

2026  
2027

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# Instructional Handbook

MID-PLAINS COMMUNITY COLLEGE  
ACADEMIC AFFAIRS

# Welcome

Welcome and thank you for being a fundamental part of Mid-Plains Community College (MPCC).

The mission of MPCC is to transform lives through exceptional learning opportunities for individual student success. The dedication of our full-time and adjunct faculty helps us achieve this mission.

This Instructional Handbook is a compilation of information about MPCC to provide our faculty with the most current and accurate material in one document. A great deal of effort has gone into this resource, and we appreciate all of the staff members who helped in updating this important document.

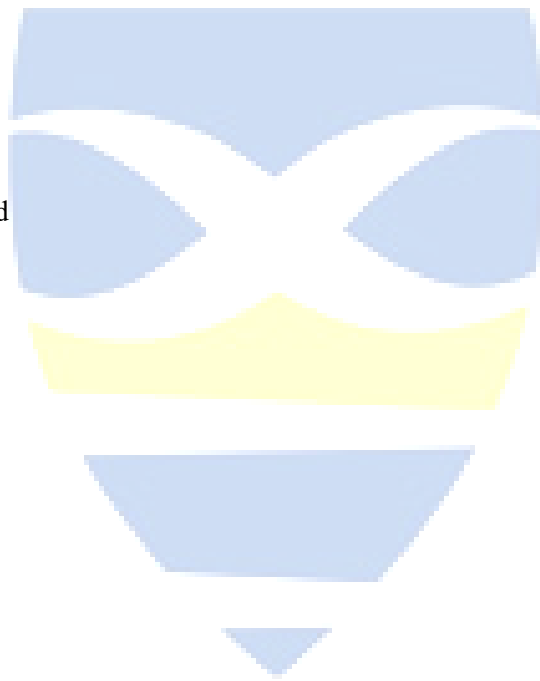
We are continually exploring ways to make this document even more effective and usable. If you have any comments or suggestions for improvements, please feel free to contact my office. As you read through the document and have questions on any of the topics, you are also encouraged to contact your Academic Dean.

We hope you find our updated Instructional Handbook of value as you go about making a difference in the lives of MPCC students.

Sincerely,



Jody Tomanek, Ph.D.  
Vice President for Academic Affairs and  
North Platte Community College



# Institutional Information

## College Mission

The mission of Mid-Plains Community College: Transforming lives through exceptional learning opportunities for individual student success.

## MPCC General Education and Degree Program Outcomes

Upon completion of Associate of Arts, Associate of Science, Associate of Fine Arts, Associate of General Studies, or Associate of Applied Science, successful students should be able to demonstrate and apply:

- Effective written communication skills
- Effective oral communication skills
- Information literacy competencies
- Cultural awareness
- Mathematics skills
- Scientific inquiry skills
- Critical thinking skills

## Legislated Priorities

MPCC seeks the following instructional and service priorities:

- Applied technology and occupational education and, when necessary, foundations education.
- Transfer education, including general academic transfer programs, or applied technology and occupational programs which may be applicable to the first two years of a bachelor's degree program, and, when necessary, foundations education.
- Public service, particularly adult continuing education for occupations and professions, economic and community development focused on customized occupational assessment and job training programs for businesses and communities, and avocational and personal development courses.
- Applied research.

## College Values

The College believes that certain values should guide each decision made in the operation of the College. Mid-Plains Community College values excellence in education through:

- Integrity
- Programs that enhance the quality of life for people and our region
- Accessibility and affordability
- Respect for our college, communities, and the people we serve
- Open and honest communication
- Safe, quality, and engaging environments
- Continuous collaboration among all campuses

## College Service Area

- Mid-Plains Community College (MPCC), a legislatively designated eighteen-county district in west central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. The Mid-Plains Community College area consists of McCook Community College, North Platte Community College, and campuses in Broken Bow, Imperial, Ogallala, and Valentine.

## College Abbreviations

- MPCC: Mid-Plains Community College
- MCC: McCook Community College
- NPCC: North Platte Community College
- NPCC-North: North Platte Community College - North Campus at 1101 Halligan Drive
- NPCC-South: North Platte Community College - South Campus at 601 W State Farm Road
- DL: Distance Learning

## Instructional Handbook Disclaimer

The purpose of this Instructional Handbook is to provide faculty members with information about the academic operation of the College. It is not the purpose of this Handbook to duplicate material, which might be found in the College Catalog, Negotiated Agreement, or MPCC Employee Handbook. Every attempt has been made to ensure the accuracy of its contents. If any discrepancy exists between the Handbook and the printed policies of the Board of Governors, the provisions of the MPCC Board Policy Manual will prevail. The College reserves the right to modify the information within this Handbook without notice.

## Non-discrimination Disclaimer

Mid-Plains Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. Mid-Plains Community College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

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# Academic Calendar

## Mid-Plains Community College Academic Calendar

2026-2027



**August 2026**

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2026**

	1	2	3	4	5
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

**October 2026**

		1	2	3
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
30	31			

**November 2026**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2026**

	1	2	3	4	5
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

**January 2027**

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

**Legend:**

	Faculty Prep/Work Day
	Holiday / Offices Closed
	Final Exams
	Spring Break
	New Student Orientation
	Commencement

<b>August</b>	
10-21	Fall Intersession
17-21	Faculty Prep Days/Work Week Activities
20	Residence Hall Check-In
21	New Student Orientation
24	Fall Classes Begin
<b>September</b>	
7	Labor Day Holiday - No Classes/College Closed
<b>October</b>	
2	All College Enrichment, No Classes
17	1st Eight Week Classes End
19	2nd Eight Week Classes Begin
<b>November</b>	
25	Faculty Work Day - No Classes, College Closes at 3:00 p.m.
26-29	Thanksgiving Holiday - No Classes, College Closed
<b>December</b>	
14-17	Final Exam Days
14	Winterim Classes Begin
18	Faculty Work Day
18	Residence Halls Close for Winter Break
24	College Closes at 3:00 p.m.
25-Jan. 3	Winter Holiday Break - Campuses Closed
<b>January</b>	
4	Campuses Reopen
11-15	Faculty Prep Days/Work Week Activities
14	Residence Halls Reopen
18	Spring Classes Begin
<b>March</b>	
13	1st Eight Week Classes End
15-19	Spring Break - No Classes
22	2nd Eight Week Classes Begin
28	College Closed
<b>May</b>	
10-13	Final Exam Days
14	Commencement
17-19	Faculty Work Days
17	Three-Week Interim Classes Begin
30-31	Memorial Day Holiday - Offices Closed
<b>June</b>	
3	Three-Week Interim Classes End
7	1st 4 Week, 6 & 8 Week Courses Begin

**February 2027**

		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

**March 2027**

		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

**April 2027**

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

**May 2027**

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2027**

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

**July 2027**

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August 2027**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Cabinet Approved 10/08/25

# General Information

## Cabinet

Ryan Purdy	MPCC President
Dr. Jody Tomanek	Vice President for Academic Affairs and NPCC
Kelly Rippen	Vice President for Student Affairs and MCC
Michael Steele	Vice President of Administrative Services
Tad Pfeifer	Director of Institutional Effectiveness
Haven Smith	Director of Institutional Advancement
Daniel Stinman	Director of Marketing and Public Information
Rebecca Wrage	Director of Human Resources

## MPCC Administration

Holly Andrews	Assessment Coordinator
Kenzie Adams	EMS/CPR Coordinator
Josh Blagdon	Systems Administrator
Erinn Brown	Director of Financial Aid
Randy Brown	Network Administrator
Rachel Conroy	Director of Recruiting and Admissions
Eric Gonzalez	Director of Accounting
Brady Heinz	Systems Analyst
Shelby Hills	Grants Coordinator
Susan Horne	Director of Advising
Dillon Johnson	Staff Accountant
Sydney Jones	Recruiter
Aukai Kaai	Technical Enrollment Coach
Gail Knott	Dean of Outreach
Hayley Kobza	Enrollment Coach
Robert Merchant	Research Analyst
Bob Molcyk	Accelerated EMT/Paramedic Program Coordinator
Jennifer Morgan	Activities Director
Bobbi Muehlenkamp	Director of Student Success
Tara Naughtin	Director of Systems Innovation
Brett Niemeth	Nursing Support Coordinator
Dr. Brian Obert	Dean of Student Life
Jason Osmotherly	Associate Dean of Student Life
Jamie Peters	Assistant Director of Human Resources/Wellness
Brandon Pritchett	Assistant Director of Advising
Sydney Purdy	Assistant Director of Student Leadership & Engagement
Robin Rankin	Director of Adult Education and ADA
Suzanne Ramsey	Early Entry Coordinator
Clint Reading	Dean of Science, Mathematics, Health & Applied Technology
Amy Sabatka	Director of Career Services
Ben Schmidt	Assistant Director of Safety & Security
Erin Sis	Systems Analyst
Kregg Snook	Recruiter
Lana Stewart	Registrar
James Taylor	Director of Safety and Security
Kayla Thurman	Director of Early Entry and Program Development

Katie Wheeler	Director of Library Resources
Trent Wiese	Director of Information Technology Services
TBD	Dean of Business & Humanities
TBD	Dean of Enrollment

### MPCC Business & Community Education

Sharon Kircher	Director of Business and Community Education
Mandy Brandes	Business and Community Education Coordinator
Marlene Goodenberger	Business and Community Education Coordinator
Jeff Smeltzer	Business and Community Education Coordinator
Will Cleveland	Motor School Program Coordinator
Josh Young	Motor School Program Coordinator

### MCC Administration

Michael Brosenne	Assistant Director of Residence Life
TBD	Career & Test Center Coordinator
Mike Mendenhall	Student Success Coach
Joy Molcyk	Director of EMS/Paramedic Program
Darin Morgan	Director of Physical Resources
Brantleigh Taylor	Assistant Director of Student Engagement
TBD	Coordinator of Residence Life

### NPCC Administration

Sandy Anderson	Career & Test Center Coordinator
Shawn Aten	Director of Physical Resources
Kade Erickson	Assistant Director of Residence Life
Jacob Brandl	Student Success Coach
Jeffrey Thurman	Assistant Activities Coordinator
Curtis Tagwerker	Coordinator of Residence Life

### Campus Administrators

In addition to North Platte and McCook, Mid-Plains Community College has four Campuses located in Broken Bow, Imperial, Ogallala, and Valentine. Administrators collaborate with the Dean of Outreach and the Academic Deans to coordinate and develop course offerings and potential degrees. Student services including placement testing, advising, assessment, and academic support are offered at each Campus.

Kaci Johnson	Broken Bow Campus Administrator
Brandi Dannatt	Imperial Campus Administrator
Jennifer Edson	Valentine Campus Administrator
Jennifer Soper	Ogallala Campus Administrator

# Phone Numbers and Email Addresses

## Academic Deans

<b>Dean of Business Technology &amp; Humanities</b>	TBD	TBD Contact Dr. Tomanek or Jessica Hernandez interim	
<b>Dean of Science, Math, Health, and Applied Technology</b>	Clint Reading	readingc@mpcc.edu	308-535-3741

## Advising

<b>MCC</b>		<a href="mailto:advising@mpcc.edu">advising@mpcc.edu</a>	308-345-8100
<b>NPCC</b>		<a href="mailto:advising@mpcc.edu">advising@mpcc.edu</a>	308-535-3600

## Campus Web

<b>Login Support</b>		techhelpdesk@mpcc.edu	308-535-3712
<b>Class List/Final Grade Submission Support</b>		reghelp@mpcc.edu	308-345-8119

## Canvas

<b>Farra Morgan</b>		morganf@mpcc.edu	308-535-3716
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## Career Services

<b>MCC</b>			308-535-3618
<b>NPCC-North</b>			308-535-3618

## Center for Teaching Excellence

<b>Cathy Nutt</b>		nuttc@mpcc.edu	308-535-3735
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## Contracts/Employment Agreements

<b>MCC</b>		harvieh@mpcc.edu	308-345-8120
<b>NPCC</b>		hernandezj@mpcc.edu	308-535-3604

## Disability Support Services

<b>MCC</b>		rankinr@mpcc.edu	308-535-3637
<b>NPCC North Campus &amp; Community Campuses</b>		rankinr@mpcc.edu	308-535-3637
<b>NPCC South Campus</b>		copperc@mpcc.edu	308-535-3715

## Distance Learning

<b>Farra Morgan</b>		morganf@mpcc.edu	308-535-3716
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## Dual Credit/Early Entry

<b>Kayla Thurman</b>		earlyentry@mpcc.edu	308-535-3607
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## Campus Administrators

<b>Broken Bow Campus</b>	2520 South E Street Broken Bow, NE 68822	Kaci Johnson johnsonkj@mpcc.edu	308-872-5259
<b>Imperial Campus</b>	1324 Broadway, POB 148 Imperial, NE 69033	Brandi Dannatt dannattb@mpcc.edu	308-882-5972
<b>Ogallala Campus</b>	512 East B Street South Ogallala, NE 69153	Jennifer Soper soperj@mpcc.edu	308-284-9830
<b>Valentine Campus</b>	715 East Highway 20 Valentine, NE 69201	Jennifer Edson edsonj@mpcc.edu	402-376-8033

## Facilities/Physical Plant

<b>MCC</b>		308-345-8114
<b>NPCC</b>		308-535-3628
<b>Financial Aid</b>		
<b>MCC</b>	finaid@mpcc.edu	308-221-6444
<b>NPCC</b>	finaid@mpcc.edu	308-221-6444
<b>Help Desk</b>		
<b>MCC and NPCC</b>	techhelpdesk@mpcc.edu	308-535-3712
<b>Housing</b>		
<b>MCC</b>		308-345-8177
<b>NPCC</b>		308-535-3760
<b>Human Resources</b>		
<b>MCC and NPCC</b>	petersj@mpcc.edu HumanResources@mpcc.edu	308-535-3680
<b>Learning Commons (Libraries)</b>		
<b>MCC</b>	mclearningcommons@mpcc.edu	308-252-1828
<b>NPCC</b>	nplearningcommons@mpcc.edu	308-221-6433
<b>Records</b>		
<b>MCC &amp; NPCC</b>	reghelp@mpcc.edu	308-535-3774
<b>Registration</b>		
<b>MCC &amp; NPCC</b>	reghelp@mpcc.edu	308-535-3774
<b>Or Student Success Centers</b>		
<b>MCC</b>		308-345-8105
<b>NPCC</b>		308-535-3702
<b>Student Life</b>		
<b>MCC</b>		308-345-8109
<b>NPCC</b>		308-535-3635
<b>Syllabus/Simple Syllabus</b>		
<b>Jessica Hernandez</b>	hernandezj@mpcc.edu	308-535-3604
<b>Welcome Centers</b>		
<b>MCC</b>		308-345-8101
<b>NPCC-North</b>		308-535-3601
<b>NPCC-South</b>		308-535-3701
<b>Broken Bow</b>		308-872-5259
<b>Imperial</b>		308-882-5972
<b>Ogallala</b>		308-284-9830
<b>Valentine</b>		402-376-8033

# MPCC Academic Structure

## Dean of Science, Math, Health, & Applied Technology

### Applied Technology

Architecture (ARCH)  
Auto Body Technology (AUTB)  
Automotive Technology (AUTO)  
Aviation (AVIA)  
Building Construction Technology (BLDC)  
Diesel Technology (DSLTL)  
Electrical Automation Control (ELTR)  
Electrical Technology (ELTR)  
Heating, Ventilation, & Air Conditioning Tech.(HVAC/R)  
Small Engine Mechanics (SENG)  
Transportation (TRAN)  
Upholstery-Refinishing (UPHR)  
Welding (WELD)

### Health Occupations

Associate Degree Nursing (NURS)  
Dental Assisting (DENT)  
Emergency Medical Services (EMTL)  
Health Occupations (HLTH)  
Licensed Practical Nursing (NURS)  
Medical Laboratory Technology (MEDT)  
Nursing Assistant (NURA)  
Paramedic/Advanced Paramedic (EMTL)

### Mathematics & Science

Biology (BIOS)  
Chemistry (CHEM)  
Engineering (ENGR)  
Geography – Physical (GEOG)  
Mathematics (MATH)  
Physical Education (PHED)  
Physics/Physical Science (PHYS)  
Pre-Athletic Training/Exercise Science (PHED)

## Dean of Business & Humanities

### Business

Accounting (ACCT)  
Agriculture (AGRI)  
Business (BSAD)  
Career Planning (CAPC)  
Computer Science (CSCE)  
Economics (ECON)  
Entrepreneurship (ENTR)  
Graphic Design/Visual Communications (GDVC)  
Information Technology (INFO)  
Medical Office (MEDO)  
Real Estate (REES)  
Logistics/Materials Management (WARE)

### Humanities

Art (ARTS)  
Criminal Justice (CRIM)  
Early Childhood Education (ECED)  
Education (EDUC)  
English (ENGL)  
Family and Consumer Science (FACS)  
Fine Arts (ARTS)  
Geography – Cultural (GEOG)  
History (HIST)  
Humanities (HUMS)  
Journalism (JOUR)  
Music (MUSC)  
Philosophy (PHIL)  
Political Science (POLS)  
Psychology (PSYC)  
Sociology (SOCL)  
Speech (SPCH)  
Theater (THEA)  
World Languages:  
French (FREN) Spanish (SPAN) Lakota (LAKL)

# Classroom Procedures

## Class Location

Classrooms—both on- and off-campus—are used by a wide variety of groups. If your classroom seems less than suitable for your class sessions, please contact your dean for possible choices and/or solutions. It is imperative that the relocation of students to another classroom takes place in an official manner. On occasion, students and/or faculty need to be contacted for emergency purposes during class. In addition, the maintenance staff need to be informed as to the use of classrooms for unlocking and locking purposes.

Floor plans for MCC, NPCC-North Campus, NPCC-South Campus, and campus buildings are available by special request by contacting the campus Facilities/Physical Plant office.

## Class Cancellation

**Semester Class Cancellation:** The cancellation of a class is the joint responsibility of the instructor, the Academic Dean, and the Vice President for Academic Affairs and North Platte Community College or Campus Administrator. If an instructor has fewer than eight students enrolled, he/she should contact the Academic Dean and the Vice President for Academic Affairs and North Platte Community College or Campus Administrator to discuss cancellation of the class. If the class enrollment is fewer than eight students and is taught by a full-time faculty member, an instructor may choose to teach the class as an Independent Study (INDE), formally known as a Specially Arranged Class (SAC). Formal cancellation of the class is the responsibility of the Academic Dean and the Vice President for Academic Affairs and North Platte Community College or Campus Administrator.

**Individual Class Cancellation:** The campus receptionist/administrative assistant or Campus Administrator must be notified any time a faculty member is unable to meet a class. This should only be for illness, emergency, or other extenuating circumstances. The contact person then posts notices on the classroom door prior to the class meeting. Students who travel extensively to attend class should receive a call, text, or email from the instructor.

Classes are expected to meet for the fully scheduled class times. Classes offered on a three-hour block must follow the same time-requirement guidelines. It is important to remember that we meet credit/contact hour ratio guidelines for semesters as outlined in state statute [85-1503](#). Missed class times could be made up through additional readings or other out-of-class assignments. Contact your Academic Dean for these specific guidelines.

It is the responsibility of the instructor to start each class on time and dismiss the class at the appropriate time.

**Class Cancellation Due to Weather or Other Conditions:** The Campus Vice Presidents determine when classes will be canceled in McCook and North Platte. The Vice Presidents inform the Director of Public Information and Marketing who notifies local television and radio stations. If college classes are canceled, faculty members, staff, and students will not need to come to campus (except for physical plant personnel). Students will also be notified of class cancellations through the Rave system. All new students are automatically entered to receive text and/or email messages. Go to [www.getrave.com](http://www.getrave.com) and type “Mid-Plains Community College” for more information.

## Class Attendance Policy

Students are expected to attend classes regularly, arrive punctually, and complete all assigned work for each class. Attendance is a privilege, and a responsibility represented not only by the student's investment but also by a significant investment by taxpayers. The College's approach to education emphasizes student acceptance of responsibility for learning.

## Academic Engagement

Academic Engagement in a course, including online, is defined in 34 CFR 600.2 as “Active participation by a student in an instructional activity related to the student's course of study that –

- 1) Is defined by the institution in accordance with any applicable requirements of its State or

accrediting agency

2) Includes, but is not limited to -

- a. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- b. Submitting an academic assignment.
- c. Taking an assessment or an exam.
- d. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- e. Participating in a study group, group project, or an online discussion that is assigned by the institution.
- f. Interacting with an instructor about academic matters; and

3) Does not include, for example -

- a. Living in institutional housing.
- b. Participating in the institution's meal plan.
- c. Logging into an online class or tutorial without any further participation.
- d. Participating in academic counseling or advisement.”

## Jury Duty Policy

MPCC recognizes the importance of the judicial process, and the part students play in this system. Students called for jury duty will be excused from class. Students should notify their instructors and be able to show proof of jury duty. All coursework missed during this time must be made up.

## Office Assignments/Hours

Faculty office spaces are assigned by the Campus Vice Presidents. Full-time faculty members must schedule **five office hours per week** and post these office hours for the convenience of students and colleagues.

## Responses to Student Inquiries/Questions:

Mid-Plains Community College is committed to providing exceptional educational experience to all students. Faculty plays a crucial role in fostering effective communication and ensuring that students have the support they need throughout their academic journey. This policy outlines the expectations of faculty while on contract in responding to student inquiries and questions in a timely and professional manner, regardless of the delivery method of the course.

## Expectations for Faculty Responses

### 1. **Timeliness of Response:**

Faculty are expected to respond to student inquiries, questions, or concerns within 48 hours during the academic week (Monday through Friday). This includes emails, discussion posts, message boards or other forms of communication.

### 2. **Weekend/Holiday Adjustments:**

In cases where a student inquiry is received over the weekend or during a holiday break, faculty are allowed an extended window of time for response. The expectation in these circumstances is that the faculty member will respond to the student within 72 hours.

### 3. **Consistency Across All Semesters:**

These expectations for timely communication apply during all academic terms, including the Fall, Winterim, Spring, and Summer semesters. Regardless of the course's delivery method (online, in-person, or hybrid), faculty must maintain accessibility and timely communication with students.

4. Communicate clearly and respectfully in all interactions.

5. Maintain availability during posted office hours and/or provide alternative means for student communication.

6. Ensure that communication methods are clearly stated in the course syllabus (e.g., email, LMS messaging, phone, etc.).

## Field Trips/Absence Notification

When taking students off-campus for class-related field trips (including student organizational trips and athletics), please supply the following information to the Office of Academic Affairs by completing Field Trip and Release of Liability forms. These can be found on the Portal by clicking “Faculty.”

1. Dates and location of trip
2. Name of students involved
3. Name of sponsor(s) and emergency contact phone number for the sponsor
4. Release of Liability form completed by each student
5. Lodging location and contact number
6. Itinerary of trip (agenda, etc.)

Additional steps may also include:

1. Requesting school vehicles and bus drivers from the physical plant office.
2. Arranging for advance expense money.
3. If the activity lasts longer than your designated class period, please send an email to all faculty members on your campus with the names of the students involved so they are excused from class for a college function.
4. Students should individually work with other instructors of missed classes to ensure that all work is complete.

## Guest Speakers

The use of guest speakers can be an excellent addition to course offerings, and Mid-Plains Community College does encourage the use of outside resources. Most guest speakers are willing to present for no compensation; however, if payment is required by the guest speaker, arrangements must be made in advance with the Vice President for Academic Affairs and North Platte Community College.

## Syllabi

All syllabi for courses taught by all MPCC faculty are to be completed in Simple Syllabus. Syllabi will be reviewed during the faculty evaluation process. Instructors are required to provide course syllabi to all students in all of their courses each semester at Mid-Plains Community College. Course syllabi are designed to make students aware of course expectations, grading rationale, and requirements for course completion.

Information on textbooks, course objectives, available teaching aids, and references or source material will be useful to the development of a specific course syllabus. Faculty members must complete a current syllabus for each course being taught, **within ten days after the start of class**. Once a syllabus is submitted in Simple Syllabus, the student will have access to the course syllabus. For assistance or questions regarding Simple Syllabus, please contact Jessica Hernandez at 308-535-3604/hernandezj@mpcc.edu

Certain courses fall under the [Nebraska Transfer Initiative \(NTI\)](#), statewide common courses with individually approved course syllabi. Instructors are responsible for including both NTI and MPCC-required content into course syllabus.

Each syllabus on file will vary from course to course but should contain the following (taken from NCCA guidelines):

- Title for all sections/offerings taught under the designated course number.
- Course alpha and number for common content
- Credit hours.
- Instructor’s name and contact information.
- Course description as it appears in the College Catalog.
- Course objectives.

- Minimal competencies taught.
- Textbook(s) both required and recommended, including the author, title, publisher, and ISBN#.
- Prerequisites
- MPCC General Education and Degree Program Outcomes.
- Academic Integrity Statement.

Other helpful information that might be included:

- A description of grading/evaluation procedures.
- A detailed course schedule of class activities and course requirements.
- A list of teaching aids, if applicable, and required materials.
- A bibliography of references and/or source materials, if applicable
- A description of the method of instruction to be used (lecture/discussion, lecture/laboratory, small group, audio-visual usage, computer application, etc.)
- A statement regarding contact information for Students with Disabilities
- Important Dates related to the course such as the last day to withdraw/drop, holidays, or dates classes do not meet.

*NOTE: Failure by Adjunct Faculty to complete syllabi may affect future teaching assignments.*

## Textbooks

Textbook Adoption Procedures: Textbooks are requested well in advance for each semester. Each full-time instructor is afforded the freedom to select his/her own textbooks. Faculty members are encouraged to use up-to-date textbooks appropriate for discipline. If there are several sections of the same course taught by different full-time or adjunct instructors, those instructors should cooperate in selecting a common textbook. Adjunct instructors should coordinate with on-campus full-time faculty members teaching the same course and adopt the same textbook being utilized on campus.

## Class Schedules

Developing the master class schedule is the responsibility of the Vice Presidents in cooperation with the Academic Deans, Campus Administrators, and Faculty. Class schedules are published on the MPCC website. The Vice President for Academic Affairs and North Platte Community College outlines specific dates for the development of the Fall, Spring, and Summer, schedules. This information is readily available from Academic Deans. Schedules are prepared several months in advance of the actual offerings to enable students to effectively complete their degree plans.

## Adding Course to Schedule

To add an approved course to an existing published schedule, please complete an Instructor Schedule Worksheet form, obtain Academic Dean's approval, and the Dean will forward it to the Vice President for Academic Affairs and North Platte Community College.

## Class Size/Capacities

Class size and capacities are determined by several factors. The Vice President for Academic Affairs and North Platte Community College works in coordination with the faculty members and Academic Deans to determine minimum and maximum limits. The reasons for establishing these limits include lab spaces, instructional material/equipment available, student need, and impact of the class size on teaching effectiveness. Classes may be canceled due to low enrollment at the discretion of the Academic Dean and the Vice President for Academic Affairs and North Platte Community College.

## Closed Class

When a class is closed, additional students are not permitted to enroll in that section. The feasibility of opening other sections will be considered, but this will be done only when all or most sections of the same class are closed.

## Closed Class with Wait List Procedure

When enrollment in a course section reaches maximum (according to the maximum that is set at the time the *Class Schedule* is produced each semester/term), the date and time additional students **attempt** to enroll is recorded within our student records database. Registration & Records monitors the status of waitlisted course sections until the Friday before each semester/term begins. If openings become available (due to enrolled students dropping the course), waitlisted students are enrolled in order of the date and time they attempted to enroll. Students receive notification of these changes via their MPCC email address. Once the semester begins, faculty approval is needed for wait-listed students to enroll. Registration & Records provides awaitlist report to applicable faculty members on day one of the semester/term along with “Waitlist to Current Authorization” forms. Faculty and student signatures are required; students submit completed authorizations to Registration & Records.

Consult with your Academic Dean regarding optimal enrollment for your course. If you cannot allow waitlisted students to enroll, refer them to general advisors so that alternate courses may be selected as early as possible.

## Independent Study

To meet individual student needs, courses may be offered on a specially arranged course basis (independent study). These courses are intended to give the student the same experience and knowledge that would be received in the normal classroom setting.

## Low Enrollment Policy

For courses with low enrollment, Academic Deans will review the schedule three weeks prior to the semester starting. Dean’s will identify courses with low enrollment and work with faculty the Monday before classes start to identify if a course needs to be canceled, moved to a late start, or moved to an Independent Study course. Once the Dean makes contact with a faculty member regarding the low enrolled classes, it is the faculty member's responsibility to notify the Academic Dean by Wednesday prior to the start of class about their preference on how they would like to proceed, whether that is removing the class from the schedule, moving to a later start date, or offering the class to students as an independent study. The Academic Dean will then notify the faculty of the final decision.

## Class Rosters

Your CampusWeb (<http://campus.mpcc.edu>) Faculty Tab is your source for class rosters. It is important that you stay familiar with the names of students who are formally enrolled in your course. No student should attend class if their name does not appear on your class roster with a “Current” status. Contact Registration & Records if you find discrepancies between the names of students listed within your class rosters and those who are participating in your course.

Registration & Records representatives are located within each campus’ Welcome Center. If you are teaching at a location other than a main campus, email [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu) for help or call 308-535-3774 or 1-800-658-4308 ext.3774.

## Add/Drop

Students may add and drop courses online (via CampusWeb) until 7:00 a.m. on the date a semester/term or subterm begins. Once the term begins, all adds and drops must be authorized by faculty via signature on a registration/registration change form or by e-mail if the course is online or a distance learning site. Courses dropped during the add/drop period do not appear on student transcripts and names of students who drop cease to appear on related class rosters. Refer to “Add/Drop & Withdrawal Deadlines” published within your CampusWeb’s Faculty page for each course sections add/drop deadline.

## Student Withdrawals

Following each course sections add/drop deadline, students may withdraw from courses until 87.5% of the course section's date range has elapsed. Withdrawals require faculty approval (via signature on a registration/registration change form or by e-mail if the course is online or a distance learning site); a grade of "W" is posted to the transcript. Names of students who withdraw continue to appear on class rosters as "History" status.

Submit names of students who remain formally enrolled but stop participating in class to the Learning Commons who will attempt to contact these students. Any students who remain enrolled but stop participating in class receive failing grades and remain financially liable for the enrollment. Refer to "Add/Drop & Withdrawal Deadlines" published within your CampusWeb's Faculty page for each course section's withdrawal deadline.

## Grading/Assessment

### Grading Procedures

**Grading System:** Course work attempted and earned at the campuses of Mid-Plains Community College is evaluated according to the following letter grading system:

<b>A+</b>	=	<b>4.0</b>	<b>P</b>	=	<b>Passing</b>
<b>A</b>	=	<b>4.0</b>	<b>NP</b>	=	<b>Not Passing</b>
<b>B+</b>	=	<b>3.5</b>	<b>IP</b>	=	<b>In Progress</b>
<b>B</b>	=	<b>3.0</b>	<b>I</b>	=	<b>Incomplete</b>
<b>C+</b>	=	<b>2.5</b>	<b>W</b>	=	<b>Withdraw</b>
<b>C</b>	=	<b>2.0</b>	<b>AU</b>	=	<b>Audit</b>
<b>D+</b>	=	<b>1.5</b>	<b>CE</b>	=	<b>Credit by Exam</b>
<b>D</b>	=	<b>1.0</b>			
<b>F</b>	=	<b>0.0</b>			

Further information on grading procedures can be found in the current MPCC Catalog.

### Recording Grades

A grade book is the official record of student progress and attendance in the class. It should be kept in a complete and accurate manner. At the conclusion of the course, the faculty member should retain the grade book. If you are interested in maintaining an electronic grade book, faculty should utilize the grade book located in Canvas. Contact Information Services Help Desk on the Portal for access to Canvas.

#### Incomplete Grade

The temporary grade of "I" is a faculty prerogative and may be issued when a student has completed most of the course requirements but is unable to complete the remainder due to circumstances clearly beyond their control (i.e., serious illness or an emergency). A completed incomplete grade request form (available as an electronic form within your CampusWeb Faculty page) must state the requirements to remove the "I" and a date by which the remaining requirements must be completed. If approved, an "I" must be completed by the date specified on the Incomplete Form, but never more than one term after the course has concluded (i.e. fall/spring, spring/fall, summer/fall). If course work is not completed during this time, the "I" will be changed to an "F" on the student's permanent record.

#### Grade Changes

Final grades are unalterable except when explanation is detailed on a Grade Change form (available as an electronic form on CampusWeb Faculty page area under CampusWeb Help for Faculty) by the faculty member involved that shows that a grade was reported incorrectly as the result of an error in recording, in computing, or changing an incomplete grade after course requirements are met. Changes must be recorded before the next semester ends.

Further information on grading procedures, grade appeal, and academic probation and suspension of students can be

found in the Student Handbook [Student Handbook](#).

### Final Grade Submission

Submit final grades via CampusWeb (<http://campus.mpcc.edu>) within 48 hours (two business days) after your course ends. Because processes such as calculation of future student financial aid and academic probation/suspension may affect students' plans for upcoming semesters/terms, timeliness and accuracy are key components of grade submission. Contact your Academic Dean if you have questions about how you arrive at a student's final grade; contact Registration & Records if you have any questions regarding how to submit final grades via CampusWeb.



# Final Exam Schedules

Finals occur during the last four days of each semester. The College is required to hold classes for a prescribed number of minutes. Therefore, it is important that faculty members adhere to the following schedule.

## MID-PLAINS COMMUNITY COLLEGE FINAL EXAMINATION SCHEDULE

**NOTE:** Any student having more than two finals scheduled on one day may request an instructor to arrange an alternate time for one of the exams.

	Monday	Tuesday	Wednesday	Thursday
EXAM PERIOD I 8:00 A.M. TO 10:00 A.M.	MWF MTWRF  8:00 - 8:50 A.M. CLASSES	T & R  9:30 - 10:45 A.M. CLASSES	MWF  9:00 - 9:50 A.M. CLASSES	T & R  8:00 - 9:15 A.M. CLASSES
EXAM PERIOD II 10:10 A.M. TO 12:10 P.M.	MWF MTWRF  11:00 - 11:50 A.M. CLASSES	T & R  11:00 A.M. - 12:15 P.M. CLASSES	MWF MTWRF  10:00 - 10:50 A.M. CLASSES	T & R  2:30 - 3:45 P.M. CLASSES
EXAM PERIOD III 12:30 P.M. TO 2:30 P.M.	MWF MTWRF 1:00 - 1:50 P.M. 1:00 - 2:15 P.M. (MW) CLASSES	T & R  1:00 - 2:15 P.M. CLASSES	M & W  2:30 - 3:45 P.M. CLASSES	MWF  12:00 - 12:50 P.M. CLASSES

Night Class Final Exams will be given at the last regular class meeting unless the examination is otherwise announced by the instructor. Final examinations will be arranged and announced by the instructor for times not listed.

Final Exams for eight-week classes will be given at the last regular class meeting prior to Finals Week.

**ALL DAY CLASS FINALS ARE TO BE GIVEN DURING FINALS WEEK.**

# Academic Integrity Policy

Mid-Plains Community College is committed to academic integrity and honesty as an essential component of MPCC as an academic institution. All members of MPCC's academic community: administrators, staff, faculty, and students, share the responsibility of maintaining that integrity. Violations of academic integrity include acts, such as plagiarism, cheating, fabrication, obtaining unauthorized materials from the internet, allowing others to write or compose your work; or using the work of other students, not citing the original sources, facilitating misconduct, and/or assisting others in actions that are related to these violations of academic integrity. Students who partake in violations of academic integrity at MPCC are subject to sanctions as described below. Students are granted due process and the right to appeal any decision regarding an academic integrity violation.

The Academic Integrity policy will be referenced on all MPCC course syllabus. The reference will include information regarding the location of this policy. It is the responsibility of the student to know and follow MPCC Academic Integrity standards. Ignorance of the MPCC Academic Integrity standards and/or unintentional violation(s) of the standards do not excuse the violation.

Students who have questions about Academic Integrity or the MPCC Academic Integrity policy may direct their questions to any faculty member, Academic Dean, or the Vice President for Academic Affairs. Up-to-date contact information for individuals in these positions is available on the MPCC website under faculty and staff contact.

## Definitions

Instances of academic integrity violations could include actions such as, but not limited to, those referenced below.

- **Cheating** – Copying or attempting to copy from an academic test, examination or exercise from another student; using or attempting to utilize unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage in the assistance of another individual in misrepresenting the academic performance of a student; or communication of information in an unauthorized manner to another person for an academic test, examination or exercise.
- **Fabrication or Falsification** – Falsifying or fabricating any information or citation in any academic exercise, work, speech, research, test, or examination. Falsification is the alteration of information. Fabrication is the invention or counterfeiting of information.
- **Plagiarism** – Presenting another person's work as one's own (without proper acknowledgement of the source) and submitting examinations, reports, speeches, drawings, laboratory notes or other academic works in whole or in part as one's own when such work was prepared by another person or copied from another person. Plagiarism may apply to materials such as, but are not limited to, text, video, audio, images, photographs, websites, electronic materials, or other intellectual property.
- **Complicity in Academic Dishonesty** – Helping or attempting to help another student to commit an act of academic dishonesty. Including instances such as, but not limited to, assisting another student to commit an academic integrity violation, or attempting to offer MPCC faculty, staff or administrators bribes or favors as a means of influencing academic standing and/or grades for themselves or another student.
- **Impermissible Collaboration** – Collaborating on any academic exercise, work, speech, test, or examination unless expressly authorized by the faculty member. It is the student's obligation to know if collaboration is permitted.
- **Misrepresentation to Avoid Academic Work** – Misrepresentation by fabrication or otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

- **Other** – MPCC faculty may maintain additional academic integrity standards of conduct, such as a policy regarding self-plagiarism, within courses or programs. If faculty have additional standards of conduct, students will be given prior written notice.

## Academic Integrity Violation Sanctions

If a student violates academic integrity expectations within a course at MPCC he or she will be subject to course-level and college-level sanctions, and the violation reported to the academic integrity clearinghouse, which tracks all academic integrity violations that occur at MPCC. Records of academic integrity violations are maintained for two (2) years.

### Course-Level Sanctions

These sanctions may be imposed by an instructor when a student has an academic integrity violation (or multiple violations) in the instructor’s course.

In addition to the sanctions below, the instructor will also educate the student on academic integrity, as well as how to avoid violations in the future.

- Written warning.
- Additional work to provide evidence of the student’s academic performance and/or evidence that the student knows and understands the course material and/or academic integrity.
- Instructor of Record Mentoring for up to 10 hours.
- Lower or failing grade on assignment or examination.
- Course grade reduced to an “F” without option of withdrawal from course.

### College-Level Sanctions

# of Violations reported to the Academic Integrity Clearinghouse	Sanctions These sanctions will be imposed in addition to any course-level sanctions.
1	No College-level sanction.
2	Student must complete self-guided academic integrity training via Canvas within 30 calendar days of notification of sanction. <ul style="list-style-type: none"> <li>• Letter/notification from the Academic Dean of the course that initiated the second report.</li> <li>• A Registration hold will be placed on the student’s account if training is not completed by the deadline.</li> <li>• Academic Integrity Clearinghouse staff will mentor student during training period. Mentoring includes:               <ul style="list-style-type: none"> <li>○ Mentoring student regarding importance of training.</li> <li>○ Answering student questions.</li> <li>○ Reminding students to complete training by deadline.</li> </ul> </li> </ul>
3	Student is placed on academic probation. <ul style="list-style-type: none"> <li>• Letter/notification from Vice President for Academic Affairs.</li> </ul>
4	Student is placed on academic suspension. <ul style="list-style-type: none"> <li>• Letter/notification from the Vice President for Academic Affairs.</li> <li>• The 12-month suspension period will begin at the end of the current term</li> </ul>
5	Student is expelled from the college. <ul style="list-style-type: none"> <li>• Letter/notification from the President.</li> </ul>

## Process

Goal: To resolve any academic integrity violation (or alleged violation) between the course instructor and the student.

At any step in this process:

- The student has the right to a college employee advocate of their choice present. If the student does not have an advocate, the student may ask the course Academic Dean to appoint one.
- The student may appeal decisions by following the steps outlined in the appeals process section below.

Step #	Actions	Timing
1	<p>The Course instructor, based on their professional judgement, suspects a student of an academic integrity violation.</p> <ol style="list-style-type: none"> <li>Course instructor compiles documentation in relation to the suspected violation.</li> <li>Course instructor contacts student through phone, email, or Canvas and arranges a meeting.</li> </ol>	<p>Instructors have <b>10 days</b> from due date or date of submission (whichever is later) to contact students regarding a potential violation.</p>
	<ol style="list-style-type: none"> <li>Instructors must complete a minimum of three attempts to contact the student, encompassing at least two different forms of communication.</li> <li>If student does not respond to the instructor's meeting request within 5 days, the student's agreement is assumed, and the process moves forward to step 2c.</li> </ol>	<p>Students have <b>5 days</b> to respond to meeting requests.</p>
2	<p>Course instructor meets with student. The goal is for the instructor and student to resolve the issue in Step 2.</p> <ol style="list-style-type: none"> <li>If the issue is resolved between the course instructor and student, and it is determined that no violation occurred the process is complete, and no further action is taken.</li> <li>If the student does not accept responsibility for the violation               <ol style="list-style-type: none"> <li>Student may appeal following the appeal processes listed below.</li> </ol> </li> <li>If the student accepts responsibility for the violation               <ol style="list-style-type: none"> <li>The course instructor reports the violation and course-level sanction to the clearinghouse.</li> <li>Instructor provides the student a printed or email letter informing them of the course-level sanction.                   <ol style="list-style-type: none"> <li>The letter will also include information about college-level sanctions.</li> <li>Instructor tells student to expect notification of college-level sanctions if they have had previous violations reported to the clearinghouse.</li> </ol> </li> </ol> </li> </ol>	<p>Instructor/Student meeting occurs within <b>5 days</b> of request.</p> <p>Instructor reports violation to clearinghouse within <b>2 days</b>.</p>

<p><b>3</b></p>	<p>If the student has had prior Academic Integrity Violations reported to the clearinghouse the clearinghouse notifies the following:</p> <ol style="list-style-type: none"> <li>Second report: Academic Dean of the course that initiated the second report.</li> <li>Third report: Vice President for Academic Affairs</li> <li>Fourth report: Vice President for Academic Affairs</li> <li>Fifth report: President</li> </ol> <p>Each office listed above will then notify the student in writing of the college-level sanction to be imposed and ramifications of further violations.</p>	<p>Notification of college-level sanctions given to student within <b>5 days</b> of report to clearinghouse</p>
<p>Note:</p>	<p>“Days” refer to instructional weekdays (Monday-Friday).</p>	

### Appeal Process

To file an Academic Integrity Violation Appeal, the following steps must be completed in the order as described below:

<p><b>Step #</b></p>	
<p><b>1</b></p>	<p>Within five (5) instructional weekdays following notification that an Academic Integrity Violation sanction the student must first consult with the instructor in an effort to provide a satisfactory resolution of the contested violation. If the instructor reviews the violation and evidence presented by the student, he/she may reverse the violation and sanctions. If the violation was previously reported to the clearinghouse, the instructor will notify the clearinghouse that the decision was reversed, and the instance will be removed from the student’s record.</p>
<p><b>2</b></p>	<p>If, however, the matter is not resolved in Step 1, the student may present the complaint in writing (e.g., email, written documentation, etc.) within five (5) instructional weekdays following the meeting with the instructor to the Academic Dean of the division in which the course was offered. Included in the petition are the appropriate documentation, and if available, the instructor’s written explanation of the Academic Integrity Violation. The Academic Dean will attempt to resolve the complaint in consultation with the instructor and the student. The Academic Dean will provide a written response to the student (e.g., email) within ten (10) instructional weekdays after he/she received the written complaint. If the Academic Dean was the instructor of the course, the student may proceed directly to Step 3.</p>
<p><b>3</b></p>	<p>If the complaint is not resolved at the division level, the student may appeal further by presenting a written petition to the Vice President for Academic Affairs, along with a copy of the materials presented at the previous step and any written responses received from the program. The student’s petition must be submitted within five (5) instructional weekdays following the Academic Dean’s response. The Vice President for Academic Affairs may use any resources available to resolve the conflict and will provide the results of their finding in writing to the student within ten (10) instructional weekdays of the date the complaint was received by him/her.</p>

# Standards of Student Conduct

Mid-Plains Community College requires students to conform to the recognized standards of law and order, morality, good conduct, and general satisfactory citizenship. Students who are disorderly in conduct, insubordinate, or persistently negligent in their work are subject to disciplinary action and may be suspended or expelled from the campuses of Mid-Plains Community College.

Since MPCC follows the Department of Education requirements (34CFR Part 86), students and faculty members must abide by the expected standards of conduct regarding the unlawful use of drugs or alcohol on college property or at any college-sponsored activity. See complete Drug Free Schools and Campuses Act in catalog.

See the College Website or Student Handbook for further information regarding disciplinary procedures and sanctions.

## Degree Requirements

Each faculty member should be familiar with the degree, diploma, and certificate requirements of the department programs and for the college in general. More complete information is available within the current Mid-Plains Community College Catalog (<https://catalog.mpcc.edu>).

## Instructional Services Team

The Instructional Services Team (IST) is responsible for recommending and approving college programs, curriculum, academic/technical standards, graduation/completion requirements, cooperative programs with other institutions and other instructional policies and procedures that have college-wide implications/concerns. The membership of the Instructional Services Team will be composed of the following:

### Voting Members:

- Vice President for Academic Affairs and North Platte Community College (Chair) in case of a tie
- Vice President for Student Affairs and McCook Community College
- Director of Advising
- Academic Deans (2)
- Seven Representative Faculty members from each Division (14)

### Non-Voting Members:

- Registrar (ex-officio)
- Dean of Enrollment Management (ex-officio)
- Dean of Outreach (ex-officio)
- Director of Financial Aid

**Curriculum Function:** The Team will review, analyze, and make recommendations on matters pertaining to:

- Substantive changes, additions, and deletions in all instructional programs and courses offered
- Course information such as curriculum guides, prerequisites, contact hours, and credit hours
- Courses to be entered in the Master Course File
- Review forms, curriculum, and policies as needed
- Committee members may serve as mentors for faculty who are developing and revising curriculum

### Team Operation:

- The committee will meet monthly in September, October, November, and January. Meetings will be held on the third Thursday at 3 p.m. Special meetings may be called by the Chair. Agenda items need to be submitted by noon on Friday prior to the Thursday meeting.
- Faculty members who are not members of the Team are welcome to attend to provide information or assist in the presentation of proposals.
- Agendas will be distributed the Monday prior to each meeting. Minutes will be distributed to all members of the Team and, when approved, be posted on the web portal.
- Academic Deans will work with division faculty to appoint representatives to the team. This occurs in the fall of each academic year. A quorum will consist of over half of the voting members. A majority of the voting members present can conduct the business of the Team.
- The Secretary takes minutes during meetings, writes, and distributes minutes, assists the Deans as needed with written correspondence, prepares the meeting agenda, maintains the archival notebook, and provides the necessary forms used by the Team.
- Faculty members, Academic Deans, Vice Presidents, and Student Services staff may initiate requests to the Team.

## New Courses/New Programs

All new courses/programs require the advance approval of the Instructional Services Team (IST). All new courses/programs should be developed and reviewed in conjunction with the appropriate faculty members throughout the division, the Academic Dean, the Vice President for Student Affairs and McCook Community College and the Vice President for Academic Affairs and North Platte Community College. New programs require the approval of the Board of Governors and the Coordinating Commission for Post-Secondary Education.

Copies of necessary forms and guidelines are available from the office of the Vice President for Academic Affairs and North Platte Community College. A syllabus must be attached to a new course proposal.

## Special Topic Courses

Faculty who are interested in offering a special topics class should work with their Academic Dean and follow the guidelines below:

- The criteria for a special topic course should be determined by student or industry need or faculty request.
- Approval of the special topic course should rest with the Academic Dean in consultation with appropriate faculty and the Vice President for Academic Affairs and North Platte Community College.
- Faculty teaching a special topic course must have the appropriate credentials for the academic area.
- After six semesters, the course should be discontinued or should go to Instructional Services Team for approval.
- Special topic courses which apply towards a MPCC degree may or may not transfer.

# Enhancing Instructional Efforts

## Commitment to Instruction

With the growing reliance upon a wide spectrum of instructors, MPCC's reputation as a quality institution rests more and more on its diverse faculty. Accordingly, the College expects high quality instruction from all faculty members. Faculty's high level of commitment to MPCC students helps maintain that reputation. Faculty members who show a high level of commitment are prepared for each class, arrive promptly or early, and use the full instructional period. Additionally, they communicate problems, concerns, and successes to their Academic Dean; demonstrate concern for each student and his or her progress; and respond to communications and suggestions from instructional leaders and peers.

MPCC supports faculty members by providing an environment conducive to excellent teaching and learning including necessary classroom equipment, supplies, and resources to meet challenges that arise in the course of teaching. For further support and help, contact your Academic Dean.

## Center for Teaching Excellence

The Center for Teaching Excellence has been established to promote and enhance teaching effectiveness and student learning while building community among faculty members and making student learning visible. The development of the Center for Teaching Excellence supports the college mission by providing quality educational opportunities for lifelong student learning. The Center for Teaching Excellence will:

- Provide leadership, program development, and training in the effective integration of technology to support teaching and learning.
- Arrange for faculty development opportunities that are designed to improve student learning both inside and outside the classroom.
- Make available resources and consultation that promote the professional growth of faculty as teachers focus on activities that impact student learning.
- Support and encourage strategies that engage students in active learning such as collaborative activities, group and cooperative learning, and problem-based instruction.
- Support instructors in the effective teaching and enhancement of student learning while promoting the appropriate integration of instructional technology into the classroom.
- Provide workshops and dialogues which provide faculty with opportunities to explore instructional techniques, to learn new skills and technologies, and to engage in discussions about teaching and learning in higher education.
- Provide opportunities for faculty to meet individually if they would like to discuss any facet of teaching and student learning.
- Motivate and foster innovation and creativity in higher education.

For more information about the Center for Teaching Excellence or if you have suggestions for potential faculty development opportunities, please contact Cathy Nutt at [nuttc@mpcc.edu](mailto:nuttc@mpcc.edu) or 308-535-3735.

## First Class Meeting Guidelines

- Arrive early, greet students as they enter the classroom in a friendly manner.
- Continue to visit with class members as other students arrive.
- Introduce yourself. Tell the students about yourself, both personally and professionally, and especially why you are excited about teaching a particular class.
- Check your class list. Note any students who are attending and not listed on the class list. Tell these students that they need to visit Registration & Records as soon as possible so that they may clarify their registration status. For students included on the class list who are not in class, follow the Early Alert Notification process.
- Have the students introduce themselves to others in the class. Getting to know each other is essential in establishing a comfortable setting for all students. Elaborate, in positive ways, on what students choose to share

about their backgrounds, educational goals, families, reasons for taking the course, etc. A unique get-acquainted activity may be used if you are comfortable with such approaches. YOU should participate in the get-acquainted activity.

- Introducing the text. Expand on how the text facilitates the course you will be teaching. Give a reading assignment the first time the class meets.
  - Introduce the syllabus. Explain to the students the evaluation procedures, attendance policies, projects, etc.
  - Include an activity or discussion that will get students interested and excited about the subject. Show your enthusiasm for your topic.
  - Conduct class. Give your students their money's worth. Classes should be held for the full amount of time.
  - Make clear the assignment for the next class. Give them a reason to return prepared.
  - Be over-prepared. The class may go faster than you anticipated.
  - Indicate to your students where and when you can be reached, by telephone or appointment, when they have questions or outside help is needed. Sincere caring is as important as the subject matter that you are teaching.
- (Adapted from: *Dodge City Community College Handbook*)

## Adjunct Faculty Evaluations

The purpose of the adjunct faculty peer observation/feedback is to provide a consistent methodology for observation and providing feedback regarding the teaching and learning process. This process applies to all adjunct faculties who are issued notices of adjunct assignment for credit courses.

The general principles underlying the adjunct faculty peer observation/feedback are:

- To provide a system for observing adjunct faculty.
- To communicate observation guidelines to adjunct faculty members.
- To provide feedback for improving adjunct faculty teaching skills.
- To provide an opportunity for ongoing communication regarding the teaching and learning process.

### Frequency

- Adjunct faculty should be evaluated every three years, if possible.
- Newly hired adjunct faculty should be evaluated in their first year with the College.
- All evaluations will be completed by the end of each semester within the academic year.

### Process

- Each fall and spring, the Vice President for Academic Affairs will send a list of adjunct faculty members to be evaluated to the Academic Deans.
- Academic Deans will work with departmental faculty to determine who will make classroom visits.
- Classroom visits will be conducted using the approved Mid-Plains Community College Adjunct Faculty Instructional Performance Observation form.
- The faculty or Academic Dean will contact the adjunct faculty to arrange a time to visit the classroom. The faculty or Dean should contact the Vice President of Academic Affairs office to request a copy of the syllabus for the class being visited.
- Following the classroom visit, the Academic Dean will conduct an evaluation visit with the adjunct faculty member to discuss the Performance Evaluation.
- Adjunct faculty will complete the Reflection form and bring with them to evaluation visit with the Academic Dean.
- Completed and signed forms will be kept on file in Human Resources.

### Compensation

- Faculty members who conduct classroom visits will be compensated \$75.00 per visit. If visiting a class at a community campus location or other off-campus location should utilize the College's vehicle fleet for transportation.
- If a fleet vehicle is not available, the faculty member may request mileage from their home campus.

## Non-Compliance

In the event a concurrent enrollment instructor is found to be non-compliant with any rule or regulation stated in the

faculty handbook, the appropriate Academic Dean will provide oral and/or written corrective actions to be taken to fix the issue. If the behavior continues or corrective actions are not taken by the concurrent enrollment instructor, the Vice-President of Academic Affairs will notify the concurrent enrollment instructor of steps to be taken to avoid termination. If steps are not taken in the agreed upon timeframe, the concurrent enrollment instructor will be terminated.



# Distance Learning

MPCC is committed to providing distance learning educational opportunities to students who may not otherwise have an opportunity to earn a college education.

## Distance Learning Classes:

Each college offers a variety of classes through the Southwest Nebraska Distance Education Network (SNDEN) using an Internet Protocol (IP) video conferencing network capable of connecting to all area-wide high schools, as well as other schools and colleges around the State of Nebraska.

Faculty members should consult with their Academic Dean regarding the scheduling of distance learning classes. Faculty members teaching DL classes are asked to attend training provided to ensure that each faculty member understands the technical operation of the DL classroom equipment and to answer questions about preparation and presentation of course material. These training courses are generally offered during the faculty work week prior to the beginning of each semester. Training can also be scheduled as needed at any time by submitting a Helpdesk ticket.

The Internet Protocol (IP) video conferencing network is in place at all MPCC campus locations. In addition to classes, it can also accommodate committee meetings, seminars, and trainings opportunities.

## Online Classes:

MPCC's online courses offer a flexible and convenient way for students to take classes anywhere and anytime there is a computer with internet access. Online courses can be accessed from home in the evening and on weekends, or whenever a student is free to work on class assignments. MPCC utilizes Canvas as our online course management system.

Online classes have the same content as traditional classes and require the student to work just as hard as an on-campus class. Online classes are highly interactive between faculty members and students. Interactive components are developed to introduce content, engage students, and provide assessment information. Effective use of email, discussion forums, virtual meetings, and chat groups facilitate this interaction process. Although online courses offer flexibility and convenience, it does not necessarily mean they are less demanding and may not always be the best option for all students. To succeed with online courses, students must be highly motivated, self-disciplined, and have good time management and computer skills.

Faculty members interested in developing an online course should consult with their Academic Dean regarding the completion of the online course proposal.

The online course proposal must be approved by the Academic Dean and submitted to the Instructional Leadership Team for approval. All of this must be completed prior to the scheduling of the online class.

## Developmental Education

Developmental education is offered in mathematics, reading, and writing for students who need to brush up on basic skills. Placement in basic applied math, elementary algebra, intermediate algebra, language skills, and college prep writing is based on the student's score on the appropriate math class placement or writing skills test. Students are also recommended for reading improvement classes based on test scores. Developmental courses do not transfer to four-year colleges. For further information, contact the advising offices on each campus.

# Instructor Professionalism

## Dress Attire

The faculty should consult the [Employee Handbook](#) for details on professional apparel appropriate for college employees.

## Objectivity/Fairness

At the core of instructor professionalism is the obligation to treat each student in a fair, impartial manner, while keeping in mind that student learning is the goal of all teaching.

Objective and fairness demand that a certain professional distance be sustained between faculty members and students, even while open communication is maintained for academic purposes. The students can expect to gain something useful from academic experience. The student should value your knowledge, skill, and insights into your specific field. Your personality outside these areas should not be an issue unless you allow it to become one.

Since you will almost always know more about the subject than the students do, you can easily set clear, published standards that guide their performance and behavior in your class. Being objective requires that you treat students in the same way regardless of who they are; however, it does not require that you be rigid or unforgiving. The ultimate objective of any class is not to adhere to rules, but to learn material and to develop skills.

You should be cautious about making exceptions to the rules you establish, but you may do so if you make it clear that they are exceptions and that you are not setting precedents for everyone to break them at will. Students are entitled to justice, not mercy. Mercy, however, has its place in all human relations. If you have concerns about how to apply standards in a specific case, it would be prudent to discuss the situation with your Academic Dean prior to deciding.

## Student Conduct Code

Students, in turn, should treat faculty members with respect and have an obligation to behave in ways that are not disruptive to the learning environment or the college community. Consult MPCC's Student Handbook (<https://catalog.mpcc.edu/student-planner/>) for details of the Student Conduct Code and procedures for handling instances of suspected violations.

## Confidentiality

Students have a right to privacy regarding academic matters. It is, in fact, illegal for college employees to provide information on a student's academic performance to anyone but the student. The only exceptions are college officials (or a designated college representative) who have a legitimate educational interest in the student may review the student's record.

It violates the right to privacy for a faculty member to post grades, to leave papers in an open area to be picked up, to provide grades over the phone without verification of the student's identity, or to give a student's work or grades to anyone but the student. You may check with Registration & Records to determine if a student has a Permission to Release Non-Directory Information on file indicating what information may be shared for a specific time period and with whom. This Permission to Release Non-Directory Information form is located within a student's CampusWeb | Student section.

## Students with Academic Problems

The keys to handling students with problems include:

- **Careful listening:** Abandon your authority role for a minute and let the student do all the talking. Pay close attention to what is said and what is not said. When the student is done, ask relevant questions to be sure the student knows that you understand what was said.
- **Empathy:** Put yourself in the student's place. Try to remember what it was like for you.
- **Patience:** Remember that students are not sure of their position, particularly when they face authority, and you are able to influence their achievements. It may take them time to get to their point. Don't rush them. Don't let them think you don't have time for them or their problems. Still, it is also important to be firm about not letting them ramble or monopolize your time. You have a responsibility to be available to all of your students and those who can't get to you resent it if one student takes up all of your time.
- **Closure:** Resist immediate closure. Assure students that you will begin working on their problem right away, but that you may not be able to come up with an instant solution. Decisions made in haste are often regretted later. Feel free to discuss a problem with your Academic Dean, who may have dealt with similar issues, prior to deciding.

## Sexual Harassment

MPCC is committed to supporting an environment free from acts of sexual harassment. For specifics, see Board Policy #4171. The following information was taken from the Employee Handbook.

The college believes that sexual harassment of employees or students is a prohibited form of discrimination. Therefore, the college is committed to the belief that sexual harassment in the college is unacceptable conduct and will not be tolerated or condoned. Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- I. are made either explicitly or implicitly, a term or condition of an individual's educational status or employment; or
- II. are used as a basis for educational or employment decisions affecting such individuals; or
- III. have the purpose or effect of unreasonable interference with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

Inquiries concerning the application of these laws and regulations may be directed to the Human Resources Office, Mid-Plains Community College, 1101 Halligan Drive, North Platte, NE 69101, (308) 535-3679 or to the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

## Academic Freedom and Responsibility

Mid-Plains Community College serves the people of Nebraska and their common good. The common good depends upon the free search for truth and its free expression. Instructors and students must always remain free to inquire, to study and to evaluate, and to gain new maturity and understanding. Faculty members are entitled to freedom in the classroom in discussing issues germane to their academic discipline if the method or manner of presentation involves objective reasoning and rational discussion. In the traditional classroom, college-produced telecommunications, and all forms of electronic-delivered instruction, faculty members shall strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of materials and should introduce only materials that have clear relationships to the subject field. The protection of academic freedom and the requirements of academic responsibility apply to all MPCC instructors.

# Program Reviews

All academic and technical programs offered at MPCC are required to undergo a comprehensive review by the Nebraska Coordinating Commission for Post-Secondary Education every seven years. This review helps ensure continued quality and relevance of the programs and to monitor an appropriate level of interest and successful completion. Departmental faculty members are major participants in the review process along with administrators, advisors, students, and community members. Program review processes are coordinated by the Vice President for Academic Affairs and North Platte Community College. Internally, programs are reviewed every three years.

New program ideas are welcomed and should be brought to the attention of MPCC administration.

## Advisory Committees

Advisory committees provide valuable input to the faculty members in technical programs by reviewing the curriculum to ensure that standards of the profession are met. Individuals employed in the occupational area donate their valuable time and expertise to suggest ongoing ways to improve the College's technical offerings. Technical faculty members should work with the Vice President for Academic Affairs and North Platte Community College in scheduling regular Advisory Committee meetings.

## Assessment Statement

Assessment is a way of measuring student learning and fulfills a valuable role in informing the public and accrediting agencies the extent to which MPCC is achieving its mission. The greatest value of assessment is to improve student learning. The answer to the question "How do I improve student learning?" is individual to each instructor, course, and program. The answer should be based on knowledge of how students learn and how student individuality and the physical environment affects learning.

## Student Evaluations of Faculty

Mid-Plains Community College uses Smart Evals, a web-based software, for student evaluations of courses and faculty. Students are asked to complete evaluations each semester. For students, evaluations are accessed through their MPCC email account or Canvas.

Faculty will receive an email notification prior to the class end date and are able to add three course specific questions to the survey. Faculty are encouraged to promote to students the value of their feedback for improvement of instruction.

Smart Evals surveys are administered through the Office of Institutional Research and Planning and are completely confidential. Students can complete the evaluations on their own time or faculty can reserve time in class for students to complete their evaluations. Summaries of evaluations are available to faculty after final grades have been submitted. Any questions regarding Smart Evals be directed to the Office of Institutional Research and Planning.

# First Day No Shows & SCS Alerts

## First Day No Shows

The first two weeks of each semester, before the add/drop deadline, the McCook & North Platte Learning Commons staff will contact your “First Day No Show” students in online or on-site class. We give them a courtesy text, call and/or email to let them know that classes have begun and ask them to get logged on to an online class or attend the next on-site class session. Please note that participation in an online course is defined as academically related course activity, not just logging in. If they wish to drop the course, we will transfer them to Advising for assistance.

Please report your First Day No Shows through the SCS Alert tab in Campus Web, choosing the concern type "Academic - First Day No Show".

After we make (or attempt to make) contact with your student, the student will have 48 hours to contact you (or us) regarding their intentions in the class. After 48 hours with no response, we will send the student information on to Registration & Records for an administrative drop, unless you direct otherwise. You will be kept informed in a timely manner of the results and contact with your students.

## SCS Alerts

MPCC’s SCS (Student Care & Support) Alert Program is designed to identify and assist students who may be experiencing academic difficulty. The third week of classes (after the add/drop deadline), and continuing throughout the semester, is the SCS Alert period. SCS Alerts are submitted through the SCS Alert tab in Campus Web at any time throughout the semester.

The students will have 48 hours to contact you (or us) regarding their intentions in the class. Please let us know if the student begins participating AFTER you have recommended a withdrawal. If the contact is made within the 48-hour period, we will be able to stop the withdrawal process. After 48 hours with no response, we will send the student information on Registration & Records for administrative withdrawal, unless you direct otherwise. We will do our best to contact each student by phone and/or email. We will keep you informed with our contact progress.

## Administrative Drop or Withdrawal (date dependent) from a Class

MPCC’s Administrative Drop or Withdrawal Process gives the college the right to drop or withdraw a student from a class without a student’s consent based on documentation of nonattendance, disruptive and/or discourteous behavior, or administrative error. Mid-Plains Community College instructors should keep a record of their students’ class attendance and report students who fail to participate or attend courses to the Learning Commons via the SCS Alert tab on Campus Web. The Learning Commons will then attempt to re-engage the students. If contact is made, the student will be notified that she or he may be administratively dropped or withdrawn (date dependent) from the course and to contact her/his instructor or the Learning Commons within 48 hours if there has been an error and they intend to complete the course. If there is no response from the student, the administrative drop or withdrawal (date dependent) will be initiated by the Learning Commons and completed through Advising and Registration & Records.

In cases of disruptive and/or discourteous behavior, Mid-Plains Community College instructors should follow the informal resolution process of speaking with the student, issuing a verbal warning, contacting the appropriate college officials (i.e. Academic Dean, Vice President for Academic Affairs, Dean of Student Life, or Campus Vice President), and finally dismissing the student from class if the behavior persists.

# Student Access to Records and Right to Privacy (FERPA)

MPCC complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), in the collection, maintenance and dissemination of official student records. All faculty members should become familiar with information regarding Directory Information, Release of Information Policy, and MPCC's Privacy Policy that is available within the "Student Right to Know" portion of the College Catalog. Contact Registration & Records (reghelp@mpcc.edu) if you have questions regarding this information.

The two main FERPA points that directly pertain to faculty are:

- 1.) Student grades and class performance information cannot legally be provided to anyone but the student without the student providing specific written permission for this information to be released. Students who want to allow this type of non-directory information to be provided to specific individuals may submit a "Permission to Release Non-Directory Information" form that is available to students on the student tab in CampusWeb. The form must be completed by the student and submitted to Registration & Records. Students also have the option to grant designated individuals access to their information via CampusWeb by defining/updating permissions via their Parent/Guest portal in CampusWeb. Exercise extreme caution if you receive requests for student information. Contact Registration & Records to verify that the college has received student authorization to release information before you respond to any requests. If you have any questions, please contact Registration and Records at 308-535-3774 or reghelp@mpcc.edu.
- 2) If you publicly post grades during the semester, you may not use personally identifiable student information within the post. This means no portion of the student's name, social security number, date of birth, e-mail address, or student ID (Identification) number may legally be included. Contact Registration & Records (reghelp@mpcc.edu) if you need ideas regarding how to legally post student grades.

## Inter-High Day

Inter-High Scholastic Contest is an annual event that is held at the McCook and North Platte campuses during the spring semester. Classes are subject to be dismissed on the respective campus for this event. Evening classes (after 4 p.m.) meet as scheduled, as well as classes on the other campuses and throughout the area. Instructors may also choose to continue classes as scheduled on this day. Please adjust any DL classes as needed. At Inter-High Day, area schools are invited to attend our campuses and compete in a wide range of academic and technical tests. The top three finishers in each exam are awarded medals/prizes. Students placing first are awarded a \$500 Tuition Scholarship, second place will receive a \$250 Tuition Scholarship, and third place will receive a \$100 Tuition Scholarship to be used for the fall semester after they graduate high school. Schools are broken into Divisions based on 9-12th grade attendance and the top 3 finishers in each division are awarded a \$500 Tuition Scholarship to be awarded to any student of their choice who will attend MPCC. Inter-High Day is a critical time for our programs to shine and show students what MPCC has to offer. Instructors are given the opportunity to use whatever testing format they prefer; hands-on testing, trivia contests, or written or computer exams (anything to intrigue or inspire students.) Instructors are responsible for writing, updating, and proctoring their own exams. It is recommended that scanners be utilized for ease in grading. Instructors are encouraged to utilize top students from current classes to make a great impression on these recruits. The results are turned into the Welcome Center so medals and scholarships can be awarded the afternoon of the contest. It is not unusual to expect over 500 students to be on campus on the day of the contest, so it is a crucial time to effectively recruit these students when they are guests on our campuses.

Any questions or concerns regarding Inter-High Day at McCook or North Platte should be directed to Rachel Conroy: [conroyr@mpcc.edu](mailto:conroyr@mpcc.edu) or 308-345-8023.

## Commencement

Commencement is a contract day, and participation is expected of all full-time faculty members. Office of Student Life representatives will contact new faculty members about being measured for the appropriate cap, gown, and hood.

# Support Services and Resources

## Academic Advising

The purpose of advising is to work closely with students as they move along the path toward their educational goals at Mid-Plains Community College and beyond. Advisors assist students with academic planning, intentional course selection and adherence to program and college academic policies. Advisors may also help students with time management strategies, career/program decisions, and make referrals to campus resources valuable to student success as needed. Faculty play a key role in advising students by suggesting courses that may benefit students in their future careers or education.

All MPCC students are assigned an academic advisor upon admittance. New degree-seeking students must meet with an advisor prior to enrolling in courses. To ensure progress towards program completion, it is recommended that continuing students meet with their advisor each semester before enrolling in courses.

## The Learning Commons

**The Learning Commons services are available to ALL faculty, including adjunct faculty. Adjunct faculty is encouraged to reach out with any requests or questions.**

### Resource Services

The mission of the Mid-Plains Community College Learning Commons is to provide high quality collections, staff, services, and physical spaces that support the study, teaching, and research needs of MPCC students, faculty, and staff, and promotes the effective use of these resources.

The Learning Commons provides print and electronic materials, research assistance, citation and writing assistance, basic computer assistance, wireless connectivity assistance, Campus Cards for students and faculty, and much more!

The LibSearch Discovery layer and databases can be reached at [libsearch.mpcc.edu](http://libsearch.mpcc.edu)

### Materials Available

- **Print Materials:** The MPCC Learning Commons contains 8,000+ print volumes, including magazines and newspapers. These materials are available to all students, staff, and faculty members and can be picked up at any of our campus locations.
- **E-books:** There are 500,000+ ebooks available through the Learning Commons. These books contain current content on major topics such as medicine, technology, science, math, curriculum, management, and other MPCC subject areas. We also utilize the Libby app to provide access to popular titles in both ebook and audiobook formats.
- **LibSearch:** The Learning Commons utilizes the LibSearch software to allow users to search all databases from one search box. This is available at [libsearch.mpcc.edu](http://libsearch.mpcc.edu)
- **Databases:** Our databases cover thousands of full-text journals which include millions of journal articles. You can access the databases through LibSearch at [libsearch.mpcc.edu](http://libsearch.mpcc.edu). These databases include:
  - Academic Search Premier
  - AHFS Consumer Medication Information
  - Business Source Premier
  - CINAHL with Full Text
  - Consumer Health Complete
  - EBSCO eBook Collection
  - ERIC
  - Films on Demand
  - GreenFile

- Health Source: Consumer Edition
  - Health Source: Nursing/Academic Edition
  - JSTOR
  - Legal Information Reference Center
  - Literary Reference Center
  - Libby
  - MasterFILE Complete
  - MasterFILE Premier
  - MEDLINE
  - Military and Government Collection
  - NewsBank: Access World News
  - NewsBank: Nebraska Newspapers
  - Newspaper Source
  - Nursing Reference Center Plus
  - Opposing Viewpoints
  - Points of View Reference Center
  - Professional Development Collection
  - Psychology and Behavioral Sciences Collection
  - Regional Business News
  - Religion and Philosophy Collection
  - Science and Technology Collection
  - Small Business Reference Center
  - Vocational Search and Career Collection
- **Media:** The Learning Commons has 800+ media materials available to check out. These include videos, music, sound recordings and audiobooks. In addition, the Films on Demand database contains thousands of current educational videos covering subjects such as: Biology, Business & Economics, Careers, Criminal Justice & Law, Sciences, Health & Medicine, Philosophy, Communication, Political Science, and more.
  - **Computers:** Learning Commons at both campuses have desktop PCs and Apple computers available for use, as well as individual laptops available for checkout for both short- and long-term use. The North Platte campus also has laptop carts available to check out for classroom use.

#### **Locating Information/Materials**

- **General Information:** All Learning Commons information can be accessed via the Learning Commons website at <http://www.mpcc.edu/current-students/learning-commons/index.php>
- **Online Catalog/Databases:** LibSearch and all individual databases can be accessed through [libsearch.mpcc.edu](http://libsearch.mpcc.edu)
- **Magazine/Journal Articles:** Millions of articles are available through the databases. Articles can be photocopied from print journals/magazines.
- **Interlibrary Loan:** The Learning Commons can obtain materials, including articles from other libraries across the country at no charge to faculty, students, and staff. Information on how to request an interlibrary loan is on the Learning Commons website.
- **Reserves:** Materials may be placed on reserve at the front desk. Checkout rules are set by instructors. Contact the Learning Commons to start the process or check current reserves.
- **New Materials:** Requests for the purchase of new materials are always welcome. Please submit your request through records found on [libsearch.mpcc.edu](http://libsearch.mpcc.edu) or the CampusWeb Faculty Learning Commons page at [https://campus.mpcc.edu/ICS/Faculty/Learning\\_Commons/](https://campus.mpcc.edu/ICS/Faculty/Learning_Commons/)
- **Instruction:** Learning Commons staff members are available to provide orientation and instruction on

the efficient use of Learning Commons resources and databases, as well as information on tutoring, study habits, time management, and more. The Learning Commons Session Request form is available on the Faculty CampusWeb page. Area staff will also travel to community campus sites and/or high school classrooms to provide this instruction to students enrolled in dual credit classes, or provide presentations in a synchronous environment online.

### Copyright Guidelines

**What is Copyright?** Copyright is the exclusive legal right to publish, sell, and reproduce literary, musical, and artistic works. In the United States, the rights of copyright holders are provided for in the 1976 Copyright Act (Title 17, U.S. Code). The 1980 addition of Section 117 to Title 17 recognized the copyright ability of computer software. Infringement of copyright is both illegal and unethical.

**Fair Use:** The law adds a provision to the statute specifically recognizing the principle of “fair use” as a limitation of the exclusive rights of copyright owners and indicates factors to be considered in determining whether particular uses fall within this category. **The four factors:**

The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.

- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use on the potential market for or value of the copyrighted work.

**College Photocopying Guidelines:** Standard guidelines for college and university classroom use:

- The distribution of the same photocopied material does not occur every semester;
- Only one copy is distributed for each student by the instructor;
- The material includes a copyright notice on the first page of the portion of material photocopied;
- The students are not assessed any fee beyond the actual cost of the photocopying;
- The portion copied is selective and sparing in comparison to the work as a whole;
- No attempt is made to create or replace an existing anthology or other collective work.

**Video Guidelines:** Classroom use or showing of a copyrighted videotape is permissible in an educational setting for educational purposes if the videotape is lawfully made. Copyright implications for streaming or posting a digitized copy of a video online for course use may fall under the TEACH Act. Learning Commons staff and the faculty members may need to confer with copyright experts to ascertain what is permissible to digitize, etc.

**Computer Software:** All software must be approved and installed by the IT Department available on each campus. License restrictions will be observed and enforced by the IT Department.

**Obtaining Permission:** It is the faculty member’s responsibility to obtain permission from the copyright holder if this step is deemed necessary. When the use of copyrighted material requires permission, you should communicate complete and accurate information to the copyright owner. Permission for continued use for educational purposes is sometimes granted without charge or for a small fee. Please note the following guidelines as set by the **Association of American Publishers**

- Request permission at the same time as you order your textbooks, the earlier the better in the event your request cannot be granted, and you need to substitute other materials. Publishers do not always control rights and need time to research the extent to which permission may be granted.
- Direct your request to the publisher’s Copyright and Permissions Department, not the author. If publishers do not control the rights, they will inform you whom to contact.
- Include all of the following information in your request:
  - Author’s, Editor’s, Translator’s full name(s)
  - Title, edition and volume number of book or journal
  - Copyright Date
  - ISBN for books, ISSN for magazines and journals
  - Numbers of the exact pages, figures, and illustrations

- If requesting a chapter or more: both exact chapter(s) and exact page number, Number of copies to be made
- Whether material will be used alone or combined with other photocopied materials
- Name of college or university
- Course name and number
- Semester and year in which material will be used
- Instructor's full name
- Request permission whether or not works are in print.
- Provide your complete address and name of contact person and telephone number in case there are any questions.

These materials are available from the library on copyright issues:

- *Copyright law for librarians and educators* – Kenneth Crews (2006)
- *Copyright for teachers & librarians in the 21<sup>st</sup> century* – Rebecca Butler (2011)
- *Copyright clarity: How fair use supports digital learning* – Renee Hobbs (2010)
- *Infringement Nation: Copyright 2.0 and you* – John Tehranian (2011)

## Student Retention and Success Services

The Learning Commons offer a variety of free retention and success services to students including peer tutoring, on-line tutoring, a comfortable study environment, group study rooms, computer and printer access, Writing Lab, Mathematics Lab, class placement assessment, test proctoring for MPCC, as well as for other college and university students. Additional services include study seminars on topics such as test-taking strategies and overcoming test anxiety, time management skills, and note taking skills. Professional staff is on duty to assist students with a variety of services.

### Tutoring Services

Peer tutoring services are available on a one-on-one basis and in small groups as needed. Tutors are available in most, but not all subject areas. This service is offered at no cost to the students. Virtual peer tutoring is available on request.

MPCC has partnered with Brainfuse, a free on-line service that provides tutoring, Writing Lab and other helpful homework assistance services. Accessed through the My MPCC Apps page, Brainfuse is available to all MPCC students, but particularly for those students who study at the Community Campuses in Imperial, Broken Bow, Valentine and Ogallala as well as those who take MPCC online classes. With Brainfuse, a student can:

- Receive instant tutoring
- Submit a writing assignment for review
- Submit a question and receive a reply from a tutor
- Utilize test preps in college readiness, college subjects and other assessments
- Create flashcards and on-line quizzes/games to reinforce classroom learning
- Form online study groups
- Record and email live tutoring sessions and video notes

Additional information and assistance for tutoring services can be obtained by contacting the Learning Commons.

### Test Proctoring

The McCook and North Platte Learning Commons staff are available to proctor your make-up tests, online tests, and tests for students with testing accommodations for documented disabilities.

If you would like a student to take or retake an exam in the Learning Commons, please fill out a copy of the Test Proctoring Form on CampusWeb, located under the Learning Commons section of the Faculty tab at [https://campus.mpcc.edu/ICS/Faculty/Learning\\_Commons/](https://campus.mpcc.edu/ICS/Faculty/Learning_Commons/)

You may be asked to provide the following information in your Test Proctoring Request:

- Your preferred contact information.
- The course name, section number, and test ID (chapter, unit, etc)
- Campus locations of the students taking the test, and a list of students who will be testing at each testing location.
- Disability Services testing accommodations should also be included on the form as Learning Commons staff are not aware of accommodations for which each student qualifies.
- Applicable time limits for the test, as well as any test deadline.
- Where the student will be taking the test (paper, online, scantron, etc). If the test is online, please provide any password we may need to administer the test (which we type in ourselves and never share with the student).
- Any specific instructions. For example: time limit, the use or non-use of calculators, notes, textbooks, a test reader, other accommodations, etc. during the test. Be sure to include any other pertinent directions that will help us administer the exam to your specifications.
- How you would like the test returned to you.
- A copy of the test as applicable.

Please direct your students to make an appointment before coming to the test. Our testing labs have peak times of the day, week, and semester and scheduling an appointment will ensure them a spot in the testing room with no waiting.

Please refer to the Learning Commons section of the faculty tab on CampusWeb for additional information.

If you have questions or concerns, please contact the McCook Learning Commons staff at 308-252-1828 or the North Platte Learning Commons staff at 308-221-6433. We are here to help in any way we can!

## ADA Compliance

As part of its mission, Mid-Plains Community College, in conjunction with Mid-Plains Community College Disability Services (MPCC DS) works with all aspects of the college and the communities we represent to provide opportunities for students with disabilities and enables them to fully participate in and enjoy the benefits of higher education. MPCC recognizes that disabilities reflect diverse characteristics and experiences and is an aspect of diversity integral to society. MPCC DS achieves individualized assistance by honoring the uniqueness of each student and through the provision of resources and services that promote academic success and self-advocacy skills. In addition, we collaborate with instructors, staff, and community members to create usable, equitable, inclusive, and sustainable learning environments.

As such, MPCC seeks to ensure that no person who meets the academic and technical standards requisite for admission to and continued enrollment at MPCC is denied benefits or subjected to discrimination solely by reason of his or her disability. Toward this end, and in compliance with federal laws, MPCC both accepts and provides reasonable accommodation for qualified students.

Both MPCC and the students have responsibilities to ensure equal educational opportunities. While MPCC Disability Services stands ready to make accommodation, it is the student's responsibility to avail him or herself of all available services.

Students with accommodation needs should contact the MPCC DS coordinator identified below. Services for students with disabilities may include accommodation, tutoring, and/or counseling. With the student's written permission, the coordinator can also be a liaison to instructors regarding the student's needs. MPCC DS will make a good faith effort to provide individualized effective accommodations to students with disabilities.

If assistance is needed, please contact:

- Robin Rankin, North Platte North Campus & Community Campuses, 308-535-3637 or 1-800-658-4308, Ext. 3637
- North Platte South Campus, Christie Copper 308-535-3715 or 1-800-65784308, Ext. 3715
- Dillon Hargrove, McCook Community College, 308-345-8128 or 1-800-658-4348, Ext. 8128
- Email: [disabilityservices@mpcc.edu](mailto:disabilityservices@mpcc.edu)

# Career Services Center

Career Services centers are in North Platte at the North Campus and in McCook at von Riesen Library. A wide variety of educational and career-related services are available to students, alumni, and community members, including:

- **Career placement services** - Building relationships with employers in local communities to support the successful placement of MPCC graduates.
- **Career development services** - Personalized support for students, alumni, and other clients to explore and pursue career goals.
- **Career Assessments** - Career screening tools with interpretation to help clients identify their strengths, interests, values, and aptitudes.
- **Job Search Assistance** - Help with job applications, résumés, cover letters, and interview preparation.
- **Occupational Information** - Access to resources on salary expectations, job outlooks, training requirements, and job availability.
- **Job Postings** - Free online job board for employers to post opportunities for MPCC students and alumni.
- **Test Facilitation** - Proctoring and administration of various tests for MPCC students and community members.
- **Placement Testing** - Course placement testing (ACCUPLACER).
- **Credit by Exam** - CLEP testing services to help students earn college credit.
- **Learning Commons Support** - Includes test proctoring services.
- **GED Testing** – Administering high school equivalency exams.
- **Certification & Licensure Exams** - Employment-related testing for various certifications.
- **Career Guidance for K-12** - Career exploration services for middle and high school students.
- **Fingerprinting Services** - For TSA Precheck, HazMat Endorsement (CDL), and TWIC Cards.

To learn more or to access services, contact:

- **North Platte Career Services:** 1-800-658-4308, ext. 3618
- **McCook Career Services:** 1-800-658-4348, ext. 8128

Many services are also available at the Community Campuses in Broken Bow, Imperial, Ogallala, and Valentine.

# Enrollment Management

## Recruitment and Admissions:

College faculty can play a tremendous role in the success of MPCC's student enrollment. Studies show that students want to know their instructors to have vested interest in them and their education. This kind of intentionality can lead to excellent word-of-mouth feedback and increase both recruitment and retention. You are the experts in your field and the recruitment team wants to partner with you and leverage your influence on students to assist with enrollment growth. Below are just a few avenues for collaboration:

- Provide photos/videos and student experiences from your classroom for us to share with students, parents, and counselors.
- Participate in recruitment events (examples include Inter-High & Visit Days).
- Make phone calls, or send postcards/emails, to potential students (contacts provided by recruitment team).
- Keep the recruitment team abreast of continued advances in your classes/programs to be shared with students, parents and counselors.
- Coordinate a summer camp to promote your program.
- For Dual Credit Instructors – building a strong, positive relationship with those students will help recruit them to finish their Associate Degree at MPCC. Let them know they are on a great path and finishing their degree with MPCC after high school is a valuable and rewarding decision. Positive feedback and consistent communication during this time can assist in matriculation of this target market.

For additional information, collaborative opportunities and sharing of ideas, please contact the Director of Recruiting and Admissions at 308-345-8023 or email [recruitment@mpcc.edu](mailto:recruitment@mpcc.edu).

## Advising:

As described earlier in this handbook, advisors guide students through college processes, helping them to create and fulfill their educational goals. Students may schedule appointments by emailing [advising@mpcc.edu](mailto:advising@mpcc.edu), by calling 308-535-3600 in North Platte or 308-345-8100 in McCook, or by visiting/contacting your local campus Welcome Center.

## Financial Aid:

MPCC maintains financial aid offices on the MCC campus and the South Campus of NPCC. The programs of financial aid at MPCC include loans, grants, scholarships, and part-time employment. The purpose is to assist qualified students who desire financial assistance to make their attendance at college possible. Some students qualify for scholarships which seek to recognize outstanding academic achievement and financial need. If students have questions concerning financial aid, they should be referred to the Financial Aid representatives within campus Welcome Centers.

Faculty play an important role in helping MPCC maintain financial aid awards by keeping our financial aid team informed if students are still registered for their course but not attending. There are several avenues available such as reporting: first day no shows, the early alert process, and the administrative drop or withdrawal (date dependent) from a class process. This partnership and awareness help prevent awarding state and federal dollars to students who are not participating in coursework and helps the college to collect unearned aid from students who have ceased attending.

## Registration and Records:

This portion of MPCC supports students' registration and progress toward fulfilling education goals by scheduling advising appointments, introducing students to online registration, entering registration changes submitted on paper, evaluating transfer credit, auditing prospective graduates' progress toward meeting degree requirements, and providing enrollment/degree verifications and transcripts. This area is also the faculty's CampusWeb resource (where class lists are found and where final grades are submitted). Contact Registration & Records personnel by visiting a campus Welcome Center, by contacting [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu), or by calling 308-535-3774.

# Network

The college maintains a converged network, using wired and wireless connections, and provides service to the public, employees and students using these wireless connections:

- MPCC-Secure College owned, Employee, and Student devices – This connection has the highest Quality of Service and is the preferred connection to use.
- MPCC-Registered Used at the discretion of the MPCC Information Technology Services department.
- MPCC-Visitor Anyone that is not a College Employee or Student

Refer to the Helpdesk for specific information on how to connect to the college wireless network.

## Computers

- Laptop carts are located on each campus; campus locations are listed on the bottom of the college home page.
- Computers can be found in classrooms, labs, and Learning Commons (libraries) –there are computer classrooms on each campus.
- Computer stations are available to students in programs, classes, or for use as a lab and are maintained by departmental personnel and may be used during designated hours.

## Illegal Downloading/Copyright Infringement Statement

Mid-Plains Community College faculty, staff and students are prohibited from using the Mid-Plains Community College (MPCC) information network to illegally download or share music, video and all other copyrighted intellectual property. Mid-Plains Community College supports the Higher Education Opportunity Act and the Digital Millennium Copyright Act including efforts to eliminate the illegal distribution of copyrighted material. Under the law, the MPCC administration may be obligated to provide copyright holders with information about users of the MPCC information network who have violated the law.

Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, are violations of the law and may subject you not only to academic sanctions from MPCC but also criminal and civil penalties, including lawsuit against you by copyright holders.

# Employment

## Negotiated Agreement

Each full-time faculty member will be provided with a copy of the appropriate negotiated agreement. Many details governing the operation of the College are contained therein, and it should be referred to as a source of information regarding compensation, benefits, and other conditions of the employment relationship.

## Employment Agreement

Adjunct instructors will receive Employment Agreements that detail compensation for courses taught. These contracts must be signed and returned promptly. Links to sign Employment Agreements via DocuSign, will be sent through MPCC email.

## Full-time Employees Teaching Credit Courses

Full-time MPCC employees who wish to teach for-credit classes will be limited to two credit classes (excluding classes that athletic coaches teach for their sport) per semester. The two courses can be a mix of on-campus and online courses each semester. If a full-time employee teaches credit classes during the normal workday, they will work with their supervisor to ensure that scheduled work hours are made-up during the normal work week, or the appropriate leave is requested. In most situations, employees can utilize their lunch hours for teaching classes or will need to use vacation time for hours spent teaching during the day. All full-time employees teaching for-credit classes should seek the approval of their supervisor prior to committing to teaching.

## Payroll Procedures

Payday is on the 10th of the month unless that day falls on a weekend or holiday. In these cases, payday will be on the Friday before the weekend or the last weekday prior to the holiday. Adjunct instructors should read their Employment Agreements for specific payment terms. Access to all pay and tax documents can be accessed through J1Web.

## Personnel Forms/Records

Individual employee personnel records should be maintained in the Human Resources office. Administrative personnel will have access on a need-to-know basis. Employees may inspect their own file in a reasonable time and manner during normal office hours. Any other release of confidential information (beyond normal employment verification) will require the written authorization of the employee.

Employees may request copies of documents in their file. The College may require reimbursement not to exceed the cost of reproduction; this may include the cost of the time of the employee who produces the copies. Employees may request that documents be placed in their file.

For additional information, please contact Human Resources at 308-535-3680.

# Operational Procedures

## Purchasing/Requisitions/Purchase Orders/PCards/Bid Process

For information regarding purchasing and travel, please refer to the updated Business Office Procedures Manual located on the Portal. To access the Portal:

- 1) Go to [www.mpcc.edu](http://www.mpcc.edu) and click “My MPCC” in the top right corner.
- 2) Log in with your college email address and password.
- 3) Select “Employee Portal” then click on “College Procedures” under Resources.
- 4) Click on the “Business Office Procedures Manual.”
- 5) Procurement Process page 11

Further questions can be directed to (308) 535-3674.

## Requesting Classroom Supplies

Basic classroom supplies are available at each major campus location. Supplies include items such as: paper, marker board, pens, chalk, paper clips, etc. Please contact:

- Heather Harvie at McCook Community College, 308-345-8120
- Mary Wiese, at North Platte Community College-South Campus, 308-535-3701
- Ann Johnson, North Platte Community College-North Campus, 308-535-3601

Faculty have access to Amazon Business accounts. Using this option for purchases eliminates the need to complete a requisition form as all orders will be automatically routed to the assigned Academic Dean for approval. This process requires an active account being set up. If you do not have access, contact [lawrenced@mpcc.edu](mailto:lawrenced@mpcc.edu).

## Budgets

Faculty members work with their respective Academic Dean in submitting budget requests for each academic year. The Vice President of Administrative Services establishes a budget development calendar that must be followed to ensure deadlines are met. Faculty members needing specific instructional items should obtain estimated costs, justify the educational need for such items/materials, and prioritize them in order of importance. The Academic Deans work with the Vice Presidents to establish priorities throughout the budget approval process to provide necessary educational resources for student learning and maintain a budget that is fiscally sound. Contact your Academic Dean for questions regarding budget matters.

## Copy Procedures

Copy machines are available for faculty use to reproduce necessary classroom handouts, exams, and other instructional materials. Your Copy Code is your Employee ID Number. When photocopying, Copyright Guidelines should be strictly enforced. In addition, when copying, you will see a department cost center as well as a Personal option. To use the personal option, you will need to put funds on your Mid Plains Campus Cash card. Funds applied to your card are accessible for Printing, Tax-Exempt Food purchases at the cafeterias and concession stands. For more information regarding Mid Plains Campus Cash, please contact the Business Office.

## Mailbox/Mailing Procedures

Faculty mailboxes are provided at McCook Community College, and the North and South Campuses of North Platte Community College USPS mail is delivered to each campus every weekday. North Platte has no inter-office mail on Friday's. North Platte's outgoing mail must be in the mailroom by 1:00p.m. on Tuesday's and Thursday's or in McCook's mailroom before 2:30 p.m. All UPS/FedEx packages must be processed through Physical Resources.

## Adjunct Faculty Travel Guidelines

Mid-Plains Community College supports the development of adjunct faculty by offering opportunities for adjunct faculty to travel to and participate in local and national seminars, conferences, workshops, and professional meetings.

Adjunct faculty who are interested in attending any of the events listed above must meet the eligibility requirements listed below and should notify their Academic Dean as soon as possible. When able, adjunct faculty should inform their Dean during the budget development cycle (December – March).

For the adjunct faculty who request travel during the academic year, funding will be based on a first-come, first-serve basis and will be contingent on dollars available in respective budgets.

### Eligibility requirements for adjunct faculty travel:

- An adjunct faculty member must be currently teaching in the semester in which they will be traveling.
- An adjunct faculty member must have taught one or more courses for the two most recent consecutive semesters (not including summer).

### Guidelines for adjunct faculty travel:

- A faculty member's request to travel should include an explanation of how professional development activity is related to their teaching position and to their own professional development.
- The request will be submitted to the Academic Dean and then presented to the Instructional Leadership Team for approval.
- Preference will be given to adjunct faculty who have not previously traveled.
- Once approved, all paperwork must be submitted according to MPCC guidelines.
- Travel arrangements involving motel reservations, cash advances for meals, or conference registrations should be initiated with the Business Office no less than thirty days prior to the intended travel. Please reference the College-wide travel procedures located in the Employee Handbook on the College website for all details. The "Travel Expenses" form is accessible from the Employee Portal -> Forms will be used once approval has been received.
- Additional payment will not be given for travel time or time spent at the activity.

## Maintenance Requests

To assign the appropriate staff member and successfully track the completion of the desired services, all requests, whether custodial, building maintenance, and Information Technology Systems (ITS) need to be in writing through the Sysaid Helpdesk System.

When requesting custodial/building maintenance services, submit the problem through the HelpDesk feature on the Portal. When requesting any computer-related repair services, including audio/visual and related electronic equipment, please contact the HelpDesk at extension 3712 and indicate that the problem is technology-related. Requests for access to door locks should be submitted to Security through HelpDesk. Requests for physical keys can be made to Physical Resources/Maintenance.

Special requests such as furniture and department accommodation can be sent via helpdesk for review by the Physical Resources Director. Requests will be considered based on necessity, budget, and priority.

Employee accommodation requests must be submitted through Human Resources in an MPCC Reasonable

Accommodation Request Form and approved prior to any request being submitted to Physical Resources. Human Resources will notify Physical Resources of the requests and the accommodation requirement to meet the employee's needs. The form can be obtained by emailing [humanresources@mpcc.edu](mailto:humanresources@mpcc.edu).

## Shipping/Receiving

The Physical Resources Office is responsible for holding incoming freight. When you place an order for any items, please address your package as the following: MPCC-Your Name Here.' Once the order is placed, please notify the Physical Resources office ([NPCCPhysicalResources@mpcc.edu](mailto:NPCCPhysicalResources@mpcc.edu); [MCCPhysicalResources@mpcc.edu](mailto:MCCPhysicalResources@mpcc.edu)) of its impending delivery. Once the package has been received, you will be notified of its arrival and you can arrange to pick it up. In the event you receive a shipment in your area/department, please notify the Physical Resources Office of its delivery so they can process the receiving paperwork and inventory the item if necessary. With delivery contracts changing, the USPS may be delivering large items to each campus that we are unable to reroute, if you require assistance in picking up/delivering large items delivered by USPS to individuals at your campus location, please contact Physical Resources, they can issue equipment (carts, etc) or assign help as needed.

North Platte: Packages 50 lbs. and over will be delivered to the addressee's location within a week of receipt or notice of ownership. South Campus deliveries weighing 50 lbs. and below will be delivered to the McDonald Belton mailroom #121 and Health and Science mailroom #100. North Campus deliveries weighing 50 lbs. and below will be available for your pickup in the Physical Resources Shipping/Mail Bay. In the event you have a documented work restriction on file with Human Resources and need additional assistance, please place a HelpDesk online outlining your needs. Any personal shipments received by MPCC will remain in the North Campus Physical Resources Shipping/Mail area for pickup by the owner. MPCC staff will not deliver non-work-related items.

## Reserving Vehicles

- Vehicle Request forms can be located on the through the CampusWeb Employee tab under the Forms folder. Please submit a vehicle request to the respective Physical Resource Office for the dispatching of available vehicles at least 24 hours in advance for travel in the 18-county area.
- Vehicle dispatch will automatically send confirmation of reserved vehicles when you meet the above requirements, and an available vehicle has been assigned.
- If you are leaving before normal business hours, please contact the Physical Resources office to arrange key pickup when available prior to your departure.
- Vehicle dispatch must be notified of any trip cancellation or change immediately so the reserved vehicle can be made available for other trips or other adjustments can be made.
- The driver must return the vehicle to the motor pool bay at conclusion of trip in the coinciding numbered parking stall. The driver is to leave the keys and the travel papers inside the unlocked vehicle inside the motor pool bay. If the vehicle being used was picked up outside the motor pool bay, please return the vehicle to the same parking stall leaving the travel papers inside, lock the vehicle and return the keys to the maintenance key drop (located on the North Shop Maintenance door). Please be sure when leaving the motor pool bay that all doors are closed.
- Smoking is prohibited in all college vehicles.
- Vehicles are not allowed to be taken home overnight.
- In the case of an accident or other emergencies while on the road, please follow procedures outlined in the trip logpacket located in the glove box of the vehicle.
- On days with multiple requests for vehicle going to same destination, a request to consolidate requests or "share" vehicles may be required.
- Driver's License and Acknowledgement must be on file with the Physical Resources office prior to use of any motor pool vehicles. Additional training may be required prior to the use of certain vehicles.

## Safety/Security

MPCC is committed to the safety and security of all students, faculty members, and staff. The success of the College Safety Program depends on the conscious, active participation of everyone on campus or in college sanctioned programs. Working together, we can achieve the best and safest learning experience available.

If law enforcement or emergency personnel are needed on one of our campuses at MPCC, every attempt shall be made to contact safety and security. If the situation involves a student, safety and security will work with student life in a discretionary manner depending on the circumstances.

From a safety and security standpoint, no students or visitors are allowed to remain in any shop and/or science lab areas unattended. These should be secured when you leave for breaks, lunch, and before you leave for the day/night. No student shall be left unattended in any classroom without the applicable instructor's expressed permission.

If you become aware of any conditions which might be considered unsafe, please notify Safety and Security personnel. For McCook situations, notify James Taylor at 308-344-8036 or [taylorjr@mpcc.edu](mailto:taylorjr@mpcc.edu) depending on severity and urgency of the hazard or condition. For North Platte situations, notify Ben Schmidt at 308-535-3697 or [schmidt@mpcc.edu](mailto:schmidt@mpcc.edu) depending on the severity and urgency of the hazard or condition. In the event of an accident or injury in your classroom, please refer to the MPCC Emergency Preparedness Quick Reference and call 9-911 if appropriate and notify your Campus Vice President.

Emergency Procedures: A complete Crisis Management Plan was developed by the Administrative Council, approved by the College Cabinet, and implemented in Fall of 2007. This plan receives annual updates. A major update took place during the 2014-2015 school year. Every classroom features an MPCC Emergency Preparedness Quick Reference safety flip chart with information on what to do in case of an emergency.

## Child Care

The Child Development Center, located at MCC, is open to children ages 6 weeks to 12 years for MPCC students, faculty members, staff, and the community. Licensed through the state of Nebraska, the Center has daily preschool for children ages 3 - Kindergarten. Developmentally appropriate experiences are planned for all ages from infants through school age to encourage each child's overall growth. The Center serves as a training site for students studying Early Childhood Education and related fields. Students participate in all aspects of the program to develop their skills for observing and interacting with young children while under the supervision of experienced teachers. For information, contact Stacie Dold McCook Community College, 308-344-8024.

## Room Scheduling

If you need to schedule a room for an activity other than a class, go to the portal and select "Room Request". The request will be sent to the appropriate campus scheduler. Or contact the respective campus scheduler. Multiple locations/rooms can be requested at once.

- McCook Community College: Jennifer Morgan, 308-345-8138 or [morganj@mpcc.edu](mailto:morganj@mpcc.edu)
- North Platte Community College, North Campus: Ann Johnson, 308-535-3601 or [johnsona@mpcc.edu](mailto:johnsona@mpcc.edu)
- North Platte Community College, South Campus: Mary Wiese, 308-535-3701 or [wiesem@mpcc.edu](mailto:wiesem@mpcc.edu)

# Procedures: Public Information, Marketing, Advertising, Media Releases, Website, and Social Media Outlets

The MPCC Marketing and Public Information Office is responsible for the following areas:

- Dissemination of all information to the public
- Overseeing MPCC's brand identity and quality control in publication, digital and marketing materials
- Supervision of the MPCC website and the college's primary social media accounts
- All public Information relating to MPCC, its campuses and/or its affiliated organizations and activities must run through the Marketing and Public Information office prior to release. This includes all external publications, but is not limited to press releases, brochures, posters, electronic announcements, and any other promotional and informational materials.

The Marketing and Public Information office is located in room 208 at the west end of the W. W. Wood Building on the north campus of North Platte Community College. An office for the MCC News and Sports Information Specialist is located on the lower level of the Von Riesen Library on the McCook Community College campus.

## Marketing Materials

The Marketing and Public Information office is responsible for design, construction, production, and distribution of MPCC marketing materials and publications. The office is **NOT** responsible for the text portion of project content. All wording is the responsibility of the person/department requesting the material, with exception of specific wording required to remain in compliance with certain rules and regulations.

The production of new marketing materials is best handled through a one-on-one meeting. Call the Marketing and Public Information office (308-535-3636) to set up a planning meeting.

When preparing information for new brochures, flyers, posters, etc., consider the "who, what, when, where," and possibly, the "how and why" of the project and convey that information during the planning session(s). Consider the audience you wish to attract and your preferred style or theme.

Gather contact information with correct spelling of all names, current addresses, phone numbers, website addresses, etc. Convey all the information during the planning session(s).

Internal marketing materials may be created by the Marketing and Public Information office. However, their creation is at the discretion of the marketing director, based on factors such as timing and current workload. **The creation of all marketing materials must formally be submitted through a Helpdesk request.**

## Revised Program Brochures and Other Marketing Materials

We recommend that marketing materials be updated - at the very least, once a year. If you are aware of instructional changes being made to your program, please update your program's marketing materials by submitting a Helpdesk request to the Marketing and Public Information office. If changes were made in the catalog, the same changes need to be made in all other marketing pieces

Please complete all required fields including phone, job title, department, campus where your office is located, deadline for completed materials, quantities and a description of the marketing materials requested.

Please plan ahead and consider the possibility of equipment breakdown, back-ordered paper, higher priorities, and other unforeseen problems that may result in delays. Please **don't** wait until the last minute to order your materials.

## Printing

Regarding printing production time and printing turn-around, consider the following guidelines:

- Most new and current marketing materials are printed on-site. Allow 10–14 days for creation, approval, and production. For delivery, allow at least one day within North Platte and four to five days outside North Platte after final approval.
- If content needs to be printed by an outside vendor. Allow ten to fifteen business days from the date of the final approved proof. Add an additional four to five days for delivery outside of North Platte.
- If your project is to be bulk mailed, please allow 10-14 days for delivery once the project is completed. Mail is only picked up on Tuesdays and Thursdays in North Platte.
- Keep in mind envelopes, letterheads, sports schedule cards, MPCC folders, and business cards are all printed at a print house and require extra production and delivery time.

## Media Releases and Photography

All external media releases, print and electronic, must be approved by the Marketing and Public Information office. All news and events pertaining to college related activities, personnel, students, programs, classes and activities are effective ways to promote the college.

This includes celebrations, honors and accomplishments of you, your students, your programs, your classes, and your activities. If possible, tell the Marketing and Public Information Office your news/event/activity three weeks **PRIOR** to it taking place. This allows the local media to plan for coverage. With your help, the college can be at the forefront of public awareness.

If your activities are in McCook, please contact Brent Cobb to arrange photography and promotional needs. If your event is located in either North Platte, Broken Bow, Imperial, Ogallala, or Valentine please contact Jen Fuller.

News releases and photographs are submitted to all media (radio, television, newspapers) in the college's 18-county service area and to a variety of other local, state, and national organizations. They are also emailed to the MPCC family via an "All Users" group and are posted on the college website.

## Advertising

There are various forms of advertising. While every class opportunity is vital to the institution, our limited resources require us to concentrate our marketing efforts at the division and program levels.

Promotion of individual, traditional classes or programs are also done on occasion, but it is left to the discretion of the Marketing and Public Information office in cooperation with the Academic Affairs office.

We provide Business and Community Education in McCook and North Platte, as well as the Broken Bow, Imperial, Ogallala, and Valentine campuses the opportunity to promote their activities in their local media on a weekly basis.

Please contact the Marketing and Public Information office for further discussion.

## Website

The Marketing and Public Information office maintains the college's website at [www.mpcc.edu](http://www.mpcc.edu). Periodically, the site is updated for appearance and content. If you would like to see specific content added or modified, please send a HelpDesk request. All websites that are to be associated with the institution must be brought to the Director of Marketing prior to development.

## Social Media

Mid-Plains Community College (MPCC) will create any social media channels to support the college in accomplishing its mission and achieving its goals and objectives. While anyone can follow our social media channels these channels are designed to communicate important dates and other information for students, campus news, current events, and share photos and videos related to all MPCC campuses.

MPCC's official social media channels listed below are maintained by staff within the Marketing and Public Information office. These sites will reflect the creativity and branding expected of similar pages. All follow the brand guidelines with the usages of MPCC, NPCC, and MCC logos and other imagery.

MPCC remains committed to maintaining the various college accounts as a safe and family-friendly forum for sharing information.

In the spirit of maintaining a positive environment, we reserve the right to remove any comments or posts from official college-sponsored pages or sites that are deemed inappropriate, inflammatory, or damaging to Mid-Plains Community College or any individual.

### **Guidelines for creating social media:**

To create an MPCC affiliated account and to be able to utilize MPCC's information and logos you must present a brief proposal with the following information to the Director of Marketing and Public Information:

- The reasoning behind the possible creation of the account?
- How do you think that this will help advance the marketing of your program/area?
- What is your plan for content management/creation? Provide examples (who, what, when, where, why, and how)
- What logo do you wish to use?

Once this is submitted, the Director of Marketing and Public Information will review the information and will have the ability to ask any follow-up questions. If further information is needed a face-to-face conversation may need to take place.

Once approved, the marketing office will create and keep record of the account and login information. All institutional accounts must follow Mid-Plains Community College accounts on their respective platform.

If there are questions/responses from your followers about any content from Mid-Plains Community College, we ask that you send us a reply so that we can quickly address.

### **MPCC's Official Social Media Channels**

Below is a list of official MPCC social media channels maintained by the Marketing and Public Information office. This list may change as new social media avenues are created.

- **Facebook**
  - Mid-Plains Community College
  - McCook Community College
  - North Platte Community College
  - Mid-Plains Community College-Broken Bow Campus
  - Mid-Plains Community College-Imperial Campus
  - Mid-Plains Community College-Ogallala Campus
  - Mid-Plains Community College-Valentine Campus
- **YouTube channel** – MPCCedu
- **Instagram** – MPCCedu
- **TikTok** - @mpccedu

### **Objective**

Mid-Plains Community College, its departments and individuals in their capacity as MPCC employees, are encouraged to use social media to enhance instruction, inform constituencies about college activities and developments, build online communities of interested constituents, and provide a way for constituents to keep informed about MPCC and share thoughts, ideas and experiences through discussions, postings, photos, and videos. Constituencies may include, but are not limited to, current and prospective students, alumni, employees, potential donors, and members of the community.

### **General Guidelines**

Online communities can help Mid-Plains Community College, and its campuses connect with its constituencies in many positive ways. At the same time, there are some cautionary lessons that have emerged from participating in online communities and postings to other social media.

Administrators for social networking sites should be aware of the following:

- You cannot ensure who does and does not have access to your information.
- Information you post online may continue to stay even after you erase or delete that information from pages.
- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online, even if you limit access to your site.

- By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, and law enforcement, among others.
- Don't post information, photos, or other items online that could reflect negatively on you, your family, program, or the institution.
- Be discreet, respectful, gracious, and as accurate/factual as you can be in any comments or content you post online. Take particular care of spelling, punctuation, and grammar. It DOES reflect on you professionally, as well as MPCC.

*Please note: Participation in the use of Social Networking Sites is a privilege, and any decision to remove comments or postings rests in the sole discretion of the Marketing and Public Information office.*

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Again, the Marketing and Public Information office is responsible for the supervision of MPCC's primary social media channels but will have oversight/access to all social media accounts associated with the institution to ensure institution standards are followed. Any social media platform in violation of institutional standards could have their social media removed from their respective platform.

## Public Information Office Personnel

### **Director of Marketing and Public Information**

Daniel Stinman  
North Campus W. W. Wood Building Rm. 208C  
308-535-3636  
stinmand@mpcc.edu

### **Lead Graphic Designer**

Stephen Barkley  
North Campus, W. W. Wood Building Rm. 208E  
308-535-3633  
barkleys@mpcc.edu

### **Public Information Specialist**

Jen Fuller  
North Campus W. W. Wood Building Rm. 208D  
308-535-3642  
fullerj@mpcc.edu

### **Multimedia Specialist**

Gracie Heath  
North Campus W. W. Wood Building Rm. 208A  
308-535-3650  
heathg@mpcc.edu

### **MCC News and Sports Specialist**

Brent Cobb  
Lower level of von Riesen Library  
308-345-8186  
cobbb@mpcc.edu

### **Sports Information Specialist**

Skyler Evans  
South Campus MB Room 216C  
308-535-3791  
evanss@mpcc.edu

# Appendix Syllabus Template



*Course/Section Number & Title*  
*Credit Hours*  
*Term*

- I. **Course Details:**
  - a. Prerequisite
  - b. Co-Requisite
  - c. Address
  - d. Building
  - e. Room
  - f. Days
  - g. Times
  - h. Date Class Begins
  - i. Date Class Ends
  - j. Add/Drop Date
  - k. Last Day to Withdraw
  - l. Date(s) Class Does Not Meet
- II. **Instructor Information:**
  - a. Name
  - b. Office Number
  - c. Office Hours
  - d. Telephone
  - e. MPCC Email
  - f. Headshot (optional)
- III. **Program Focus:** (Optional) Is the course a program requirement, general education requirement, or elective? Is the class part of a sequence? Transferability as a program requirement?
- IV. **Course Description**
- V. **Course Goals:** (optional)
- VI. **Course Objectives:** Course objectives (goals) are broad general statements representing the major concepts/themes the course will provide. The course objectives are further refined into specific measurable student learning outcomes.
- VII. **Student Learning Outcomes:** (Optional Except for NTI Courses) Student learning outcomes are the essence of the course; providing students with measurable expectations. The Chief Academic Officers recommends each student learning outcome start with an action verb.
- VIII. **Course Materials:**
  - a. Title
  - b. Authors
  - c. Edition
  - d. ISBN
  - e. Publication Date
  - f. Publisher
- IX. **Method of Presentation:** (Optional Except for NTI Courses) traditionally includes a combination of the following: technology enhanced lecture, classroom discussions, interactive group activities, audio visual materials and presentations.
- X. **Method of Evaluation:** (Optional Except for NTI Courses) traditionally includes a combination of the following: attendance, daily assignments, written exams and/or quizzes, and performance/observational assessment.
- XI. **Course Requirements:** traditionally include the number of quizzes, tests, summaries, papers, group/lab assignments.

How much each assignment/quiz/test is worth compared to total grade.

- XII. Grading/Evaluation:** Grading scale
- XIII. Chain of Resolution:** “Any questions or concerns regarding this course should first be directed to the instructor. If you feel that you and the instructor have not reached a resolution, you may contact the Academic Dean.”
- Academic Dean Name
  - Division
  - Email & Phone Number
- XIV. Attendance:** (Optional): Recommend a positive approach. Explain how attendance affects the students’ letter grade.
- XV. Policy of Make-up Quizzes/Tests and Late Assignments:** (Optional)
- XVI. Tentative Class Schedule:** (Optional) Some instructors list the schedule by days or by week. Others prefer to schedule by topics. Have to option to import from Canvas.
- XVII. Course Content/Topical Outline:** (Optional Except for NTI Courses) The course content/topical outline establishes the minimum scope of the information to be covered and the recommended sequence of the instruction. The syllabus reflects this information so instructors teaching the course have guidelines for covering the minimum course content. Align topics and ordering with the ordering of the course objectives and subsequent student learning outcomes.
- XVIII. Turnitin.com:** Required only if you use Turnitin. “Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism or use of artificial intelligence software. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.”
- XIX. Mid-Plains Community College Policies & Student Resources.**
- MPCC General Education and Degree Program Objectives:**

Upon completion of Associate of Arts, Associate of Science, Associate of Fine Arts, Associate of General Studies, or Associate of Applied Science, successful students should be able to demonstrate and apply:

    - Effective written communication skills
    - Effective oral communication skills
    - Information literacy competencies
    - Cultural awareness
    - Mathematics skills
    - Scientific inquiry skills
    - Critical thinking skills
  - Academic Engagement:** “For the purposes of Federal Financial Aid, Academic Engagement is defined as attending a synchronous class, lecture, or field or lab activity either physically or online where there is an opportunity for interaction between the instructor and the student. This could also include taking an assessment or exam; submitting an academic assignment; participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; participating in a study group, group project, or an online discussion that is assigned by the institution or interacting with an instructor about academic matters.”
  - Academic Integrity:** “Mid-Plains Community College is committed to academic integrity and honesty as an essential component of MPCC as an academic institution. All members of MPCC’s academic community: administrators, staff, faculty, and students, share the responsibility of maintaining that integrity. Violations of academic integrity include acts, such as plagiarism, cheating, fabrication, obtaining unauthorized materials from the internet, allowing others to write or compose your work; or using the work of other students, not citing the original sources, facilitating misconduct, and/or assisting others in actions that are related to these violations of academic integrity. Students who partake in violations of academic integrity at MPCC are subject to sanctions as described within the official MPCC Academic Integrity Policy. This policy can be found online in the Student Handbook or College Catalog. Students are granted due process and the right to appeal any decision regarding an academic integrity violation. It is the responsibility of the student to know and follow MPCC Academic Integrity standards. Ignorance of the MPCC Academic Integrity standards and/or unintentional violation(s) of the standards do not excuse the violation. Students who have questions about Academic Integrity or the MPCC Academic Integrity policy may direct their questions to any faculty member, Academic Dean, or the Vice President for Academic Affairs.”

- d. **Student with Disabilities Statement:** “Mid-Plains Community College is committed to providing a discrimination-free environment for its students with disabilities. If you are a student with a documented disability, and assistance is needed, please contact: Robin Rankin, McCook, North Platte North and MPCC Community Campus’s 308-535-3637, or Christie Copper, North Platte South Campus 308-535-3715.
- e. **Withdraw from Class Procedure:** Students should meet with their advisor when they feel they are unable to satisfactorily complete a course. An “F” (failing) grade may be awarded when students stop attending without formally withdrawing. The last day to withdraw is posted on the CampusWeb homepage under Add/Drop & Withdrawal Deadlines. Registration change forms are available from a Registration and Records Office location and must be signed by the instructor and student’s advisor, or students may notify their instructor and email [advising@mpcc.edu](mailto:advising@mpcc.edu).
- f. **Student Support Information Link:** Mid-Plains Community College offers support for students to help them succeed academically. The MPCC Learning Commons offers free peer tutoring, virtual tutoring, database access, research assistance, study spaces, success coaching, study groups, and more. Students are encouraged to check the Learning Commons website at <http://www.mpcc.edu/current-students/learning-commons/index.php> to learn about services available to them and reach out using the contact information provided. Guides on the research process can also be found at <http://www.mpcc.edu/current-students/learning-commons/research.php>.
- g. **Disclaimer:** This syllabus is not a contract, and the instructor retains the right to make changes in the course’s schedule, policies, and requirements as necessary so long as those changes are consistent with the policies of MPCC and do not affect transferability.

*Note: Syllabi is due the first week of class and must be completed in Simple Syllabus. Simple Syllabus can be accessed in your Canvas Shell or on the MPCC Apps page. Nebraska Transfer Initiative course syllabi will need to include both NTI content and MPCC content. For a listing of Nebraska Transfer Initiative Courses please go to <http://www.statewidecourses.org/>*

# Instructional Handbook Changes

Description	Section(s)
Add new section: Faculty Response to Student Inquiries/Questions	Classroom Procedures
North Platte Outgoing mail	Operational Procedures

