semester-length class to their schedule is at the end of the first week of classes, if the class is open and does not require special permission.

After this date the student may add classes by consulting with the full-time Faculty member who teaches the course, filling out a Registration Transaction form, having the full-time Faculty member sign it, and then returning the form to the Academic Affairs Office. For courses taught by Adjunct (part-time) Faculty, the Vice President for Academic Affairs will review the student request and, if appropriate, sign the form. After reviewing the forms, the Academic Affairs Office will send them to the Admissions and Records Office for processing.

To add shorter, non-traditional classes that have not yet begun, the student may use the Registration Transaction form without the Faculty member's signature.

Open entry/open exit classes may be added at any time.

## Class Breaks

Faculty members will allow a ten-minute break period for every 100 minutes of regular class time. These breaks are scheduled at the discretion of the instructor with consideration for student motivation, safety and subject continuity.

## Class Schedule

To assist students with their academic planning, the College provides a print and an online Schedule of Classes in advance of each semester. The names of Faculty members, including Adjunct Faculty, are included in the schedule *if known*. The Vice President of Academic Affairs will notify Faculty of deadlines pertaining to the Schedule (e.g., classes to be taught during a particular semester). The listing of a Faculty's name in the College's master schedule or any Schedule of Classes does not guarantee to the student that the listed Faculty member will serve as the instructor for the course.

## End of Semester Grades Procedure

At the end of each semester and summer session, each Faculty member will receive a grade roster from the Admissions and Records Office for each of their classes for recording final course grades. Instructions for completing the grade rosters are also provided. Grade rosters include names of students who have registered and paid for the class. [Students who do not appear on the printed grade roster will not receive a grade for the class.] It is very important that the instructions be followed carefully. If grade rosters are delayed in any way, or if

there are other problems, contact the Vice President of Academic Affairs. ***Grades must be submitted by the stated deadline.***

### Giving Grades to Students; Student Privacy

Faculty must provide grade information only to the student, i.e., not to parents, an employer, or any other individual requesting grades without written permission from the student. Any deviation from this delivery method of grades to students may involve a violation of the Family Educational Rights and Privacy Act (FERPA).

Do not disclose a student grade over the telephone or by email, unless you have a method of verifying that the person on the phone or reading the email is, in fact, the student. Do not post grades in any public manner.

Grade reports will be mailed to current students after the semester ends and grades have been posted. Please do not ask students to call the College to obtain course grades.

### Grading Policy

Faculty members must determine the grading criteria for their courses, and make their system clear and available in the syllabus. The Faculty member can, however, use a number of techniques to arrive at this final grade, including but not limited to:

- Participation in and completion of class work.
- Completion of any work assigned for outside of class.
- Responses on scheduled or unscheduled quizzes periodically through the course.
- Midterm and/or final examination to test accumulated knowledge.
- Special presentations or reports.
- Preparation of papers on topics relevant to class work.
- Course projects designed to reflect areas studied during the semester.
- Group work
- Service learning

The Faculty member may combine several of these to gain an overall view of the progress made by the student in his or her learning.

Course grades are assigned by Faculty, using the grades below:

A – Superior: 4 grade points per credit hour.

B – Above Average: 3 grade points per credit hour.

C – Average: 2 grade points per credit hour.

D – Below Average: 1 grade point per credit hour.

F – Failure: 0 grade points per credit hour.

P — Pass:  
Equivalent to a “C” or better without grade differentiation ordinarily indicated by the College grading system. A “P” grade may be given at the student’s request and the instructor’s option.

I – Incomplete

A record of “Incomplete” as a grade will be made at the student’s request and the instructor’s option. This grade will be kept on record for nine weeks, after which it will be automatically changed to “F” if a student does not complete the course requirements. A student receiving a grade of “I” will be provided with a standard form specifying the work necessary for completion of the course. Incompletes are not to be given in lieu of “F” and “Y” grades. Incompletes should be given only when a student has been attending class regularly and completed 75% of the course with a passing grade, and for some unforeseen reason, cannot complete the remainder of the course before the semester ends. The actual percentage of course completion by the student is at the discretion of the Faculty. In addition to recording an “I” on the grade form, the instructor must also fill out a special Incomplete Grade status form.

IP – Work in progress in open entry/open exit course

A record of “IP” (in progress) as a grade will be made when a student is making satisfactory progress in a course that crosses session start and end dates. At the specified end date of the course, the student will be assigned a grade of A, B, C, D, F, P, I, or Y.

W – Official Withdrawal

The student may only request this grade during the first two-thirds of any session. This grade may also be given by the instructor on or before the official census reporting date to students who have ceased attending class before the date. (See each semester’s *Schedule of Classes* for specific withdrawal deadlines.)

For Open Entry/Open Exit classes, the two-thirds deadline is based upon calendar days between the date of a student’s initial registration and the last day of the semester or session.

At their discretion, Faculty members may award a “W” grade on or before the official census reporting date to students who have ceased attending class, although official withdrawal from a class is the student’s responsibility.

- To withdraw from a class, the student must complete and process a Registration Transaction Form after the official refund deadline, but before the official withdrawal deadline.
- The student will not receive a refund of tuition and fees if he or she withdraws.
- The student will receive the grade of “W” (official withdrawal) for the class on his or her academic record.

- If the student does not process a withdrawal, he or she may receive a failing grade for the class.
- The student is responsible for processing a drop or withdrawal from a class or classes.
- Please see the relevant semester class schedule for the withdrawal deadline for classes that are not Open Entry/Open Exit and that have a withdrawal deadline as the date that marks the two-thirds point of the course from the first class to the last class.

#### Y – Special Withdrawal

The “Y” grade is an administrative withdrawal given at the instructor’s option when no other grade is deemed appropriate. The instructor must file a form stating the specific rationale for awarding this grade. “Y” grades are discouraged since they may transfer as an “F” to other colleges or universities, and may affect financial aid. A "Y" grade should only for be awarded for a compelling reason.

X – An “X” placed next to the grade indicates the grade was earned through the successful completion of a proficiency test.

## **Academic Integrity and Plagiarism**

Honesty and integrity are important attributes for a student’s personal and academic development. Academic dishonesty occurs when a student fails to live up to this standard. Generally speaking, academic dishonesty includes cheating (i.e. copying a student’s work or allowing a student to copy one’s work, unauthorized use of devices such as calculators, taking an exam in another student’s place, etc.), plagiarism (i.e. using the words or ideas of another person without proper acknowledgement or citation), and fabrication (i.e. altering an exam after it has been graded, or providing false information to excuse late work, etc.). Students are responsible for ensuring that the work they submit for their courses is their own work and that outside sources are acknowledged and appropriately credited. Depending on the severity of the violation of the academic honesty policy, instructors may impose a range of penalties including a request for the assignment to be resubmitted, a reduction in the assignment or course grade, failure for the course, and in severe instances a student may be suspended or expelled from the College.

## **Dropping a Class**

Students may choose to drop a class during the first week of the semester and that class will subsequently not appear on the student’s transcript. Students should see the Admissions and Records Office for information concerning refunds for dropping a class.

To drop a class, the student must complete a signed schedule change form (drop/withdrawal form) and submit it to Admissions and Records Office prior to the official refund deadline. The form is available in the Admissions and Records Office.

The responsibility to drop or withdraw from any class belongs to the student.



## Change of Grade

Students have up to nine weeks to complete an “Incomplete.” The actual timeline is at the discretion of the instructor and should be determined in consultation with the student. When or if a student completes the course work, the instructor will complete a Change of Grade form to submit to the Admissions and Records Office.

## Load Hours and Contact Hour to Credit Ratio

Below is an explanation of the Contact Hour to Credit Ratio calculations, and of the Load Hours calculations. For some courses, this is fairly straightforward, but for other courses that combine Lecture and Academic Laboratory, the calculations are more complex.

Lecture and Academic Laboratory may be delivered in an integrated format – a seamless blending of lecture and lab activities. Faculty who teach these courses will be responsible for all the instruction generally considered part of the Lecture course and an Academic Lab, as well as to create activities and processes that effectively integrate all learning activities. This course format, therefore, requires classroom management and planning above and beyond that which is necessary in a separate Lecture course and a separate Academic Lab course. The contact hour to credit ratio is a combination of those of the lecture and academic lab portions of the course. For example, GEO 101 is a 4-credit class with 3 lecture periods and 3 laboratory periods and is loaded at 5.1 hours. In this example, load hours are calculated as follows:

- 3 Lecture contact hours or periods for the semester loaded at 1 each would total 3.0 load hours
- 3 Academic Lab contact hours or periods loaded at 0.7 each would total 2.1 load hours
- 3.0 load hours + 2.1 load hours = 5.1 load hours

### Course Type: Lecture

This is a course in which the Faculty member presents an educational experience to students, applying any combination of methods, such as lecture, demonstration or application of technology or techniques, discussion, or other class activities to help students master conceptual materials. The Faculty carries the prime responsibility for the instructional activity, and is actively involved in the instructional purpose for the majority of time during which the class is in session. The evaluation of the students’ performance in the lecture course is the responsibility of the assigned Faculty member; assessment is made on a regular basis. Students will be expected to work on out-of-class assignments pertaining to the course. Lecture courses will require preparation for class by both the Faculty member and the student.

<b><i>Contact Hour to Credit Ratio &amp; Load Hour Calculations based on 16-week semester &amp; three meetings per week (1 Contact Hour=50 minutes)</i></b>	<b>Associated Subject Area(s) (Current, Active, Credit Non-Contract Courses Only)</b>
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1 Lecture Contact Hour per week for the semester = 1 credit	All
Three 50-minute periods per week of the Lecture course = 3 credits	

**Course Type: Independent Study / Independent Research**

This is a course in which students work independently on coursework, a project (studio or lab), or research. The teacher acts as guide or facilitator, and the student plays a more active role in designing and managing his or her own learning. Study or research may be on topics of interest to the student, or only for independent study, may be used to meet the objectives of another course that is required for graduation, but unavailable due to low enrollment. Course content and performance objectives are to be determined by the student and faculty. An academic contract, drawn in advance, specifies the subject and method of inquiry, the texts or other course materials, the purpose of the projects, and the basis of evaluation and credit.

Faculty members who teach independent study classes will be compensated reasonably depending on the estimated time and effort that will be involved. Faculty members should have discussion with the Vice President for Academic Affairs about appropriate loading for independent study classes.

**Course Type: Academic Laboratory**

This is a course in which students carry out experiments, practice skills, or engage in activities under the direction of a Faculty member, in order to reinforce concepts or skills learned as a result of another strategy, such as lecture. The Faculty member organizes the plan of student involvement to satisfy the predetermined course objectives and may demonstrate or describe activities to be performed by students, or devices to be utilized or operated by students. The evaluation of the students' performance in the laboratory is the responsibility of the assigned Faculty member; assessment is made on a regular basis. The student is assigned out-of-class responsibilities in preparation for, or in follow-up to, the laboratory. Academic lab courses will require preparation for class by both the Faculty member and the student.

<b>Contact Hour to Credit Ratio &amp; Load Hour Calculations based on 16-week semester &amp; three meetings per week (1 Contact Hour = 50 minutes)</b>	<b>Associated Subject Area(s) (Current, Active, Credit Non-Contract Courses Only)</b>
<b>3 Lab Contact Hrs. = 1 credit</b>  A 1-credit Academic Laboratory class meets for the equivalent of three 50-minute periods per week. For example, a 4-credit science class that has 3 lecture and 3 lab	Examples: ANR, AST, BIO, CHM, GEO, GIS, GLG, PHY, etc.

<p>periods will meet for 300 minutes or 5 hours per week.</p> <p>Load hours for the equivalent of three 50-minute periods per week of the Academic Laboratory Course Types is calculated as follows: 3 lab contact hours or periods loaded at 0.7 per contact hour is 2.1 load hours</p>	
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### Student Attendance

The College is responsible for accurately reporting attendance and Faculty members should encourage students to attend all class sessions. Faculty members are required to provide students with a copy of the following attendance policy on their syllabi or as a separate document:

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a “W” or “Y” will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent or have been absent, please notify the instructor as soon as possible

Faculty members are urged to contact students with excessive absences in an attempt to encourage completion of courses. If attendance continues to be a problem, contact the Admissions and Records Office about the student. Faculty members are encouraged to take attendance at each class session.

### Student Learning Assessment

SCAC conducts student learning assessment in all courses, and Faculty must participate in assessment. The Vice President for Academic Affairs will assist the Faculty in complying with the college assessment plans.

### Student Records

Faculty members play a key role in the protection and integrity of student records. Maintaining confidentiality of student records is both the right thing to do and it is a federal law.

Faculty members are expected to be familiar with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. You have access to student information only for legitimate use in the completion of your responsibilities as a college employee. Your access to student information, including directory information, assessments, and transcripts, for example, is based on your faculty role.

Faculty members must not permit access to or release of personally identifiable student records without the written consent of the student. For example, public listing of student grades is not permitted. Student records should not be shared with parents, employers, other students, or community members. There are some exceptions, such as with underage or dependent students, whose parents may be able to access their records.

Sometimes faculty will receive requests for student information. For example, an insurance company may request verification that a student is in attendance at the college. Faculty may not release student information to any third party outside the college. Requests for student information should be directed to the Admissions and Records Office.

If a faculty member is in doubt about a request for student information or about their obligations related to FERPA, consult with the Vice President for Academic Affairs.

Faculty correspondence with other college employees relative to student records must include student name, student identification number and date of the action taken or the request being made.

Different states have different records retention schedules and the retention period is different for different records. The easiest rule of thumb for faculty to follow is to retain syllabi, class exams, and other class work that you do not return to students for two calendar years after the end of the course and the submission of grades to the college records office. When you are ready to dispose of the records, make sure you either shred any items that may contain confidential student information or submit them to the SCAC Admissions and Records Office for disposal.

More information about Arizona records retention can be found at: <http://apps.azlibrary.gov/records/general.aspx>

## Substitute Instructors

At the beginning of the semester, each Faculty member must identify a substitute instructor for each of their classes. The names of the substitute instructors and the classes they will teach must be forwarded to the Vice President of Academic Affairs. Faculty members are urged to share substitute teaching responsibilities with each other, as much as possible. Other possible substitute teachers may be found in SCAC staff or administration. If Faculty are unable to identify a substitute teacher for a particular class, please contact the Vice President of Academic Affairs for assistance.

## Syllabus

College policy requires each Faculty member to prepare a class syllabus. All Faculty members are asked to follow the syllabus template which is included in the appendices of this document. Syllabi should be submitted for review to the Vice President of Academic Affairs prior to the first day of class. Approved syllabi must then be filed with the Vice President of Academic Affairs. Please send each course syllabi, each semester, in PDF

format. Each syllabus will be kept on file for archival and other purposes. For questions related to syllabi, faculty should contact the Vice President of Academic Affairs.

## Teaching Observation

Each full-time Faculty member is expected to observe classroom teaching of at least one other full-time Faculty member once a year. The purpose of the observation is not to critique the observed instructor, but to learn possible new teaching methods that can enhance one's teaching skills. Faculty must submit documentation of the observation. The documentation is not to include any critical analysis of the other instructor's teaching practices, rather to reflect on methods or practices that might improve one's own practices.

## Textbooks

Textbooks are selected specifically for each course, and in courses where textbooks are required, it is expected that they be utilized. Full-time Faculty generally select their own textbooks. The Vice President of Academic Affairs will select textbooks for courses taught by Adjunct Faculty. The Vice President of Academic Affairs may consult with content experts in a discipline, if needed, in order to identify appropriate textbooks.

### **Statement on Professional Ethics**

*The statement that follows was originally adopted in 1966 by the American Association of University Professors. Revisions were made and approved by the Association's Council in 1987 and 2009.*

#### **Introduction**

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing the guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The *Statement on Professional Ethics* that follows set forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 *Statement of Principles on Academic Freedom and Tenure*, the 1958 *Statement on Procedural Standards in Faculty Dismissal Proceedings*, or the applicable provisions of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*.

#### **The Statement**

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise

critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private person, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further republican understanding of academic freedom.

# General Information

## Contact Information

### Street Address

San Carlos Apache College  
1 San Carlos Avenue  
Building 3  
San Carlos, AZ 85550

### **Mailing Address**

San Carlos Apache College  
P.O. Box 344  
San Carlos, AZ 85550

### Phone Number

928-475-2016

### **Fax Number**

928-475-2018

### **Website**

[www.apachecollege.org](http://www.apachecollege.org)

## Equal Access Statement/Disability Accommodations

SCAC seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resource Office at TOCC. It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

## Emergency Procedures

SCAC is developing an Emergency Response Plan. Once it is available, all Faculty members will need to become familiar with the plan.

## Equal Opportunity and Indian Preference



Please refer to the SCAC's *Personnel Policies Handbook* for details regarding equal opportunity and Indian preference.

### Family Education Rights and Privacy Act of 1974 (FERPA)

San Carlos Apache College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act was designed to protect the privacy of educational records, to establish the rights of students to impact and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Vice President of Student Services concerning alleged failures by the institution to comply with this act. Questions concerning the privacy of student records may be directed to the Admissions and Records Office.

### Grievance Procedure

Please refer to the SCAC Personnel Manual as it pertains to employees, or the SCAC Student Handbook as it pertains to students.

### Harassment (Including Sexual Harassment) Policy Statement

Please refer to the SCAC Personnel Manual regarding harassment policies.

### Title IX

SCAC encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Faculty members are considered mandatory reporters of Title IX violations. All violations of Title IX should be reported to the SCAC Vice President of Academic Affairs.

### Bullying Policy

Please refer to the SCAC Personnel Manual and the SCAC Student Handbook regarding policies on bullying.

### **Prohibited Behaviors, Drug-Free School and Communities Act**

San Carlos Apache College is an alcohol-free, drug-free, and weapon-free environment. These prohibitions apply to students and employees of San Carlos Apache College while on college property, including in a college or personal vehicle, or in conjunction with any college-sponsored activity:

- Possession and/or consumption of alcoholic beverages.
- Use, possession, or sale of illegal drugs or drug paraphernalia, as well as misuses of prescribed drugs.
- Possession or use of firearms and dangerous weapons, with the exception of sworn law enforcement officers in the performance of their official duties.
- Possession or use of any live ammunition, fireworks, dangerous chemicals, or explosives

Students or employees who come to the college under the influence of alcohol, illegal drugs, and other controlled substances are considered a threat to the general safety and learning environment of the college and are also in violation of this policy.

Students or employees who violate this policy are subject to disciplinary action and/or referral to the appropriate law enforcement agency.

SCAC is committed to the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §114g).

Please refer to the SCAC Personnel Manual and the SCAC Student Handbook for more information.

### Lost and Found

All lost and found articles should be reported to the Executive Assistant at the Main Campus.

### Policy of Non-Discrimination

Please refer to the SCAC Personnel Manual and the SCAC Student Handbook regarding policies on non-discrimination.