



**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

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**ADMINISTRATIVE REGULATIONS MANUAL**

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## PREFACE

The *CCAC Administrative Regulations Manual* sets forth rules and procedures which interpret Board of Trustee Policies and describe the manner in which those Policies will be implemented at the College and at each of its campuses and centers. Administrative Regulations are developed and revised, as needed, by the administration and approved by the College President. Rules and Procedures governing specific programs, operations and activities are also set forth in the following resources:

- Employee Manual
- Hiring Guidelines
- Fiscal Administration Regulations
- Student Travel and Vehicle Usage Procedures
- Public Safety & Security Operational Plan
- Drug and Alcohol Testing Procedures
- CCAC Annual Security Report
- Student Handbook
- Faculty Handbook
- College Course Catalog
- Individual program handbooks and course syllabi
- College website / Department web pages / *myCCAC* Student Portal

Per *Board Policy I.02*, Administrative Regulations set forth requirements, directives, standards and guidelines on matters of College-wide concern that are not specifically addressed in Board Policies or for which uniform compliance is necessary in order to meet fiscal, academic, research, human resources and other management standards and requirements imposed by federal, state or local laws or external administrative agency rule. Administrative Regulations do not require Board action, and may be adopted or revised by the administration of the College upon approval of the President.

Procedures set forth operational details needed to implement Board Policies and Administrative Regulations or otherwise address matters within the functional responsibility or authority of an operational unit of the College. A Procedure may supplement but not conflict with Board Policies or Administrative Regulations. The College President may delegate authority to the administrator or executive officer with responsibility for a specific operating unit to approve Procedures for that unit.

Regulations, Procedures and Handbooks will be reviewed on an annual basis. On or before July 1<sup>st</sup> of each year, the senior administrator in the department or office responsible for the Regulation, Procedure or Handbook will verify to the President of the College that the review has been completed and, if any updates or changes are recommended, submit the updated Regulation, Procedure or Handbook to the President for review and approval.

This *Administrative Regulations Manual* does not represent a contract between the Community College of Allegheny County and any employee, student or third-party/independent contractor. Instead, the *Manual* represents a good-faith effort to outline the Regulations and Procedures currently in force at the College.

## CIVIL RIGHTS AND SEXUAL MISCONDUCT REPORTING AND RESPONSE PROCEDURE

<i>Policy Reference(s):</i>	II.01; II.02
<i>Responsible Department(s):</i>	Office of Diversity, Equity & Inclusion; General Counsel
<i>Approval Date:</i>	9/29/2014
<i>Revision Date(s):</i>	8/15/2016; 11/15/2017; 3/2/2020; 8/14/2020; 8/6/2021; 8/25/2021; 7/1/2024

### I. CCAC NON-DISCRIMINATION POLICY

As set forth in *Board Policy II.01: Non-Discrimination, Title IX and Equal Education and Employment Opportunity* and *II.02: Unlawful Harassment*, the College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct that affects tangible job benefits, unreasonably interferes with an individual's academic or work performance or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

It is the further policy of the College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College's educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA), and Article XX-J of the Pennsylvania Public School Code. As more fully described below, conduct prohibited under these laws and College policies includes Title IX/Sexual Harassment Offenses, acts of sexual violence, and other forms of sexual misconduct, including but not limited to sexual assault, domestic violence, dating violence and stalking.

### II. SCOPE AND JURISDICTION OF PROCEDURE

The Community College of Allegheny County has adopted this Procedure in order to provide for the prompt, fair and impartial investigation of and response to reported incidents of Title IX/Sexual Harassment Offenses and other violations of the College's policies prohibiting unlawful discrimination, harassment and retaliation on the basis of a protected class. The College will promptly and equitably respond to all such reports in order to eliminate the misconduct, prevent its recurrence and redress its effects on any individual or the College community.

This Procedure is available and applicable to all members of the College community, including the following:

- **Students**
- **Employees**
- **Guests**
- **Independent Contractors/Third-Party Vendors**
- **Volunteers**

This Procedure applies to all forms of prohibited conduct, as described in Section IV below, that occur in connection with a College program or activity. This may include the following types of conduct:

1. Conduct occurring at or on property or facilities owned or controlled by the College, including campus locations and centers, satellite and other non-campus locations, the Office of College Services, and College-owned or controlled parking lots and grounds.
2. Conduct occurring on public property within or immediately adjacent to a campus location.
3. Conduct occurring at activities that are sanctioned, organized or coordinated by the College, on or off campus, including but not limited to:
  - a) Virtual/remote/online College classes, programs, and events
  - b) Clinical placements, internships and externships
  - c) Study abroad programs (*the College does not have jurisdiction over Title IX/Sexual Harassment Offenses that occur outside of the United States, and such offenses will therefore not be processed under the Process A/Title IX procedures set forth in Section XII below; however, conduct associated with or giving rise to such offenses which also violates the College's Student Code of Behavioral Conduct, the Employee Manual, and/or constitutes a civil rights violation prohibited by this Procedure may be processed and subject to sanctions imposed pursuant to the College's Student Code of Behavioral Conduct, the Employee Manual, and/or the Process B/Civil Rights procedure set forth in Section XIII below, as applicable*)
  - d) Community activities
  - e) Off campus sites offering non-credit classes and/or programs
  - f) Athletic events, including travel thereto
  - g) Activities sponsored or organized by recognized student organizations
4. Other conduct that takes place off campus but which has the potential to adversely impact any member of the College community while on campus or otherwise adversely affect or disrupt the College's learning or working environment.

### **III. DEFINITIONS**

As used in this Procedure, the words and phrases listed below are defined as:

- **Actual Knowledge**: refers to notice of a complaint of or allegations relating to a Title IX/Sexual Harassment Offense received by the TIXC or any Official with Authority.
- **Advisor**: the person chosen by a party or appointed by the institution to accompany the party to meetings arising under and/or required by these Procedures, to advise the party on the processes provided in these Procedures, and to conduct cross-examination for the party at the Process A/Title IX hearing.
- **Bullying**: repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- **Complainant(s)**: a person(s) who alleges to have been the subject of a Title IX/Sexual Harassment Offense or other Prohibited Conduct.
- **Complaint (formal)**: a document filed/signed by a Complainant or signed by the TIXC alleging Prohibited Conduct by a Respondent and requesting that the College investigate the allegation.
- **Consent**: a knowing, voluntary and clear agreement, by word or action, to engage in a specific sexual activity at the time of the activity. To be valid, consent must be knowing, voluntary, active and ongoing. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or a consent previously given does not imply consent to future sexual acts. Consent cannot be procured by use of physical force, threats, intimidating behavior or other forms of coercion. **Consent is not present when an individual is incapacitated due to the effects of alcohol, drugs or sleep. Consent is also not present when an individual lacks capacity to provide consent due to age (as described above), physical or intellectual disability or other condition.** When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. The voluntary use of alcohol or other drugs by one or both parties prior to, during or in connection with a sexual activity does not serve as a defense to or excuse otherwise prohibited conduct.
- **Dating Violence**: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- **Discrimination**: actions that deprive members of the College community of educational, extracurricular (including athletics) or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.
- **Discriminatory Harassment**: unwelcome conduct, whether in verbal, written, physical, or graphic form, on the basis of actual or perceived membership in a protected class.
- **Domestic Violence**: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Education Program or Activity**: locations, events, or circumstances where the College exercises substantial control over both the Respondent and the context in which Prohibited Conduct occurs.
- **Finding**: a conclusion by the preponderance of the evidence standard of proof that the conduct did or did not occur as alleged.
- **Hostile Environment**: conduct that is so severe, persistent or pervasive that it has the effect of unreasonably interfering with an individual's work performance or educational experience or which otherwise unreasonably limits or deprives an individual from participating in or receiving the benefits of employment with the College and/or an Education Program or Activity at the College. The existence of a Hostile Environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) **and** subjectively (meaning the impacted individual felt that the environment was hostile).
- **Hearing Decision-Maker or Panel**: refers to those who have decision-making and sanctioning authority under the Process A/Title IX described in Section XI below.
- **Intimidation**: implied threats or acts that cause another person a reasonable fear of harm.
- **Investigator**: means the person or persons charged by the College with gathering facts about alleged Prohibited Conduct, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- **Mandatory Reporter**: an employee of the College who is obligated by applicable law, College policy, and/or this Procedure to share knowledge, notice, and/or reports of Prohibited Conduct with the TIXC, an Official with Authority, and/or their supervisor.
- **Notice**: means that an employee, student, or third party informs the TIXC or other Official with Authority of the alleged occurrence of Prohibited Conduct.
- **Official with Authority (OWA)**: means an employee of the College explicitly vested with the responsibility to implement corrective measures for Prohibited Conduct on behalf of the College.

- **Process A/Title IX (Sexual Harassment)**: means the formal process for resolving Complaints alleging Title IX/Sexual Harassment Offenses, as described in Section XII below.
- **Process B/Civil Rights**: means the formal process for resolving Complaints alleging Discrimination, Discriminatory Harassment, Retaliation, and other Prohibited Conduct that does not meet the definition of a Title IX/Sexual Harassment Offense, as described in Section XIII below.
- **Prohibited Conduct**: Conduct and offenses listed in Section IV below.
- **Reasonable Accommodation(s) for Students**: approved modification(s) of programs, appropriate academic adjustments, or auxiliary aids that enable students to participate in and benefit from all educational programs and activities, unless to do so would cause undue hardship.
- **Reasonable Accommodation(s) for Employees**: any modification or adjustment to a job requirement or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, unless to do so would cause undue hardship.
- **Relevant Evidence**: evidence that tends to prove or disprove an issue in the Complaint.
- **Remedies**: post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the College's educational program.
- **Respondent(s)**: an individual who has been reported to be the perpetrator of conduct that could constitute a Title IX/Sexual Harassment Offense or other Prohibited Conduct.
- **Retaliation**: any action, directly or through others, that would have the effect of preventing or deterring a reasonable person from reporting Prohibited Conduct, or from participating in or providing information in response to an investigation, hearing or other action authorized under this Procedure.
- **Sanction**: means a consequence imposed on a Respondent who is found to have engaged in Prohibited Conduct.
- **Sexual Assault**: any sexual act directed against another person without consent, including instances in which the Complainant is incapable of giving consent. A "sexual act" is defined by federal regulation to include one or more of the following, which are also Clery Act reportable crimes:
  - **Rape (Except Statutory Rape)**: the carnal knowledge of a person (i.e. penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person), without the consent of the victim. This includes instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - **Sodomy**: oral or anal sexual intercourse with another person, without the consent of the victim. This includes instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.



- **Sexual Assault with an Object**: the use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim. This includes instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- **Fondling**: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim. This includes instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- **Incest**: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**: non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Exploitation**: taking sexual advantage of another person or violating the sexual privacy of another person when consent is not present. Acts of sexual exploitation include, but are not limited to, observing or permitting others to witness or observe the sexual activity of another person without that person's consent; indecent exposure; inducing others to expose themselves when consent is not present; recording or distributing information, images, or recordings of any person engaged in sexual activity or in a private space without that person's consent; prostituting another individual; knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.
- **Sexual Harassment**: is the umbrella category including the offenses of Sexual Harassment, sexual assault, stalking, and dating violence, domestic violence and unwelcome conduct, determined by a reasonable person to be so severe and pervasive **and** objectively offensive that it effectively denies a person equal access to the College's educational program or activity. Such conduct can consist of unwelcome sexual advances, requests for sexual favors or other verbal, written, graphic or physical conduct of a sexual nature, when any or all of the following are present:
  - **Quid Pro Quo Sexual Harassment**: submission to or rejection of the conduct is either implicitly or explicitly made a term or condition of an individual's participation or continued participation in any College employment or Education Program or Activity, or otherwise forms the basis for a decision that adversely impacts that person's employment or educational experience.
  - **Hostile Environment Sexual Harassment**: conduct that has the effect of creating a Hostile Environment. Such conduct interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities and is severe, pervasive **and** objectively offensive.
- **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial

emotional distress. For the purposes of this definition: *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- **Supportive Measures**: are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter Prohibited Conduct.
- **Title IX Coordinator (TIXC)**: official designated by the College to ensure compliance with Title IX. This official also serves as the Civil Rights Compliance Officer and ADA/504 Coordinator for the College. The TIXC has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent Prohibited Conduct. The TIXC acts with independence and authority free from bias and conflicts of interest. The TIXC oversees all resolutions under this Procedure.
- **Title IX/Sexual Harassment Offenses**: an umbrella term that refers to and includes the offenses which constitute Sexual Harassment, Sexual Assault, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence.

#### IV. PROHIBITED CONDUCT

Conduct prohibited by College policies and reportable under this Procedure includes, but is not limited to, the following:

1. **Discrimination**
2. **Discriminatory Harassment**
3. **Bullying**
4. **Hazing**
5. **Intimidation**
6. **Title IX/Sexual Harassment Offenses**
7. **Retaliation**
8. **Not Honoring** the College's established attendance procedure for pregnant students and pregnancy-related conditions, which is further detailed in Section V.
9. **Denial** of reasonable accommodations for individuals with documented disabilities.
10. **Denial** of reasonable accommodations for pregnant students or employees.
11. **Romantic Relationships** in the workplace or within the educational environment that violate the requirements set forth in *Board Policy II.02: Unlawful Harassment*.

This Procedure **does not** apply to grade-related disputes or other complaints of an academic nature that fall within the scope of the College's Academic Complaint Policy, with the exception of the following:

1. Complaints that allege that an academic decision was determined as a result of discrimination and/or harassment on the basis of actual or perceived membership in a protected class;
2. Complaints that allege that an individual was denied participation in an academic program or activity due to discrimination and/or harassment on the basis of actual or perceived membership in a protected class; and
3. Complaints that allege that discrimination and/or harassment on the basis of actual or perceived membership in a protected class affected or altered an individual's ability to perform academically.

Please see Section VII for information on how to submit a report or file a complaint regarding prohibited conduct.

#### **V. ATTENDANCE PROCEDURE FOR PREGNANCY & PREGNANCY-RELATED CONDITIONS**

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy and pregnancy-related conditions, including childbirth, false pregnancy, termination of pregnancy, and recovery from any of these conditions, shall be excused for as long as the absences are determined to be medically necessary. If students register their pregnancy and/or pregnancy related-conditions with the TIXC, students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. The College may also offer the student alternatives to making up missed work, such as, but not limited to, retaking a semester, taking part in online instruction or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information or requests for accommodations, students should inform their instructor(s) and/or contact the TIXC at 412.237.4535 or [civilrights@ccac.edu](mailto:civilrights@ccac.edu). Per mandatory reporting obligations, instructors are required to inform the TIXC if a student discloses a pregnancy and/or a pregnancy-related condition.

#### **VI. FREE EXPRESSION AND ACADEMIC FREEDOM**

The College is firmly committed to free expression and academic freedom and to creating and maintaining a safe, healthy, and harassment-free environment for all members of the College community. Conduct prohibited by this Procedure, including acts of retaliation, does not constitute protected expression nor the proper exercise of academic freedom. The College will, however, consider rights under the First Amendment and academic freedom in its investigation of reports submitted under this Procedure, to the extent that the reported misconduct or

retaliation involves an individual's verbal or written statements or speech, as well as symbolic or other forms of non-verbal speech.

## **VII. REPORTING**

Prompt reporting of Prohibited Conduct is encouraged, because facts often become more difficult to establish as time passes. The College will take prompt and appropriate action in response to all reports in order to end the Prohibited Conduct, prevent its recurrence and address its effects. Any person may report Prohibited Conduct (whether or not the person reporting is the person alleged to be the victim of the conduct), in person, by mail, by telephone, or by e-mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the TIXC.

The ability of the College to take disciplinary action against a Respondent may be limited if the Respondent is no longer a member of the College community at the time of the report or at the time the resolution and/or investigatory process is initiated or completed. If the Respondent is a staff member, faculty member or student and leaves the College while an investigation is pending, the Respondent will not be permitted to return to the College until the report or complaint has been resolved through this Procedure. Any individual, including a third party, who has experienced, witnessed or become aware of conduct prohibited by this Procedure can submit a report or file a complaint.

### **A. Online and Anonymous Reporting**

CCAC maintains an online reporting system to receive complaints of Prohibited Conduct, including reported incidents of Title IX/Sexual Harassment Offenses. The [Civil Rights/Title IX Incident Report Form](#) can be accessed from the Office of Diversity, Equity and Inclusion page on the College's website and from the MyCCAC portal. **Please note that the Civil Rights/Title IX Incident Report Form can also be used to submit an anonymous report; however, the College's ability to address misconduct reported anonymously may be limited.**

All reports electronically submitted using the Civil Rights/Title IX Incident Report Form will be sent directly to the TIXC, and access to the report will be limited to the TIXC and/or other officials expressly authorized by the College to investigate and respond to reports and complaints received under this Procedure. No individual having access to data submitted through the College's online reporting system may share or disseminate such information to any other person except to the extent authorized by this Procedure or required by law.

### **B. Internal Reporting Options**

Reports can also be submitted, verbally or in writing, to any of the offices and/or officials listed below. If the report falls under Process A/Title IX (Sexual Harassment), then a formal written and signed complaint will be required. If the Reporter or Complainant does not want to submit

a written statement, the TIXC or their designee can prepare a statement of facts for approval by the Reporter or Complainant. A **Civil Rights Violation Complaint Form** is available for filing a formal complaint and for providing written statements (**Appendix A**).

**Students:**

Any student (credit or non-credit) can report Prohibited Conduct directly to the TIXC. Students can also report violations to any of the Officials with Authority (OWA) listed below without fear of retaliation.

**Employees/Volunteers:**

Any employee (faculty, staff or administrator) or volunteer can report Prohibited Conduct directly to the TIXC, the Civil Rights Investigator, or the Associate Vice President of Human Resources (contact information listed below) and/or to the employee's direct supervisor without fear of retaliation.

**Guests and Independent Contractors/Third-Party Vendors:**

Any guest or independent contractor/third-party vendor can report Prohibited Conduct to the TIXC and/or to the Office of Human Resources (contact information listed below) directly without fear of retaliation.

**Officials with Authority (OWA) Contact Information:**

The College has determined that the following administrators are Officials with Authority (OWA) to address and correct Prohibited Conduct. The Officials with Authority listed below may accept notice or complaints on behalf of the College.

**Title IX Coordinator (TIXC)/Civil Rights Compliance Officer/ADA 504 Coordinator**

Office of College Services  
Allegheny Campus, Byers Hall 316  
808 Ridge Avenue  
Pittsburgh, PA 15212  
412.237.4535  
[civilrights@ccac.edu](mailto:civilrights@ccac.edu)

**Civil Rights Investigator**

Office of College Services  
Allegheny Campus, Byers Hall 321  
808 Ridge Avenue  
Pittsburgh, PA 15212  
412.237.4436  
[civilrights@ccac.edu](mailto:civilrights@ccac.edu)

**Associate Vice President of Human Resources**

Office of College Services, Suite 110  
800 Allegheny Avenue  
Pittsburgh, PA 15233  
412.237.3001  
[dkaminski@ccac.edu](mailto:dkaminski@ccac.edu)

**Associate Vice President for Enrollment Services**

Office of College Services (OCS), 221  
800 Allegheny Avenue  
Pittsburgh, PA 15233  
724-325-6670  
[mlkennedy@ccac.edu](mailto:mlkennedy@ccac.edu)

**Dean of Students Office**

Allegheny Campus, SSC 360  
808 Ridge Avenue  
Pittsburgh, PA 15212  
412.237.2520

**Dean of Students Office**

Boyce Campus, S571  
595 Beatty Road  
Monroeville, PA 15146  
724.325.6651

**Dean of Students Office**

North Campus, N301  
98701 Perry Highway  
Pittsburgh, PA 15237  
412.369.3654

**Dean of Students Office**

South Campus, B343  
1750 Clairton Road  
West Mifflin, PA 15122  
412.469.6201

**Chief Diversity, Equity and Inclusion Officer**

Office of College Services  
Allegheny Campus, Byers Hall 318  
808 Ridge Avenue  
Pittsburgh, PA 15212  
412.237.4542  
[kschoos@ccac.edu](mailto:kschoos@ccac.edu)

No individual is required to report an alleged incident of Prohibited Conduct directly to the Respondent and/or the Respondent's supervisor. Further, if a report involves an

OWA as a Respondent, then the report should be submitted to one or more of the other OWAs listed above, and/or submitted through the online Incident Report Form.

### **C. Mandatory Employee Reporting Responsibility**

All College employees, including faculty, staff and administrators, are required to report any incidences of Prohibited Conduct, as described above, of which they become aware, either directly or through a third party, to the TIXC. As indicated in Section V, if a student discloses pregnancy/pregnancy-related conditions to an instructor, this information should be reported to the TIXC as it falls under the auspices of Title IX. Reports should be made in a timely manner, generally within 24-48 hours absent other exigent circumstances. The College is required to conduct a prompt, thorough and impartial investigation of Prohibited Conduct regardless of whether or not a Complaint is filed. Failure to report can result in disciplinary action, up to and including termination.

### **D. Privacy and Requests for Confidentiality or No Action**

The College is committed to protecting the privacy of all individuals involved in an incident reported under this Procedure. Every effort will be made to protect the privacy interests of all individuals involved. This means that information related to such reports will only be shared with a limited circle of individuals, including individuals who “need to know” in order to assist in the review, investigation, or resolution of the report or to deliver resources or support services. All participants in an investigation of Process A/Title IX (Sexual Harassment), including Advisors and witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties, and will be asked to keep any information learned in an investigation meeting or hearing confidential, to the extent consistent with applicable law.

Notwithstanding the foregoing, the College cannot guarantee absolute confidentiality with respect to reports received under this Procedure. As described in Section C above, all College employees have a duty to report incidents of which they become aware to the TIXC. If at any point a previously self-identified Reporter or Complainant requests that their name or other identifiable information be held confidential with respect to the Respondent, or decides not to pursue action by the College, the College will make all reasonable attempts to respond to the report or complaint consistent with that request.

However, the College’s ability to investigate and respond to the reported conduct may be limited in such a circumstance. Further, due to the fact that the College has a legal obligation to review all reports and complaints involving Prohibited Conduct, the College will weigh the request for confidentiality and/or no action against such factors as the seriousness of the alleged conduct, whether there have been other complaints or reports of a similar nature against the same Respondent, the College’s obligation to provide a reasonably safe and nondiscriminatory environment for all members of the College community, and the rights of the Respondent to receive notice and relevant information before disciplinary action is taken.

If the College determines that it is necessary to proceed with the complaint procedure or implement other appropriate remedies, the Complainant will be notified by the TIXC of the College's chosen course of action. The TIXC has discretion over whether the College proceeds when the Complainant does not wish to do so, and the TIXC may sign a formal Complaint to initiate the formal resolution process upon completion of an appropriate risk assessment. This assessment can include compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act in response to alleged employee misconduct irrespective of a Complainant's wishes.

When the TIXC executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation and/or formal resolution process, or refuses to participate in the same.

#### **E. Community-Based Confidential Reporting Sources**

The community resources listed below are available to assist individuals, on a confidential basis, who have been victims of sexual misconduct. Disclosing information to or seeking advice from one of these community-based resources does not constitute a report or complaint to the College, and will not result in a response or intervention by the College. A person consulting with a confidential resource may later decide to make a report to the College and/or law enforcement.

##### **Pittsburgh Action Against Rape (PAAR)**

81 S 19th Street

Pittsburgh, PA 15203

*24-hour confidential hotline:* 1-866-END-RAPE (1-866-363-7273)

Web: <https://paar.net/>

##### **Women's Center and Shelter of Greater Pittsburgh**

*24-Hour Confidential Hotline:* 412-687-8005



## **F. External Reporting Options**

In addition to and/or in lieu of filing a complaint under this Procedure, a person may also file a complaint concerning Prohibited Conduct with the following governmental agencies:

### **US Department of Education, Office for Civil Rights (OCR)**

400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012  
TTY#: (800) 877-8339 | Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)  
Web: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

### **Equal Opportunity Employment Commission (EEOC)**

Pittsburgh Office  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222  
1-800-669-4000

### **Pennsylvania Human Relations Commission (PHRC)**

Pittsburgh Office  
301 Fifth Avenue Suite 390, PiattPlace  
Pittsburgh, PA 15222  
(412) 565-5395  
<https://www.phrc.pa.gov/Pages/default.aspx>

## **G. Reporting to Law Enforcement Authorities**

In cases involving potential criminal misconduct, including acts of sexual misconduct and violence, the College encourages individuals to report the conduct to the law enforcement agency that has jurisdiction over the location where the incident occurred. If the conduct is reported to the College, the individual will be informed of their option to also report any potential criminal activity to the police. Members of the College Safety & Security Offices are available to assist the Complainant in contacting appropriate law enforcement authorities.

The College will generally respect a Complainant's choice whether to report an incident to local law enforcement or initiate a complaint under this Procedure, unless the College determines that there is an overriding interest with respect to the safety or welfare of the College community. However, if a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), then College employees and volunteers are required to immediately and directly report the suspected abuse to Childline, either electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or by calling 1-800-932-0313, in accordance with law and the **Procedures for Mandatory Reporting of Child Abuse** section of the College's *Administrative Regulations Manual*.

## H. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that the College is required by law to issue timely warnings for incidents reported to them that pose a serious or ongoing threat to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed or included in such notifications, while still providing enough information for community members to make safety decisions in light of the potential danger. Additional information regarding how the College assesses and issues timely warnings and emergency notifications is set forth in the **Procedures and Criteria for Issuing Emergency Notifications, Timely Warnings and Other Alerts** section of the College's *Administrative Regulations Manual*.

## VIII. SUPPORTIVE MEASURES

The College will offer and implement appropriate and reasonable supportive measures to all parties upon notice of Prohibited Conduct. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or Prohibited Conduct.

The TIXC or designee promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already.

The College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible. The supportive measures will be implemented in a way that does not unreasonably burden the other party.

These measures may include, but are not limited to:

- Referral to Counseling/Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments

- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the TIXC

## **IX. EMERGENCY REMOVAL**

The College can act to remove a Respondent entirely or partially from its education program or activities, oremployment, on an emergency basis if it is determined that the individual in an immediate threat to the physical health or safety of any member of the college community. The TIXC will work in conjunction with the Behavioral Intervention Team (BIT)/Care Team, Human Resources, Safety & Security, and College leadership to make the determination based upon standard, objective threat assessment procedures.

In all cases of emergency removal, the student/employee will be given notice of the action and the option to request a meeting with the TIXC prior to removal, or as soon thereafter as reasonably possible. During the meeting, the student/employee will have the opportunity to show cause why the removal should not be implemented, or should be modified. A Respondent may be accompanied by an Advisor of their choice when meeting with the TIXC. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. Prior tothe meeting, the Respondent will be given access to a written summary of the basis of the emergency removal to allow for adequate preparation. If this meeting is not requested within 48 hours of being provided notice, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the TIXC determines it is equitable to do so. There is no appeal process for emergency removal decisions. The TIXC in conjunction with appropriate Administrators will determine to implement or stay an emergency removal and determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the TIXC and appropriate Administrators, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of Incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

## **X. STANDARD OF PROOF**

The **preponderance of the evidence** standard will be used for all investigations of complaints alleging Prohibited Conduct. This standard of the evidence demonstrates that it more likely

than the conduct occurred, and will be used to determine whether or not an individual has violated College policy.

## **XI. CIVIL RIGHTS/TITLE IX COMPLAINT PROCESSES**

The College has developed two separate formal resolution processes within this Procedure to address Prohibited Conduct involving students and employees. Unionized or other categorized employees will be subject to the terms of their respective Collective Bargaining Agreements to the extent those Agreements do not conflict with federal or state compliance obligations. Redress and requests for responsive actions for incidents involving guests, volunteers and independent contractors/third-party vendors are also covered by this Procedure.

**Process A/Title IX** will address complaints alleging Title IX/Sexual Harassment Offenses.

**Process B/Civil Rights** will address complaints alleging Discrimination, Discriminatory Harassment, Retaliation, and other Prohibited Conduct that does not meet the definition of a Title IX/Sexual Harassment Offense.

The TIXC will determine if alleged misconduct falls within the scope of Process A/Title IX or Process B/Civil Rights. Upon receipt of a complaint or notice to the TIXC of an alleged violation, an initial assessment will be done to determine the next steps. The College will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want, or refuses, to proceed formally.
2. An informal resolution (Process B/Civil Rights only).
3. A Formal Grievance Process including an investigation and/or hearing.

## **XII. PROCESS A/TITLE IX (SEXUAL HARASSMENT)**

### **A. Initial Complaint Assessment**

Following receipt of notice or a complaint of Prohibited Conduct, the TIXC engages in an initial assessment. The steps in an initial assessment can include:

1. If notice is given, the TIXC seeks to determine if the person affected/Complainant wishes to make a formal, written Complaint, and will assist them to do so, if desired. If they do not wish to do so, the TIXC determines whether to initiate a Complaint due to a compelling threat to the health and/or safety of any member of the College community.
2. Upon receipt of notice/a formal Complaint, the TIXC and/or designee will reach out to the Complainant to offer supportive measures and provide information about the complaint and resolution processes.

3. If, after initial assessment of a written report or Complaint, the TIXC determines that the report/Complaint alleges a Title IX/Sexual Harassment Offense, the case will move forward to Process A/Title IX.
4. At the time of filing a formal Process A/Title IX Complaint, a Complainant must be participating in or attempting to participate in an Education Program or Activity of the College, or an employee.
5. **Mandatory Dismissal**: If the allegations in the Complaint would not constitute a Title IX/Sexual Harassment Offense, even if proved, or did not occur in an Education Program or Activity against a person in the United States, **the College must dismiss the Title IX/Sexual Harassment Offense Complaint**. However, if the conduct alleged in the Complaint would, if proven, also violate the College's Student Code of Behavioral Conduct, the Employee Manual, and/or constitute other Prohibited Conduct, the Complaint may be processed under and subject to sanctions imposed pursuant to the College's Student Code of Behavioral Conduct, the Employee Manual, and/or the Process B/Civil Rights procedure set forth in Section XIII below, as applicable.

## **B. Respondent Written Notice**

Upon opening an investigation, the TIXC will provide the Respondent with written notice of the allegations that are the subject of the Complaint. The notice will include sufficient detail to enable the Respondent to prepare a response to the allegations prior to any initial investigatory interview, and to identify and choose an Advisor to accompany them to the interview. The Complainant will be informed in advance of when the notice will be delivered to the Respondent.

Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

## **C. Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process described in this Section XII, if they so choose. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The College cannot guarantee equality with respect to the background, qualifications and skills of Advisors selected by the parties. This means that if one party selects an Advisor who is an attorney, but the other party does not select an attorney or cannot afford an attorney to serve as an Advisor, the College is not obligated to provide that party with an attorney.

## **1. Advisor Selection**

- a) The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.
- b) The TIXC will also offer to assign a trained Advisor for any party if the party so chooses. If a party chooses an Advisor from the pool available from the College, the Advisor will be trained by the College and be familiar with this Procedure.
- c) Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Hearing Decision-Maker(s).

## **2. Advisor Role**

- a) Process A/Title IX requires that both parties be provided with the opportunity to conduct cross-examination during the hearing, which must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.
- b) A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, the College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Hearing Decision-Maker during the hearing.
- c) The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

## **D. Investigation Process**

All investigations will be conducted in a thorough, reliable, impartial, prompt, and fair manner. Investigations will include interviews with all relevant parties and witnesses; endeavor to obtain available, relevant documents and evidence; and identify sources of expert information, as necessary. Good faith effort will be made to conclude the investigation within a reasonable time. If a party refuses to participate in the investigatory process, the investigator will make their findings based upon the information available to them.

All parties will be provided with full and fair opportunity, throughout the investigatory process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The TIXC will make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.

In the event that a report or Complaint is also the subject of a separate, external criminal investigation, the College will continue to make good faith efforts to investigate the alleged conduct and take action to address the effects of Prohibited Conduct at its campuses/centers or in the work or educational environment.

Prior to the conclusion of the investigation, the parties and their respective Advisors (if so desired by the parties) will be provided a secured electronic or hard copy of the draft investigation report, as well as an opportunity to inspect and review all of the directly related evidence obtained for a ten (10) business day, or less, review and comment period so that each party may meaningfully respond to the evidence.

The Investigator will incorporate any relevant feedback, and the final report will then be shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.

Once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be held less than ten (10) business days from the conclusion of the investigation, unless all parties and the Hearing Decision-Maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Hearing Decision-Maker or Hearing Panel from the trained pool (Section: XII: E.1) and provide a copy of the investigation report.

## **E. Live Hearing Board (LHB)**

### **1. Membership**

- a) Each Live Hearing Board (LHB) will be comprised by a single Hearing Decision-Maker or a three-member (3) Hearing Panel, selected from a pool of trained potential hearing board members at the discretion of the TIXC. If a single Hearing Decision-Maker is selected, the Hearing Decision-Maker will also serve as the Hearing Chair. If a three-member Hearing Panel is chosen, one (1) of the three (3) members of the panel will be appointed as Hearing Chair by the TIXC.
- b) The LHB membership pool will be comprised of individuals from the following College departments and/or offices:

- Associate Provosts
- Deans and/or Associate Deans of Academic Disciplines
- Office of Human Resources
- Deans of Students
- Campus Safety and Security Directors
- Office of Supportive Services Directors
- Full-Time Faculty/Campus Diversity Officers
- Alternate Administrators, as may be identified and trained in accordance with this Procedure

## **STUDENTS CANNOT SERVE ON THE LHB**

### **2. Training**

- a) Members of the LHB will be trained in all aspects of this Procedure, and can serve in any of the following roles at the direction of the TIXC:

- Hearing Decision-Maker (single)
- Hearing Panel Members
- Advisors

- b) Training content will include:

The scope of the College's Civil Rights and Title IX/Sexual Harassment policies and procedures; definitions of all offenses; guidelines for conducting questioning; evidence weighing and relevance; fairness, equity and due process standards; applicable laws, regulations, and federal regulatory guidance – including Rape Shield protections; impartiality, conflicts of interest, and bias; presumption that a Respondent is not responsible for alleged conduct until proven to be responsible; rendering findings and generating evidence-based rationales; and technology training for live hearings.

### **3. Proceeding**

- a) LHB Notice and Alleged Violation(s)

- No less than ten (10) business days prior to the hearing, the TIXC will send notice of the hearing to the parties.
- Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
- The notice will contain:



- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Decision-Maker/Panel and parties to see and hear a party or witness answering questions. Such a request must be raised with the TIXC at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to the Hearing Decision-Maker or member of the Hearing Panel on the basis of demonstrated bias. The objection must be raised with the TIXC at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Decision-Maker/Panel.
- For compelling reasons, the Hearing Decision-Maker/Panel may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the TIXC if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Hearing Decision-Maker/Panel about the matter, unless they have been provided already.
- An invitation to each party to submit an impact statement to the Hearing Chair prior to the hearing for consideration by the Hearing Decision-Maker/Panel during any sanction determination.
- An invitation to contact the TIXC to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

b) Alternative Hearing Participation Options

- If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the TIXC or the Hearing Chair at least five (5) business days prior to the hearing.
- The TIXC or Hearing Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the TIXC or Hearing Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

c) Hearing Preparation

- The TIXC will give the Hearing Decision-Maker/Panel a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Hearing Decision-Maker or Hearing Panel member who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing.
- If a Hearing Decision-Maker or Hearing Panel member is unsure of whether a bias or conflict of interest exists, they must raise the concern to the TIXC as soon as possible.
- During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Decision-Maker/Panel.

d) Joint Hearings

- In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.
- However, the TIXC may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

e) Hearing Procedure

- The Hearing Chair explains the hearing process. This may include a final opportunity for challenge or recusal of the Hearing Decision-Maker or any member of the Hearing Panel on the basis of bias or conflict of interest. The TIXC will rule on any such challenge.
- The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Decision-Maker/Panel and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.
- Neither the parties nor the Hearing Decision-Maker/Panel members should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. The Investigator will not be permitted to state their opinions regarding credibility, recommended findings, or determinations. If such information is introduced, the Hearing Chair will direct that it be disregarded.
- Once the Investigator presents their report and is questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Chair. The parties/witnesses providing information at the hearing will be subject to questioning by the Hearing Decision-Maker/Panel and then by the parties through their Advisors (**i.e., “cross-examination”**).
- All questions are subject to a relevance determination by the Hearing Decision-Maker/Panel. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing.
- The Hearing Decision-Maker/Panel may explore arguments regarding relevance with the Advisors. The Hearing Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance. The grounds for disallowing a question can be if it is irrelevant, unduly repetitious, or abusive. The Hearing Decision-Maker/Panel may consult with legal counsel on any questions of admissibility.
- Parties may be prohibited from introducing new evidence or new witnesses at the hearing if either reasonably could have been shared during the investigation stage and included in the Investigative report, unless all parties consent to such admission.

- A party's Advisor of choice may be dismissed from the hearing (or from any other process provided under this Procedure), in the sole discretion of the TIXC and/or Hearing Chair, if the Advisor refuses to comply with the College's established rules of decorum for the hearing. If an Advisor is dismissed, the College may provide the party with a different Advisor to conduct cross-examination, or the party may choose an alternate.

f) Record of Proceeding

- Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.
- The Hearing Decision-Maker/Panel, the parties, their Advisors, and appropriate administrators of the College will be permitted to listen to the recording in a controlled environment determined by the TIXC.
- No person will be given or be allowed to make a copy of the recording without the permission of the TIXC.

g) Deliberation and Determination

- The Hearing Decision-Maker/Panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the violation(s) in question. If a hearing panel is used, a simple majority vote is required to determine the finding.
- Any evidence that the Hearing Decision-Maker/Panel determines is relevant and credible may be considered. The Hearing Decision-Maker/Panel may not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- When there is a finding of responsibility on one or more of the allegations, the Hearing Decision-Maker/Panel may then consider any previously submitted party impact statements in determining appropriate sanction(s).
- The TIXC will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Hearing Decision-Maker/Panel may, at their discretion, consider the statement(s) but they are not binding.

- The Hearing Decision-Maker/Panel will then prepare a written deliberation statement and deliver it to the TIXC, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions or recommendations. The Hearing Decision-Maker/Panel will base their determination on a **preponderance of the evidence standard** (i.e., whether it is more likely than not that the accused individual committed each alleged violation).

#### h) Notice of Outcome

- Using the deliberation statement, the TIXC will prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by the College's legal counsel. The TIXC will then share the letter, including the final determination, rationale, and any applicable sanction(s), with the parties and their Advisors within seven (7) business days of receiving the Hearing Decision-Maker/Panel's deliberation statement.
- The Notice of Outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College-issued email address or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
- The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the Complaint to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.
- The Notice of Outcome will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

## F. Sanctions/Corrective Actions

### 1. For Student Respondents

- a) **Educational Sanctions:** An activity assigned to provide a student the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial College experience and learn of campus/community resources that support academic and non-academic success. Examples may include, but are not limited to: writing a research or reflective paper, attending seminars,

taking online educational activities and/or meeting with members of various College offices.

- b) **Warning:** A formal statement/letter that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.
- c) **Probation:** A written reprimand for violation of this Procedure, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College Policy, Procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, no contact orders and/or other measures deemed appropriate.
- d) **Suspension:** Termination of student status for a definite period of time not to exceed two (2) years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College.
- e) **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events.
- f) **Withholding Diploma:** The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.
- g) **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including College registration), for a specified period of time.
- h) **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## 2. For Employee Respondents\*

- a) **Verbal or Written Warning:** A formal statement/letter in employee file indicating that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.
- b) **Required Training or Education:** A training assigned to provide the employee with additional education and/or resources. Examples may include, but are not limited to: online training modules, consultations with Human Resources, the Office of Diversity, Equity and Inclusion, and/or another appropriate College office.
- c) **Demotion/Loss of Supervisory Responsibilities**
- d) **Suspension With/Without Pay**
- e) **Termination**
- f) **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

- \* *If the Hearing Decision-Maker/Hearing Panel concludes that the investigation supports a finding of responsibility against an employee Respondent, then the employee will be notified of such finding and shall be entitled to all due process rights available to them under applicable Collective Bargaining Agreements and/or College policies prior to any final determination of responsibility and potential disciplinary action.*

## **G. Appeals**

Any party may file a Request for Appeal, which must be submitted in writing to the TIXC within five (5) business days of the delivery of the Notice of Outcome. Upon receipt of the appeal, the TIXC will appoint a single Appeal Decision-Maker or a three-person (3) Appeal Panel to hear and render a decision on the appeal. The Appeal Decision-Maker/Appeal Panel members will be selected from the LHB membership pool and cannot have had any prior involvement in the resolution process for the matter that is the subject of the appeal. If an Appeal Panel is used, the TIXC will appoint one of the members of the panel to serve as the Appeal Chair. If a single Appeal Decision-Maker is used, then they shall serve as the Appeal Chair.

### **1. Grounds for Appeal**

- a) Appeals are limited to the following grounds:
  - i. Procedural irregularity that affected the outcome of the matter;
  - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, which could affect the outcome of the matter; and
  - iii. The TIXC, Investigator(s), the Hearing Decision-Maker, or a member of the Hearing Panel had a conflict of interest or bias against the Complainant(s) or Respondent(s) generally or specifically that affected the outcome of the matter.
- b) If any proposed grounds for appeal do not meet the standards outlined above, the request will be denied by the Appeal Chair and the party(ies) and their Advisor will be notified accordingly in writing of the denial and rationale.
- c) If any of the proposed grounds for appeal meet the standards outlined in this policy, the Appeal Chair will notify the other party(ies) and their Advisors, the TIXC, and when appropriate, the Investigator(s) and/or original Hearing Decision-Maker/Panel.
- d) The other party(ies) and their Advisor will be mailed, emailed, and/or provided a hard copy of the Request for Appeal with the approved grounds. They will be given seven (7) business days to respond to the section of the appeal that was approved and involves them, and/or to submit a new Request for Appeal. All responses, if any, will be forwarded by the Appeal Chair to all parties for review and comment for a period of five (5) business days after receipt of any responses from the non-appealing party.
- e) Neither party will be permitted to submit any new Requests for Appeal after this time period.

- f) The Appeal Decision-Maker/Panel will collect any additional information or documentation needed regarding the approved appeals, and will render a decision no more than five (5) business days after the closure of the review and comment period described in subsection (d) above.
- g) A Notice of Appeal Outcome will be sent to all parties simultaneously, and will specify the finding and rational on each ground for appeal, any specific instructions for remand or reconsideration, and any sanctions that may result from the appeal.
- h) Notifications will be made in writing and may be delivered by mail or email. Once mailed/emailed and/or received in person, notice will be presumptively delivered.
- i) Once an appeal is decided, the outcome is final. Further appeals are not permitted.

## **2. Sanctions/Corrective Actions Status During the Appeal**

Any sanctions imposed by the Hearing Decision-Maker/Panel will remain in effect during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures outlined in Section VIII. If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed in Section IX) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

## **XIII. PROCESS B/CIVIL RIGHTS**

### **A. Initial Complaint Assessment**

Following receipt of notice or a Complaint of alleged Prohibited Conduct, the TIXC engages in an initial assessment. The steps in an initial assessment can include:

1. If, after initial assessment of a written report or complaint, the TIXC determines that the report/complaint alleges Prohibited Conduct under this Procedure that does not constitute a Title IX/Sexual Harassment Offense, the case will move forward to the Process B/Civil Rights as described in this Section XIII.
2. If a formal Complaint is received, the TIXC assesses its sufficiency and works with the Complainant to make sure it is correctly completed. The TIXC/Civil Rights Investigator works with the Complainant to determine whether the Complainant prefers a supportive/remedial response, an informal resolution option, or a formal investigation process.
3. If notice is given, the TIXC seeks to determine if the person affected wishes to make a formal Complaint, and will assist them to do so, if desired. If they do not wish to do so, the TIXC determines whether to initiate a Complaint due to a compelling threat to the health and/or safety of any member of the College community.



## **B. Respondent Written Notice**

The TIXC will provide written notice of the investigation and allegations to the Respondent upon commencement of the formal investigation process. This facilitates the Respondent's ability to prepare for the interview and, should they choose to, identify an Advisor to accompany them. The Complainant will be informed in advance of when the notice will be delivered to the Respondent. Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

## **C. Right to an Advisor**

If a Complainant or Respondent desires, they may be accompanied by an Advisor of their choice at any informal meeting, investigatory interview, administrative hearing or Civil Rights Hearing Board (CRHB) hearing conducted under this Process B/Civil Rights.

### **1. Advisor Selection**

- a) Typically, Advisors are members of the College community; however, either party is free to utilize an outside party, including an attorney, as an Advisor.
- b) Complainants and Respondents are required to notify the TIXC of the name and position of the Advisor that will accompany them in advance of any scheduled proceeding. Accommodations, including scheduling or rescheduling of interviews or hearings, will not be made for Advisors, including attorneys, if the requested accommodation would unduly delay the process.

### **2. Advisor Role**

- a) The parties are expected to ask and respond to questions on their own behalf during any investigatory interview or hearing, without representation by their Advisor.
- b) A Complainant/Respondent and Advisor may consult with each other, quietly or in writing during a proceeding, or outside the interview room or hearing room during a break, but the Advisor may not speak for or on behalf of the Complainant/Respondent during any proceeding in either the Informal or Formal Phases, or represent or advocate on behalf of the Complainant or Respondent during any administrative hearing or at any CRHB proceeding.

## D. Investigation Process

All investigations will be conducted in a thorough, reliable, impartial, prompt, and fair manner. Investigations will include interviews with all relevant parties and witnesses; endeavor to obtain all available, relevant evidence; and identify sources of expert information, as necessary. Good faith effort will be made to conclude the investigation within a reasonable time. If a party refuses to participate in the investigatory process, the investigator will make their findings based upon the information available to them.

All parties will be provided with full and fair opportunity, throughout the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. Parties will have the opportunity to raise the issue of a potential conflict of interest within two (2) days of being advised of the identity of the investigator or CHRB member. The TIXC will determine if a conflict of interest exists. No investigator or CHRB member will make findings or determination in a case in which they have been determined to possess a conflict of interest.

In the event that a report or Complaint is also the subject of a separate external criminal investigation, the College will continue to make good faith efforts to investigate the alleged conduct and take action to address the effects of any Prohibited Conduct on its campuses or in the work or educational environment.

***If the Respondent admits to engaging in conduct that constitutes a violation***, the TIXC/Civil Rights Investigator, in conjunction with appropriate administrators, will impose appropriate sanctions. **Such a disposition will be final and there will be no subsequent or appeal proceedings, unless the sanctions include suspension or expulsion of a student or termination of an employee.** In that case, the Respondent may request a hearing by the Civil Rights Hearing Board (CRHB) (see Section XIII: F) or if the Respondent is an employee, they may alternatively challenge the determination through procedures afforded under any Collective Bargaining Agreement or College policy applicable to the employee.

***If the allegations that are the subject of the complaint are disputed or denied by the Respondent***, then the TIXC/Civil Rights Investigator or their designee will complete the investigation and based upon an evaluation of available evidence, including both inculpatory and exculpatory evidence, make a determination that will be included in a written case summary report and provided to both parties. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

- If the TIXC and appropriate administrators conclude that the investigation supports a finding of responsibility against an employee Respondent, then the employee will be notified of such finding and shall be entitled to all due process rights available to them under applicable Collective Bargaining Agreements and/or College policies prior to any final determination of responsibility and potential disciplinary action. Employee

Respondents may also utilize the CHRB to appeal the TIXC decision by providing written notice to the TIXC within five (5) business days of receiving the case summary report.

- If the TIXC concludes that the investigation supports a finding of responsibility against a student Respondent, then the student will be notified of such finding. Within five (5) business days of the date of notification, the student Respondent may then elect to have the Complaint against them adjudicated through either an administrative hearing with the Student Conduct Manager or a hearing before the CRHB for a final determination of responsibility and appropriate sanctions.

***If the TIXC concludes that the investigation does not support a finding of responsibility against a Respondent***, each of the parties will be notified of the results of the investigation, and the case will be considered closed with no further right of appeal by either party.

#### **E. Informal Resolution/Mediation**

Informal resolution options, such as mediation or restorative justice, are often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal process to resolve conflicts. If both parties agree to informal resolution measures, the TIXC, in conjunction with appropriate administrators, will be responsible for facilitating a dialogue and/or an educational session for the Complainant and Respondent, either separately or collectively, regarding these options. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution and proceed with the complaint through the formal Process B/Civil Rights process.

Informal resolution options will not be offered to resolve cases where a complaint alleges that an employee sexually harassed a student.

#### **F. Civil Rights Hearing Board (CRHB)/Appeal**

As detailed in Section XIII: D, the Civil Rights Hearing Board is an appeal option in the following circumstances:

- If a Respondent admits to engaging in conduct that constitutes a violation of this policy and the recommended sanction include suspension/expulsion of a student or termination of an employee.
- If a Respondent was found responsible for an allegation that the Respondent disputes or denies.

##### **1. Membership**

- a) Each Civil Rights Hearing Board (CRHB) will have a minimum of three (3) members, comprised of a Chairperson (appointed by the TIXC) and two (2) individuals selected from the CRHB membership pool. Any individual who

participated in the initial investigation will not be permitted to serve on the CRHB to ensure impartiality.

b) The CRHB membership pool will be comprised of individuals from the following departments following College departments and/or offices:

- Associate Provosts
- Deans and/or Associate Deans of Academic Disciplines
- Office of Human Resources
- Deans of Students
- Campus Safety and Security Directors
- Office of Supportive Services Directors
- Full-Time Faculty/Campus Diversity Officers
- Alternate administrators, as may be identified and trained in accordance with this Procedure

## **STUDENTS CANNOT SERVE ON THE CRHB**

### **2. Training**

Members of the CRHB will be trained in all aspects of this Procedure, and can serve in any of the following roles at the direction of the TIXC:

- a) Chairperson(s)
- b) Hearing Board Members
- c) Advisors

### **3. Proceeding**

a) CRHB Notice and Alleged Violation(s)

At least five (5) days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the TIXC will send a letter to the parties with the following information:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence (for compelling reasons, the hearing may be rescheduled);

- Notice that the parties may have the assistance of an Advisor of their choice at the hearing
- Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

b) Hearing Procedure

The Complainant and/or Respondent may present any new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, and could affect the outcome of the matter.

Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed.

c) Determination of Responsibility

The CRHB will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the violation(s) in question.

The CRHB may consider information about previous behavior and/or complaints regarding the Respondent if:

- The Respondent was previously found to be responsible for a similar violation;
- The previous incident was substantially similar to the present allegation, even if the individual was not found responsible for a violation; or
- The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.

The CRHB will base its determination on a **preponderance of the evidence** (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual Respondent or organization is found responsible by a majority of the CRHB, the CRHB will also recommend appropriate sanctions to the TIXC.

d) Record of Proceeding

- Proceedings before the CRHB will be recorded. It is not necessary that a certified court reporter be used in the proceedings. An audio recording or minutes of the proceedings will be sufficient.
- The parties may not record the proceedings and no other unauthorized recordings are permitted.
- In the event a transcript of the proceedings is requested, the person so requiring will pay the cost of reproduction.

e) **Determination of Sanction(s)**

Sanctions or responsive actions will be determined by the CRHB. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous complaints or allegations involving similar conduct;
- Any other information deemed relevant by the CRHB;
- The need for sanctions/responsive actions to bring an end to the Prohibited Conduct;
- The need for sanctions/responsive actions to prevent the future recurrence of Prohibited Conduct; and
- The need to remedy the effects of the Prohibited Conduct on the victim and the community.

f) **Notice of Outcome**

- The Chair of the CRHB will prepare a written deliberation report and deliver it to the TIXC, detailing the finding, how each member voted ("**Responsible**" or "**Not Responsible**"), the information cited by the panel in support of its recommendation, and any information the CRHB excluded from its consideration and why. The report should conclude with any recommended sanctions. This report must be submitted to the TIXC within three (3) business days of the end of the hearing, barring any exigent circumstances.
- The TIXC will inform the Respondent and Complainant of the final determination of the CRHB within five (5) business days of the hearing, barring any exigent circumstances. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or delivered in-person, notice will be presumptively delivered.
- The notice will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or federal law; any sanctions issued.
- The decision of the CRHB is final. There are no further levels of appeal.

## G. Sanctions

### 1. For Student Respondents

- a) **Educational Sanctions:** An activity assigned to provide a student the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial College experience and learn of campus/community resources that support academic and non-academic success. Examples may include, but are not limited to: writing a research or reflective paper, attending seminars, taking online educational activities and/or meeting with members of various College offices.
- b) **Warning:** A formal statement/letter that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.
- c) **Probation:** A written reprimand for violation of this Procedure, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College Policy, Procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, no contact orders and/or other measures deemed appropriate.
- d) **Suspension:** Termination of student status for a definite period of time not to exceed two (2) years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College.
- e) **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events.
- f) **Withholding Diploma:** The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.
- g) **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including College registration), for a specified period of time.
- h) **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

### 2. For Employee Respondents

- a) **Verbal or Written Warning:** A formal statement/letter in employee file indicating that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.

- b) **Required Training or Education:** A training assigned to provide the employee with additional education and/or resources. Examples may include, but are not limited to: online training modules, consultations with Human Resources, the Office of Diversity, Equity and Inclusion, and/or another appropriate College office.
- c) **Demotion/Loss of Supervisory Responsibilities**
- d) **Suspension With/Without Pay**
- e) **Termination**
- f) **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## **H. Sanctions/Corrective Actions Status During the Appeal (CRHB)**

Any sanctions imposed prior to appeal to the CRHB will remain during the hearing process. Supportive measures may be reinstated, subject to the same supportive measure procedures outlined in Section VIII. If any of sanctions are to be implemented prior to the hearing, then emergency removal procedures (detailed in Section IX) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

## **XIV. WITHDRAWAL OR RESIGNATION WHILE CHARGES PENDING**

### **A. Student Respondent**

Should a student Respondent refuse to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends with a dismissal, as the College would no longer have disciplinary jurisdiction over a withdrawn student.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g. one semester), the resolution process may continue remotely and the student is not permitted to return to the College unless and until all sanctions, if any, have been satisfied.

### **B. Employee Respondent**

Should an employee Respondent resign with unresolved allegations pending, the resolution process ends with dismissal, as the College no longer has disciplinary jurisdiction over a resigned employee.

The employee who resigns with unresolved allegations pending is not eligible for admission or rehire with the College, and the records retained by the TIXC will reflect that status. College responses to future inquiries regarding employment references for said employee could include that the former employee resigned during a pending disciplinary matter.



## **XV. LONG-TERM REMEDIES/ACTIONS**

- A. Following the conclusion of the resolution process, and in addition to any sanctions implemented, the TIXC may implement long-term remedies or actions with respect to the parties and/or the campus community to stop Prohibited Conduct; remedy its effects; and prevent its recurrence.
- B. These remedies/actions may include, but are not limited to:
- Referral to counseling and health services
  - Referral to the Employee Assistance Program
  - Education to the community
  - Permanent alteration of work arrangements for employees
  - Provision of campus safety escorts
  - Climate surveys
  - Policy modification
  - Provision of transportation accommodations
  - Implementation of long-term contact limitations between the parties
  - Implementation of adjustments to academic deadlines, course schedules, etc.
- C. At the discretion of the TIXC, long-term remedies may also be provided to the Complainant even if no policy violation is found.
- D. When no policy violation is found, the TIXC will address any remedial requirements owed by the College to the Respondent.

## **XVI. COMPLAINT RESOLUTION TIME FRAME**

The College will make a good faith effort to resolve all Complaints in a reasonable timeframe in order to ensure fundamental fairness to all parties and provide a prompt, fair and impartial resolution process. Extenuating circumstances that may delay completion of the process include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, breaks in the academic calendar and other unforeseen or exigent circumstances.

## **XVII. TIME LIMITS ON REPORTING**

There is no time limitation on providing notice/complaints to the TIXC. However, if the Complainant and/or Respondent are no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

## **XVIII. FALSE REPORTING**

It is a violation of College policy to file a knowingly false or malicious Complaint alleging Prohibited Conduct, or to knowingly provide false information in connection with an investigation into a Complaint filed under this Procedure. Violations of this standard will result in disciplinary action. A Complaint filed in good faith under this Procedure will not result in disciplinary action.

## **XIX. RETALIATION**

Applicable law and College policies strictly prohibit retaliation against any person who, in good faith, reports or makes a report or Complaint under this Procedure or who testifies, assists or participates in any manner in any investigation or proceeding conducted hereunder. Any person who engages in prohibited retaliation will be subject to discipline, up to and including termination of an employee and/or expulsion of a student. Any person who feels that they are a victim of retaliation may file a report or Complaint as provided under this Procedure or contact the TIXC immediately.

## **XX. RECORD RETENTION**

The College shall retain documents related to reports or Complaints received under this Procedure as required by law. The TIXC shall be primarily responsible for records related to all Complaints of Prohibited Conduct received under this Procedure in accordance with *Board Policy II.08: Records Management*.

## **XXI. STATEMENT OF RIGHTS OF THE PARTIES**

All parties involved in processes under the auspices of this Procedure have a right to the following:

- To be treated with dignity and respect by College officials.
- An equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to College officials.
- Not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- To have College policies and procedures followed without material deviation.
- Not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- Not to be discouraged by College officials from reporting Title IX/Sexual Harassment Offense or other Prohibited Conduct to both on-campus and off-campus authorities.
- To be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by

College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.

- To have allegations of Prohibited Conduct responded to promptly and with sensitivity by College officials.
- To be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- To a College implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- To be informed of available assistance in changing academic, and/or working situations after an alleged incident of Prohibited Conduct, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available.
- To have the College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the College's ability to provide the supportive measures.
- To receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- Not to have irrelevant prior sexual history or character admitted as evidence.
- To a fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
- To have reports of alleged Prohibited Conduct addressed by Investigators, Title IX Coordinators, and Decision-Makers who have received relevant training.
- To preservation of privacy, to the extent possible and permitted by law.
- To meetings, interviews, and/or hearings that are closed to the public.
- To have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- To have an impact statement considered by the Decision-Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- To be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.
- To a fundamentally fair resolution as defined in this Procedure.

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## RELIGIOUS OBSERVANCE PROCEDURE FOR STUDENTS

<b><i>Policy Reference(s):</i></b>	<b>II.03</b>
<b><i>Responsible Department(s):</i></b>	<b>Provost; Office of Institutional Diversity &amp; Inclusion</b>
<b><i>Approval Date:</i></b>	<b>5/12/2016</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 7/1/2021</b>

The Community College of Allegheny County (CCAC) is committed to creating an inclusive campus community that values and respects all of its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment, the College makes good faith efforts to accommodate students' religious practices or beliefs, unless such accommodation would create undue burden on other students or the College.

### **Non-Discrimination Statement:**

CCAC does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates.

### **Policy Statement:**

In accordance with *Board Policy II.03*, the College will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams in order to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, reasonable opportunity to make up academic assignments missed due to such absences, unless doing so would create or impose an undue burden on other students or the College. It shall be the students' responsibility to provide written notice via the *Request for Accommodation for Religious Observances Form* (Appendix B) to every instructor for each course in which an accommodation is being requested.

### **Procedure:**

It is the students' responsibility to inform their instructors of absences due to religious observance. Students should be mindful of religious observation commitments well in advance of the beginning of the academic term. Instructor policies regarding class attendance vary widely; therefore, students are responsible for being aware of individual faculty policies and communicating intended absences for religious observance.

Students requesting an absence for religious observance shall:

- Provide a copy of the *Request for Accommodation for Religious Observances Form* to each faculty member as soon as possible and, except in unavoidable situations, at least one (1) week in advance of a planned absence.

- The faculty member will determine if an accommodation can be granted. The student and faculty member will develop a plan to implement the accommodation within an appropriate time frame. The plan of action should be documented on the *Request for Accommodation for Religious Observances Form*.
- Students who believe they have been unfairly denied an accommodation should, after trying to resolve the problem with the course instructor, contact the head of the department for that course.
- False requests/claims of absences due to religious observance may be considered an academic misconduct violation (refer to the CCAC Student Handbook).

This Procedure cannot be used during the final exam period. Students are expected to take final examinations at the scheduled times and to complete end-of-semester work by the deadlines set by the instructor.

Students and faculty may also consult with the Civil Rights Compliance Officer/Title IX Coordinator prior to requesting or granting an accommodation.

**Accommodations for religious observances do not relieve students from responsibility for curriculum content. Faculty may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.**

## PROHIBITION ON HAZING

<i>Policy Reference(s):</i>	I.03; III.01; VI.01
<i>Responsible Department(s):</i>	Enrollment Management
<i>Approval Date:</i>	1/2/2019
<i>Revision Date(s):</i>	7/1/2021

### **PURPOSE**

It is the policy of CCAC that all students are entitled to be treated with consideration and respect. No person may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the College community. In furtherance of these principles, and pursuant to state law, the College has adopted a strict prohibition on hazing activities, as described below.

### **HAZING PROHIBITED**

All CCAC students and student organizations, including all individual members, alumni and/or all other persons associated with such organizations, are prohibited from engaging in acts of hazing. Student organizations subject to this prohibition include all organizations, clubs, associations, corporations, orders, societies, and service or social groups, and all other similar groups or associations, that are recognized or sanctioned by CCAC. As used herein, the term “students” includes individuals who attend CCAC as well as individuals who have applied for admission to or have been admitted to attend CCAC.

Acts of hazing prohibited by CCAC include any acts that are undertaken intentionally, knowingly or recklessly, for the purpose of either (1) initiating, admitting or affiliating a student into or with a student organization or (2) continuing or enhancing a student’s membership or status in such an organization, and which serve to cause, coerce or force a student to do any of the following:

- a. Violate any Federal or State criminal law;
- b. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm;
- c. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- d. Endure brutality of a mental nature, including sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment, and other activities that adversely affect the mental health of an individual;
- e. Endure brutality of a sexual nature; or
- f. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

It shall also be a violation of the College’s prohibition on hazing for any student organization to intentionally, knowingly or recklessly promote or facilitate any act of hazing described above, or for any student or student organization to engage in any other act that constitutes a criminal offense

under the Commonwealth of Pennsylvania's Timothy J. Piazza Antihazing Law, 18 Pa.C.S.A. §§ 2801-2811. The prohibitions set forth herein shall be deemed to apply to any act of hazing undertaken by CCAC students, whether occurring on campus or at any non-CCAC owned or operated facility or property.

### **SANCTIONS FOR VIOLATIONS**

Violations of the prohibition on hazing set forth herein shall constitute a violation of the Student Code of Behavioral Conduct and shall be subject to sanctions in accordance therewith. Sanctions for violations shall include but not limited to the imposition of fines, withholding of diplomas, grades or transcripts, expulsion from the College and, in the case of student organizations found to have violated this policy, revocation of their recognition by or sanction to operate at CCAC. Sanctions imposed under the Student Code of Behavioral Conduct shall be in addition to any criminal penalty that may be imposed for conduct that constitutes an offense under the Pennsylvania Antihazing Law.

The voluntary or consensual participation of a student in an activity shall not excuse an act of hazing otherwise prohibited herein or constitute a defense to a charge of hazing under the Student Code of Behavioral Conduct.

### **SAFE HARBOR**

Notwithstanding the foregoing, charges and/or sanctions against a student who participated in a hazing activity may be mitigated if it is determined that the student placed a 911 call or contacted College security, police or other emergency services personnel (collectively or individually, "emergency personnel") based upon a reasonable, good faith belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury to that individual. Good faith will be presumed whenever the student can establish that (1) the student reasonably believed that she/he/they was the first individual to contact emergency services on behalf of the individual believed to need medical attention, (2) the student provided her/his/their own name to emergency services personnel who responded to the call, and (3) the student remained with the individual needing medical assistance until emergency services personnel arrived and the need for the student's presence had ended.

### **REPORTING AND DISTRIBUTION**

In furtherance of the goals and objectives of this regulation, the College shall publish, on a biannual basis and no later than January 1 and August 1 of each year, a report describing all violations of this policy and/or the Pennsylvania Antihazing Law that have been reported to the College during the five-year period preceding the date of the report. The report will be made available for viewing on the College's publicly accessible website – [www.ccac.edu](http://www.ccac.edu). The College shall further publish the requirements set forth in this regulation on its publicly accessible website and in its Student Handbook and shall provide a copy of the same to each student organization on an annual basis.

### **REFERENCES**

Timothy J. Piazza Antihazing Law, 18 Pa.C.S.A. §§ 2801-2811  
Student Code of Behavioral Conduct  
Student Handbook

## CLEARANCE PROCEDURES FOR EMPLOYEES AND VOLUNTEERS

<b><i>Policy Reference(s):</i></b>	<b>II.07</b>
<b><i>Responsible Department(s):</i></b>	<b>General Counsel; Office of Human Resources</b>
<b><i>Approval Date:</i></b>	<b>5/17/2015</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 3/16/2020; 3/1/2021</b>

In accordance with *Board Policy II.07*, the Procedures set forth below will apply and be followed for all prospective and current employees and volunteers. Students are not covered within the scope of this Regulation unless they have an additional College affiliation, such as employment or volunteer service. However, students still may be required by individual departments or programs to obtain clearances in order to enroll in a course, participate in clinical assignments or field experiences or otherwise complete degree requirements that involve access to a third-party's facility or that involve direct contact with children.

### ADMINISTRATIVE RESPONSIBILITIES

**Responsible Departments** are responsible for ensuring that prospective employees and volunteers are informed about the College's clearance requirements, as set forth herein and in Board Policy II.07, and coordinating with the Office of Human Resources to confirm that clearances have been properly submitted prior to the date that the individual will commence employment or volunteer service.

**Contract Managers** serve as the College liaison with independent contractors, vendors and other third-parties which provide programs, activities or services to or on behalf of the College and are responsible for coordinating and verifying that employees of such contracted entities that have direct contact or routine interaction with children have obtained required clearances.

**The Office of Human Resources** is responsible for coordinating the clearance process; for obtaining, reviewing, verifying and maintaining copies of required clearances from current and prospective employees and volunteers, as required by applicable law and *Board Policy II.07*; for issuing offers of employment that are contingent upon satisfaction of the clearance requirements; and for providing notice of and training to Responsible Departments regarding the clearance compliance process.

### DEFINITIONS

**"Direct contact with children"** as used herein shall mean providing care, supervision, guidance or control of children, or routine interaction with children.

**"Child" or "children"** as used herein refers to any person under 18 years of age.

**"Matriculated student"** shall refer to a student enrolled at the College who is pursuing a program of study that will result in a post-secondary diploma, certificate or other credential.

**"Prospective student"** shall refer to a child who is visiting the College or one of its campuses or facilities.



**“Routine interaction”** means regular and repeated contact with children that is integral to an individual’s employment or volunteer responsibilities.

## **PROCEDURE**

### **External Candidates for Employment**

- Responsible Department:**
1. Work with Human Resources to ensure that advertisements, job postings, announcements and job descriptions for the position or assignment in question include notice that clearances will be required.
  2. Once a determination is made to recommend a candidate for a position or assignment, provide recommendation to Human Resources.

- Human Resources:**
3. Review candidate recommendation materials for compliance with all applicable hiring guidelines and requirements.
  4. Prepare written conditional offer of employment (or other affiliation). Offer letter will include precise language that offer is contingent upon candidate obtaining, submitting and passing federal and state criminal background check and Pennsylvania Department of Human Services child abuse clearance.
  5. Notify candidates for unpaid volunteer positions that Pennsylvania criminal record and child abuse clearances may be obtained free of cost.
  6. Notify candidates that the federal background check is NOT required for either an unpaid volunteer or for an employee who is between the ages of 14 and 17 if both of the following apply: (i) the candidate provides proof of residency in Pennsylvania for the immediately preceding 10-year period, and (ii) the candidate attests in writing that s/he has not been convicted of a disqualifying offense in any other jurisdiction during said period.
  7. Provide information and guidance to candidate on how to obtain required clearances, including cost(s) to obtain. Except as otherwise approved by the Office of Human Resources, candidates for new positions will generally be required to bear the cost of obtaining required clearances.

- Candidate:**
8. Obtain required clearances.
  9. Submit original clearances to Human Resources for review.

- Responsible Department:**
10. Do not permit candidate to begin work or assignment until clearance requirements have been met and Human Resources has communicated formal start date.

- Human Resources:**
11. Review and verify original clearances.
  12. If clearances indicate an offense or founded report, consult with General Counsel and Responsible Department to determine whether candidate is disqualified from position or assignment.
  13. Confirm status and start date with candidate in writing if clearances do not disqualify candidate from position or assignment.
  14. If it is determined that the clearance information disqualifies the candidate from employment, notify the candidate in writing of the decision to reject the candidate based on information contained in the clearance(s).

15. Maintain copy of all required clearances in personnel file (if hired) or applicant file (if rejected). Retain records for period specified in Record Retention Schedule.
16. Require updated clearances every sixty (60) months or as otherwise required by law.

### **Internships/Work Study Assignments and Other Special Circumstances**

- Responsible Department:**
1. Interns/Work Study Employees — Internships and work study assignments that will involve direct contact or routine interaction with children are generally subject to the same clearance requirements applicable to new and current employees set forth above. However, clearances will not be required if the intern/work study will be in the immediate vicinity of another cleared employee during the periods in which contact occurs. For purposes of the foregoing, “immediate vicinity” means that the cleared employee will be in the same area in which the child is physically present and able to see, hear, direct and assess the activities of the child.
  2. Existing and prospective internship and work study positions should be evaluated to determine whether the position will require direct contact or routine interaction with children and, if so, whether a cleared employee can or will be in the immediate vicinity of the intern/work study during periods of such contact. Consult with Human Resources and General Counsel as needed to determine if clearances will be required or if the immediate vicinity exception applies.
  3. Foreign Exchange Visitors — Clearance requirements are waived for prospective employees holding a valid J-1 Visa, if the employee (i) will be in the position for less than 90 days, (ii) has not previously been employed in the United States, and (iii) the employee provides an affidavit attesting that s/he has not been previously convicted of any offense proscribed by the Pennsylvania Child Protective Service Law (CPSL). Consult with Human Resources and General Counsel to review all prospective employment relationships with individuals holding J-1 Visas to confirm that exception applies.
  4. Student Volunteers — Students who are enrolled in the College and who serve as unpaid volunteers in connection with a College-sponsored event are generally not required to obtain clearances, unless their volunteer responsibilities will require them to be directly responsible for the care or welfare of a child, or unless the event is for children who are in the care of a child-care service. Consult with Human Resources and General Counsel if there are questions about whether clearances may be required for student volunteers serving at specific events held at the College.
  5. Follow clearance requirement procedures, as set forth above, if it is determined that clearances are required in any of these special circumstances.

### **Notice of Potential Disqualifying Offense or Founded Report**

- Responsible Department:**
1. Notify Human Resources upon receipt of acquired information which indicates that an employee, volunteer or other affiliate in the department, has been arrested for — or convicted of — a reportable criminal offense, or was named as a perpetrator of a founded report of child abuse.

**Employee/Volunteer:** 2. Notify Human Resources within seventy-two (72) hours if arrested or convicted of a reportable criminal offense (see Appendix C), or if named as a perpetrator in a founded or indicated report of child abuse.

**Human Resources:** 3. Consult with General Counsel and Responsible Department to determine if information establishes a reasonable belief that the individual may have been arrested for or convicted of a reportable offense or founded report of child abuse.  
4. Request necessary additional information from employee, volunteer or affiliate and direct employee to submit request for updated federal and state criminal background check and Pennsylvania Department of Human Services child abuse clearance to appropriate agencies.  
5. Place employee on paid administrative leave pending receipt and review of clearances and any necessary additional information.  
6. Review and verify original clearances and other requested information.  
7. If information received indicates an offense or founded report, consult with General Counsel and Responsible Department to determine whether individual is disqualified from position or assignment.  
8. If information does not disqualify the individual from position or assignment, confirm status with individual in writing.  
9. If it is determined that the information disqualifies the individual from the assignment, consult with General Counsel regarding next steps.  
10. Maintain copy of all required clearances. Retain records for period specified in Record Retention Schedule.  
11. Require updated clearances every sixty (60) months or as otherwise required by law.

### **Independent Contractors and Third-Party Service Providers**

**Contract Managers:** 1. Regularly evaluate whether new or existing positions or assignments filled by the vendor involve direct contact or routine interaction with children. Consult with vendors, Human Resources and/or General Counsel, as needed, for assistance in making this determination.  
2. Notify vendor of clearance requirements for positions or assignments that involve direct contact or routine interaction with children. Ensure that vendor contracts mandate that the vendor bears responsibility for completing necessary background checks on all employees and subcontractors that will have direct contact or routine interaction with children.  
3. Provide information, as needed, to vendors to assist in the completion of the clearance process.

**Vendors/Independent Contractors:** 4. Coordinate and obtain federal and state criminal record checks and Pennsylvania Department of Human Services child abuse clearance for all employees and subcontractors that have or will have direct contact or routine interaction with children.  
5. Provide copies of clearances to Contract Manager for review and verification.  
6. Periodically certify completion of required clearance process in writing and as requested by the College.  
7. Update and renew clearances every sixty (60) months or as otherwise

required by law or College Policy.

8. Implement procedures for update and renewal of clearances upon notice or reasonable belief of an employee arrest, conviction or founded report of child abuse as provided herein and in accordance with law.

**Contract Managers:**

9. Review and verify clearances.
10. If clearance information indicates an offense or founded report, consult with General Counsel and vendor to determine whether individual is disqualified from position or assignment.
11. If clearance information does not disqualify the individual from position or assignment, confirm status with vendor in writing.
12. If it is determined that the clearance information disqualifies the individual from the assignment, notify vendor that individual must be removed from assignment with College.
13. Maintain copy of all required clearances for period specified in Record Retention Schedule.
14. Track and monitor vendor compliance with clearance requirements and renewals as required by law.

## HYBRID REMOTE WORK SCHEDULES

<i>Policy Reference(s):</i>	IV.01; IV.02; VI.01; VI.02
<i>Responsible Department(s):</i>	Human Resources
<i>Approval Date:</i>	3/23/2020
<i>Revision Date(s):</i>	7/2/2020; 7/1/2021; 11/1/2022; 10/2/2023

### PURPOSE

This regulation is intended to provide eligible employees with the opportunity to continue to deliver the efficiencies arising from and receive the benefits associated with hybrid remote work opportunities. This regulation is also intended to provide means for facilitating continuity of College operations in the event that College buildings and facilities, in whole or in part, are closed or otherwise become inaccessible due to a natural disaster or other emergency situation. Although employees generally cannot be expected to perform all of the essential functions of their positions while working remotely on an exclusive basis, the College has implemented this regulation in order to promote an efficient and effective work environment that provides flexibility and meets the needs of attracting and retaining a diverse and talented workforce.

### DEFINITIONS

As used in this policy, the terms and phrases listed below shall have the following meanings:

The term “Hybrid Remote Work Schedule” refers to an arrangement by which an employee or employees in a specific department or division may be approved to perform a portion of their job duties and responsibilities from a location other than the on-campus location at which they are normally scheduled to work.

The term “Essential Personnel” refers to the College President, the members of the President’s Cabinet, personnel that directly report to the College President, and any other College personnel expressly designated as essential by the College President or any member of the President’s Cabinet.

### EFFECTIVE DATE

October 2, 2023.

### HYBRID REMOTE WORK SCHEDULES

Hybrid Remote Work Schedules for non-instructional employees in a specific department/division will be subject to and contingent upon the approval of the College President or the applicable supervising Department/Division Vice-President or Department Leader who shall be responsible for ensuring that each of the following criteria are met:

1. Positions in the department/division that are proposed for a Hybrid Remote Work Schedule

- have been classified as “remote capable” utilizing the guidelines set forth below;<sup>1</sup>
2. Employees in the division/department being recommended for a Hybrid Remote Work Schedule have access to the equipment, tools and technology necessary in order to effectively and productively work from a remote location;<sup>2</sup> and
  3. All employees in the division/department being recommended for a Hybrid Remote Work Schedule have demonstrated the ability to effectively and productively perform their job duties from a remote location.

*The approval of a Hybrid Remote Work Schedule constitutes the approver’s certification that, at all times during the College’s established business hours of 8:30 a.m. to 4:30 p.m., there will be a sufficient number of personnel scheduled to work on-site in each department/division that they supervise who will be able to timely and adequately serve student, staff and/or operational needs. The foregoing certification includes verification that a coverage plan exists to cover both scheduled and unscheduled absences of staff who are scheduled to work on-site.*

## **REMOTE WORK ARRANGEMENTS DURING COLLEGE OR BUILDING CLOSURE**

In the event that the College closes, in whole or in part, during the effective period of this policy, remote work may be authorized or required for designated Essential Personnel, subject to the other terms and conditions applicable to Hybrid Remote Work Schedules set forth below, for the duration of the closure.

## **IDENTIFICATION OF REMOTE CAPABLE POSITIONS**

Not all positions are suited for remote work. The College President and the supervising Vice-Presidents, in consultation with the Office of Human Resources, will analyze the nature of work on an individual and departmental basis in order to determine which departments and positions are appropriate to designate or approve as remote capable. Many factors should be considered in determining the feasibility of remote work capability, including whether remote work can be scheduled in a manner that will ensure that sufficient staff and personnel are on site/on campus during established business hours to adequately serve student, staff and/or operational needs, the direct supervisor’s ability to adequately supervise the work of staff who are working remotely, and whether any duties require use of certain equipment or tools that cannot be accommodated at a location other than a College worksite. Other important considerations include, but are not limited to:

- (a) The extent to which both departmental and individual job duties and responsibilities involve face-to-face interaction with students and/or coordination of work with other employees who are working on-campus;
- (b) The need for and frequency of in-person interactions with outside colleagues, clients and customers;

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<sup>1</sup> All physical work locations and offices must have sufficient staff and personnel on site/on campus during established business hours to meet student, staff and operational needs.

<sup>2</sup> This policy does not require the College to issue a laptop computer or other portable device to an employee for the purpose of facilitating a Hybrid Remote Work Schedule. Issuance of such devices to any employee is dependent upon the availability of such technology resources and the employee’s demonstrated ability to effectively use such technology with minimal support and training. All other costs associated with remote work shall be the responsibility of the employee.

- (c) What access to on-campus resources will be needed to effectively perform the work;
- (d) Whether service quality, college operations, or workload of others will be impacted;
- (e) Whether the position can be performed independently based on the level of support and face-to-face interaction needed; and
- (f) Whether performance can be assessed accurately (e.g. using established evaluation tools for the employee's job classification) and working hours appropriately documented.

Hybrid Remote Work Schedules may be modified or terminated by the College at any time. Except when a Hybrid Remote Work Schedule is required by the College, an employee may request to terminate the arrangement and return to on-campus work at any time.

## **TERMS AND CONDITIONS APPLICABLE TO HYBRID REMOTE WORK SCHEDULES**

All Hybrid Remote Work Schedules approved or required under this regulation are further subject to and contingent upon the following:

1. Employee(s) who are approved for Hybrid Remote Work Schedule(s) will generally be required to work on-campus/on-site at least three (3) workdays in each scheduled workweek, exclusive of holidays and other approved absences. Individual work schedules will remain subject to the review and approval of the supervising cabinet member, and may be further modified to ensure that student, staff and/or operational needs are being met. Hybrid Remote Work Schedules for Essential Personnel may be further be modified or adjusted by the College President or their designee as necessary to meet operational needs.
2. The College may suspend Hybrid Remote Work Schedules during designated periods in the months of August and January in order to better serve students. Divisional leaders may designate other periods of time during the academic year that will be disqualified for remote work to meet the needs of each department, as appropriate.
3. The Hybrid Remote Work Schedule will be reviewed continuously to assess its effectiveness and necessity.
4. The College reserves the right to alter, modify or terminate Hybrid Remote Work Schedules at any time, in its sole discretion.
5. This regulation, and all Hybrid Remote Work Schedules approved hereunder, is effective until revoked or further revised.
6. All approved Hybrid Remote Work Schedules must specify the location at which the employee(s) will be working, the scheduled hours during which the employee(s) will be working remotely, must use Webex or college technology for phone calls, and a telephone number at which the employee(s) can be reached during scheduled working hours.
7. Employees must be accessible at all times during periods when scheduled to work remotely.
8. Employees must check in regularly with their supervisor to discuss status and open issues when scheduled to work remotely.
9. Employees must be available for video/teleconferences during all periods when they are scheduled to work remotely.
10. Employees who are scheduled to work a Hybrid Remote Work Schedule must still physically attend onsite work meetings or trainings as requested or required by the College or the employee's supervisor. Supervisors shall use reasonable efforts to provide an employee with at least twenty-four (24) hours' notice of any required onsite meeting or training that is scheduled on a previously scheduled remote work date.

11. Employees scheduled to work pursuant to a Hybrid Remote Work Schedule shall not be eligible for reimbursement for travel to and from their home and their assigned on-campus worksite.
12. Employees must continue to request and receive approval from their supervisor in advance of working any overtime hours (if employee is non-exempt hourly).
13. Hourly, non-exempt employees must accurately and completely record all time worked utilizing the KRONOS timekeeping system, paper timesheets or such other timekeeping system as may be required or designated by the College.
14. Employees must take rest and lunch breaks during periods when they are scheduled to work remotely in full compliance with all applicable policies or collective bargaining agreements.
15. Use of vacation, sick or other leave on dates an employee is scheduled to work remotely must be scheduled and approved in the same manner as when working at the employee's on-site work location.
16. Employees must at all times maintain a safe, secure and ergonomic work environment during periods when they are scheduled to work remotely, and must report work-related injuries to their supervisor at the earliest reasonable opportunity.
17. Employees may not conduct any in-person meetings with co-workers, students, vendors, business partners or other persons while working remotely, other than through remote technologies.
18. Employees may not use a personal vehicle to transact any College-related business during periods when they are scheduled to work remotely, unless specifically authorized in advance and in writing by the employee's supervisor.
19. Employees will be solely responsible for providing space, telephone, printing, networking and/or Internet capabilities at their remote work location, and shall not be reimbursed by the College for these or related expenses.
20. Employees will be responsible for and hold the College harmless from any damage to or loss of College-owned technologies, equipment, records, and materials used at or accessed from a remote work location. Employees must further report any incidents of loss or damage to College-owned equipment or any unauthorized access to College information that occurs while they are working remotely to their supervisor as soon as reasonably possible.
21. Employees working remotely will be responsible for the security and confidentiality of all technology, data, documents, records or equipment utilized in their work, and shall take all actions necessary to prevent the unauthorized or accidental access to or use of College technology, data, documents, records and other information to or by any unauthorized third party. Saving or storing College or student information on the employee's personal devices (e.g. laptop or desktop) is prohibited. In the event of an actual or suspected breach of security of confidential information, the employee will promptly notify their supervisor and the Information Technology Services department.
22. Employees working remotely agree to provide the College with access to any personal computing devices on which the employee conducts College work to the extent that information is legally required to be produced by the College in connection with litigation or other compliance matters or is reasonably necessary in order for the College to conduct an internal investigation.
23. Employees who are issued or authorized to check out College-owned equipment, materials, files or records in connection with remote work must return all such equipment, records, and materials within ten (10) business days of the termination or expiration of Hybrid Remote Work Schedule.
24. Employees participating in video conferencing meetings or other work-related activities



through Zoom® or other similar technologies must maintain a professional environment during the entirety of the meeting/call. This includes utilizing a College-approved/branded virtual background or other live or virtual background that reflects a professional classroom or office environment, conducting meetings from a private, distraction-free environment, and wearing appropriate business or business casual attire in the same manner as if the employee were reporting to work or a meeting in the physical office.

Except to the extent expressly modified by this regulation, all responsibilities and conditions of employment with the College, including standards of performance and performance evaluations, will remain unchanged during any and all periods that employees are scheduled to work from a remote location. The supervisor reserves the right to assign additional work as necessary to any employee who is working pursuant to a Hybrid Remote Work Schedule.

The College reserves the right to verify that necessary technology, including Internet access sufficient to support remote work, is available at the remote work location. All equipment, records, and materials provided by the College in connection with remote work shall remain the property of the College.

*The College reserves the right to amend, revise or change this regulation, or discontinue it in its entirety, at any time, with or without notice.*

## COVID-19 VACCINATION AND MITIGATION

<i>Policy Reference(s):</i>	I.01; III.01; VI.01; VI.02
<i>Responsible Department(s):</i>	Provost; Facilities; Human Resources
<i>Approval Date:</i>	3/1/2022
<i>Revision Date(s):</i>	5/1/2022

### PURPOSE

This regulation has been developed by the College in order to further support the College's continuing efforts to keep members of the College community healthy and safe from the risks associated with COVID-19. The requirements set forth below are intended to comply with all federal, state and local laws, and are based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and other federal, state and local public health authorities.

### VACCINATION

The most successful and sustainable approach to keeping the College community healthy and safe is one that utilizes vaccination as a condition of studying or working on our campuses. The CDC has stated that vaccination represents an effective tool to prevent the spread of COVID-19 and protects both vaccine recipients and those they come into contact with, including persons who for reasons of age, health, or other conditions cannot themselves be vaccinated. Accordingly, beginning July 1, 2022, the College will require all students and employees to be fully vaccinated against COVID-19 in order to attend classes, perform work, or participate in any College-sponsored activities while inside College buildings and facilities.

For purposes of this regulation, individuals will be considered to be "fully vaccinated" two (2) weeks after receiving the recommended series of a COVID-19 vaccine approved for use by the United States Food and Drug Administration. For example, for most individuals, this includes two weeks after a second dose in a two-dose primary series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson's Janssen vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Individuals will be considered partially vaccinated if they have received only one dose of a two-dose vaccine. Booster doses, as described below, are encouraged in order to stay up-to-date with your vaccinations in accordance with CDC recommendations, but employees will not be required to submit proof of having obtained a booster dose.

### *Boosters*

Emerging evidence has shown that immunity to COVID-19 when getting the vaccine diminishes over time but getting additional booster shots of either the Pfizer or Moderna vaccine will continue to provide significant protection. You are eligible for a booster shot five months after you received your

second shot of the Pfizer or Moderna vaccine, or more than two months after receiving the single shot of the Johnson & Johnson vaccine. If you have received two doses of the Johnson & Johnson vaccine, you are encouraged to get a Pfizer or Moderna booster six months after your second Johnson & Johnson shot.

### ***Scope***

This regulation's requirements regarding vaccination apply to all currently enrolled CCAC students and all current and newly hired CCAC employees, including employees of the College's auxiliary service providers, with the exception of the following:

- Employees who are on a leave of absence or not otherwise actively working inside any CCAC building or facility;
- Students who are enrolled exclusively in courses that are conducted through online or remote instruction;
- Volunteers, guests and visitors to CCAC campuses and facilities; and
- Vendors and contractors engaged to perform construction work, building or equipment repairs, and other services of a temporary nature that do not require regular direct contact with College employees or students, provided that such contractors comply with all applicable federal, state and local laws relating to vaccination, testing, and use of face coverings that pertain to their individual operations and employees, as well as all College protocols, as may be in effect, relating to use of face coverings by visitors and guests in College facilities.

### ***Proof of Vaccination Status***

#### **Employees**

Proof of vaccination (including booster, as applicable) should be submitted through *Castlebranch's* "COVID-19 Real Vaccination ID" portal, which the College is making available to employees at no cost through June 30, 2022. Employees who submit proof of vaccination through the "Real ID" portal after June 30, 2022 will be responsible for the cost of obtaining the Real Vaccination ID.

Employees who are unable to utilize the Real ID system to upload proof of vaccination status must present acceptable proof of vaccination to the College's Office of Human Resources, as more fully described below. Documentation evidencing proof of vaccination may be presented in-person at the Office of Human Resources, or via the following secure email address:

[employeevaccinations@ccac.edu](mailto:employeevaccinations@ccac.edu)

**Individuals who have been vaccinated but who have lost their vaccination card can request a copy of their vaccination record from the Pennsylvania Statewide Immunization Information System (PA-SIIS). The PA DOH vaccination record serves as official proof of vaccination.**

**Information for how to obtain a copy of your immunization records from PA-SIIS is located on the PA-SIIS website:**

<https://www.health.pa.gov/topics/Reporting-Registries/PA-SIIS/Pages/PA-SIIS.aspx>

### Students

All students enrolled in or planning to attend in-person classes or participate in any in-person College-sponsored activities are required to provide proof of COVID-19 vaccination (including booster, as applicable) no later than the first day of classes or scheduled participation in the activity. Proof of vaccination may be submitted through the *Castlebranch* student documentation portal or by presenting acceptable proof of vaccination to the Dean of Students Office on any CCAC campus.

### Acceptable Documentation of Vaccination

Acceptable proof of vaccination status consists of one or more of the following:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system;
5. A copy of your immunization record from the PA-SIIS; or
6. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

### ***Support for COVID-19 Vaccination***

Employees may utilize up to four hours of scheduled work time to travel to a vaccination site, receive a vaccination, and return to work for each required dose of an approved vaccine. Release time to obtain a vaccine must be scheduled with the employee's supervisor.

Employees who experience side effects from a COVID-19 vaccine dose that prevents them from working will be granted up to two (2) days of paid sick leave to recover, if needed, which shall be in addition to any paid sick, vacation or paid time off that may be available to the employee. An employee who takes leave under this provision shall be required to comply with all applicable College policies regarding calling in and notifying the College of their absence.

## ***Confidentiality and Privacy***

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

## ***Compliance***

All individuals subject to this regulation are required to provide truthful and accurate information about their COVID-19 vaccination status.

Employees who fail to provide documentation evidencing that they are fully vaccinated by July 1, 2022 will be removed from the workplace and placed on unpaid leave status until they provide acceptable proof of vaccination.

Students who are not fully vaccinated will not be permitted to attend in-person classes or participate in any College-sponsored in-person activities, and will only be permitted to enroll in online or remote/Zoom courses.

Violations of the requirements of this regulation, including its requirements relating to vaccination and use of face coverings described more fully below, will also be subject to discipline in accordance with the CCAC *Student Code of Behavioral Conduct*, the CCAC *Employee Manual*, and the CCAC *Administrative Regulations Manual*, as applicable.

## **USE OF FACE COVERINGS WHILE IN CCAC BUILDINGS AND FACILITIES**

Unvaccinated individuals entering CCAC buildings and facilities, including individuals who are approved for an exemption or accommodation from the College's vaccine requirements, will be required to wear a face covering while inside CCAC buildings and facilities and when occupying a vehicle with another person for work purposes or in connection with any College-sponsored activity. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Use of a face covering will not be required in the following circumstances:

1. When alone in a room with floor to ceiling walls and a closed door;
2. In designated foodservice and eating areas, in accordance with posted guidelines and physical distancing requirements;
3. In outdoor locations;
4. When required to use a respirator or facemask for work or school-related purposes;
5. In circumstances in which the College has determined that the use of face coverings is not feasible or creates a greater safety hazard (e.g., when it is important to see an employee's mouth for reasons related to their job duties or when the use of a face covering presents a safety hazard that creates the risk of serious injury or death).

Students in clinical assignments will be required to comply with the masking rules and procedures in effect at the site of the clinical placement.

Any student that needs to remove his or her facemask during a classroom or laboratory period for a personal reason, such as to take medication or drink water, will be required to leave the classroom or laboratory before removing his or her mask.

Students in laboratories will be required to utilize and follow all sterile techniques as communicated by their instructor.

Unvaccinated individuals entering CCAC buildings and facilities may also be required to comply with physical distancing instructions and guidelines as posted in that facility or as may otherwise be communicated by the College, including through its public website, employee intranet, student portal, course syllabi, student handbooks, RAVE alert system or signs posted in College buildings and facilities.

*The College reserves the right to require masking and/or physical distancing for all individuals, regardless of vaccination status, during any periods of high transmission of the COVID-19 virus within Allegheny County or the surrounding region, or upon the advice or recommendation of federal, state or local public health authorities.*

## **REQUESTS FOR EXEMPTIONS OR ACCOMMODATIONS**

Individuals covered by the requirements of this regulation may request an exemption from its vaccination requirements if the vaccine is medically contraindicated for them. In addition, individuals may request a reasonable accommodation if they cannot be vaccinated or otherwise comply with the requirements set forth in this regulation because of a disability or because the requirement conflicts with a sincerely held religious belief, practice, or observance.

### Students

Student requests for medical exemptions and reasonable accommodations based upon a disability must be initiated by contacting the College's Office of Disability Resources & Services. Instructions and forms for submitting medical exemptions/accommodation requests are set forth in the CCAC Student Handbook and on the Disability Resources page of the College's website. Student requests

for reasonable accommodations for a sincerely held religious belief, practice or observance must be initiated by contacting the College's Civil Rights Compliance Office.

Students enrolled in the Nursing and Allied Health programs should consult the procedures for requesting exemptions and accommodations set forth in their respective program handbooks and as separately communicated to them by their respective program deans, faculty and clinical locations.

### Employees

Employee requests for medical exemptions and/or reasonable accommodations must be initiated by contacting the College's Office of Human Resources, as follows:

EMPLOYEE COMPLIANCE SPECIALIST  
Office of College Services  
412.237.3004  
[bjones@ccac.edu](mailto:bjones@ccac.edu)

Additional information regarding the accommodation process and forms for initiating medical exemptions/accommodation requests are located on the *myCCAC* portal:

<https://my.ccac.edu/workingatccac/humanresources/reasonableAccommodations>

Copies of the applicable forms are also attached to this regulation under Appendix A.

## **SCREENING FOR COVID-19 SYMPTOMS**

All students and employees are required to review the COVID-19 symptom self-screening questions posted on the *myCCAC* portal prior to entering CCAC buildings and facilities. Individuals who (1) answer "yes" to any of these questions; (2) feel sick or suspect that they may have been exposed to COVID-19; or (3) have received a positive COVID-19 test or been diagnosed with COVID-19 by a licensed health care provider must complete and submit the COVID-19 reporting form, as directed on the *myCCAC* portal, and not return to campus until completing a period of isolation/self-quarantine that meets current CDC guidelines.

Paid leave will be provided to employees who test positive for COVID-19 in accordance with the College's sick and paid leave policies.

## **RETURN FROM TRAVEL**

Individuals returning from travel outside of the United States, including individuals who are fully vaccinated, will not be permitted to return to on campus work assignments, classes or other on campus activities until they have completed applicable testing and/or self-quarantine periods recommended by the CDC and state and local health department guidelines, as then in effect.

## STANDARDS OF CONDUCT FOR COURSES CONDUCTED VIA ZOOM AND OTHER REMOTE LEARNING TECHNOLOGIES

In addition to live classroom instruction, CCAC utilizes a variety of remote learning technologies, including Blackboard, Zoom and videoconferencing platforms, and lecture-capture technologies to deliver instructional content. Courses that are taught, in whole or in part, through remote learning technologies are subject to the following rules and requirements:

1. Students are prohibited from recording classroom lectures or activities conducted on Zoom or other livestreaming or videoconferencing technologies. Students are further prohibited from sharing, distributing or disclosing recordings made available to them by the instructor to any third party not enrolled in the course.
2. Students enrolled or participating in a course conducted in whole or in part through Zoom or other livestreaming or videoconferencing technology will be subject to the requirements and expectations set forth in the course syllabus, including arriving for class on time, meeting attendance requirements, and complying with appropriate classroom behavior and decorum. Students are further expected to be professional and respectful when attending classes conducted in these formats.
3. Students attending a class on Zoom or other videoconferencing technology will be required to sign in using their full name as it appears on the class roster. Use of a nickname or pseudonym is prohibited. Students who choose to use a preferred name that might not be reflected in the official class roster should review and follow the “Chosen First Name Procedure” set forth in the *CCAC Student Handbook*.
4. The rules and requirements set forth in the *CCAC Student Handbook*, the *CCAC Student Code of Behavioral Conduct*, and the CCAC Board Policy VII.01 - *Acceptable Use of Information Technology Resources*, shall apply to all courses conducted, in whole or in part, through Zoom, livestreaming, videoconferencing and/or other forms of remote or online instruction. Students that fail to comply with the requirements of these policies may be removed from an individual class or course section, as well as subject to disciplinary action under the *Student Code of Behavioral Conduct*.

## CLASS ATTENDANCE REQUIREMENTS

All students are required to meet the attendance requirements established for each course in which they are enrolled, whether the course is delivered in an online, remote or on-campus instructional modality, or through a combination of remote and live instruction. However, in the event that a student is unable to meet the attendance requirements for a course due to a COVID-19 related reason



after the published add/drop and/or withdrawal dates for the course in question, the student will be permitted to elect one of the following options:

1. The student may elect to develop a plan for completion of the course requirements, in collaboration with and subject to the approval of the student's instructor and the Department Head. If approved by the student's instructor and Department Head, the student will be issued an "I" (incomplete) grade in accordance with College policy so that the student may finish the course objectives at a later time without having to repay for the course; or
2. In the alternative, the student may elect to withdraw from the course for medical reasons, in accordance with the College's medical withdrawal policy as set forth in the *CCAC Student Handbook*. Medical withdrawals received before the end of the drop period will result in a drop of courses (no entry on the student's transcript). Medical withdrawals received after the drop deadline until the last day of classes will result in course entries with a "W" grade(s). Adjustment of tuition and fees follow the stated dates in the academic calendar.

For purposes of the foregoing, a "COVID-19 related reason" refers to any one or more of the following circumstances which causes the student to be unable to meet the attendance requirements of a particular course(s):

1. The student has tested positive for and is undergoing treatment for COVID-19;
2. The student has been advised or directed to self-quarantine by a health care professional or governmental authority as a result of a potential exposure to COVID-19;
3. The student is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19;
4. The student is needed to provide care for their minor child who is unable to attend school due to a COVID-19 related closure or illness;
5. The student is needed to provide care for a family member with a COVID-19 related illness; or
6. The student is obtaining immunization related to COVID-19 or recovering from any injury, disability, illness, or condition related to such immunization.

## PROCEDURES FOR MANDATORY REPORTING OF CHILD ABUSE

<i>Policy Reference(s):</i>	II.07
<i>Responsible Department(s):</i>	General Counsel; Office of Human Resources
<i>Approval Date:</i>	5/17/2015
<i>Revision Date(s):</i>	8/15/2016; 7/1/2024

In accordance with *Board Policy II.07*, the procedures set forth below will serve to guide and instruct employees regarding their obligations to report suspected child abuse under the Pennsylvania Child Protective Service Law (“CPSL”).

### DEFINITIONS

**“Child abuse”** as defined in the CPSL means intentionally, knowingly or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act.
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.
- Causing the death of the child through any act or failure to act.

**Child abuse** also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These recent acts include any of the following:

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.
- Interfering with the breathing of a child.
- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
- Leaving a child unsupervised with an individual, other than the child’s parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or sexually violent

delinquent.

**“Recent”** is defined as an abusive act within two (2) years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit.

A **“perpetrator”** of child abuse can be a:

- child’s parent,
- spouse or former spouse of the parent,
- paramour or former paramour of the parent,
- person 14 years of age or older responsible for the welfare of a child such as a babysitter or day care staff person,
- individual residing in the same home as the child who is at least 14 years of age, or
- relative who is 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

In cases of a failure to act, a **“perpetrator”** of child abuse can be a:

- child’s parent,
- spouse or former spouse of the parent,
- paramour or former paramour of the parent,
- person 18 years of age or older who is responsible for the child’s welfare or who resides in the same home as the child.

**“Mandated reporters”** include all College employees, volunteers and independent contractors/third-party vendors.

## **MANDATORY REPORTING REQUIREMENT**

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- They are directly responsible for the care, supervision, guidance or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse, nor is the reporter required to identify the person responsible for the suspected abuse in making the report. Mandated reporters also do not have to determine whether the person

meets the definition of a perpetrator in order to make the report.

## **PROCEDURE**

If a mandated reporter has reason to suspect child abuse, he or she must immediately and directly report the suspected abuse to Childline, either electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or by calling 1-800-932-0313. If an oral report is made via the 1-800 number, then the mandatory reporter must also complete a written report of child abuse (CY 47) and forward said report to Allegheny County Children and Youth Services within forty-eight (48) hours after making the initial verbal report.

After making the report to Childline, the mandatory reporter must immediately notify the College's General Counsel, Office of Human Resources or Civil Rights Compliance Officer, who will be responsible for coordinating any follow up investigation conducted by the appropriate authorities.

Failure to follow mandated reporter requirements may result in disciplinary consequences, including termination of employment, and criminal penalties under the CPSL. Individuals who make reports in good faith are granted immunity from civil and criminal liability.

## **TRAINING**

Training and information resources regarding mandatory reporting obligations will be provided to College employees, volunteers and independent contractors/third-party vendors by the Office of Human Resources. Additional information and training resources can be located on the following website:

[www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov)

Employees in licensed professions will be required to complete additional mandatory training requirements as specified or required by the CPSL as a condition of license issuance or renewal.

## CAMPUS AND CLASSROOM VISITATION REQUESTS

<b><i>Policy Reference(s):</i></b>	<b>II.07; III.05; VI.01</b>
<b><i>Responsible Department(s):</i></b>	<b>Enrollment Management; General Counsel</b>
<b><i>Approval Date:</i></b>	<b>5/17/2015</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 7/1/2021; 7/1/2024</b>

The College recognizes that the opportunity to visit a campus, observe a class and/or meet with College faculty and staff provides an invaluable experience for prospective students who are considering enrolling at CCAC. In order to promote such opportunities, as well as ensure that such visits provide a safe, productive and instructive experience for prospective students and other visitors, the College has established the following procedures and guidelines to be followed whenever a prospective student or other individual requests or seeks permission to visit a campus, center or classroom.

### PROCEDURE

1. In order to request permission to visit a campus and/or observe a class, a prospective student or other prospective visitor will be required to complete the *Campus/Classroom Visit Request Form* (Appendix D).
2. The completed Request Form must be submitted to the Admissions Office for the campus or center for the location at which the visit is requested.
3. In order to ensure consideration, Request Forms should be submitted at least two (2) weeks prior to the date on which the visit is requested. The College cannot guarantee the availability of a specific date or class for a visit.
4. Upon receipt of a Request Form, the Admissions Office will review the form to determine if the request can be accommodated. If a classroom visit is requested, the Admissions Office will work with the appropriate academic division dean and the faculty member(s) who serve as the instructor(s) for the class in question to determine if the request can be accommodated.
5. All campus and classroom visit requests require prior approval by the appropriate academic division dean.
6. Classroom visits require prior consent of the instructor, and may not be scheduled during mid-term, final or other exam periods.
7. The Admissions Office will arrange for other College representatives to be available to meet with a prospective student during a visit, including representatives of financial aid, registration and advisement and student life, as applicable.
8. If the request can be accommodated, the Admissions Office will notify the prospective student or visitor in writing that the request has been granted. The notice will include confirmation of the date(s) and time(s) for the approved visit, and an itinerary for the date of the visit. The prospective student or visitor will again be required to sign the Acknowledgement Form included

with the notice.

9. If a request cannot be accommodated, the Admissions Office will notify the prospective student or visitor in writing that the request cannot be accommodated. If possible, the denial should include alternative date(s), time(s) or activities that may meet the requestor's needs, and/or provide the requesting party with additional information about the College, its programs and the application and admissions process.
10. The Admissions Office is responsible for ensuring that all Request Forms and required Acknowledgment Forms have been signed by the prospective student or visitor. If the requestor is a high school student or under eighteen (18) years of age, the Request Form and Acknowledgement Form must also be signed by the prospective student's parent or legal guardian.
11. The College will generally require that any prospective student who is under eighteen (18) years of age be accompanied by their parent or legal guardian during any visit to a campus or classroom. An exception to this requirement may be made in the following circumstances:
  - a. The student demonstrates that a hardship exists which would prevent his or her parent or legal guardian from participating in the visit; and
  - b. The visit and itinerary have been approved by the Vice President for Enrollment Services & Student Affairs or their designee.

## RECORDS MANAGEMENT REGULATION

<b><i>Policy Reference(s):</i></b>	<b>II.08</b>
<b><i>Responsible Department(s):</i></b>	<b>President's Office; General Counsel</b>
<b><i>Approval Date:</i></b>	<b>2/4/2016</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 3/3/2020; 4/15/2021; 7/1/2021; 3/1/2024</b>

In accordance with *Board Policy II.08*, all College employees are responsible for identifying and routing records that each employee, campus or department creates, uses or disseminates to the official custodian for the record. Custodians for specific records are identified in the *Records Retention Schedule*. This Regulation sets forth procedures to direct and assist employees to comply with and implement this requirement.

Questions regarding retention periods and/or whether a document constitutes a record should be directed to the designated custodian or to the College's General Counsel.

### DEFINITIONS

The term **“record”** includes any materials or portions thereof, regardless of physical form or characteristics, made or received in any College department, office or campus in pursuance of law or in connection with the transaction of College business. Records may include—but are not necessarily limited to—memoranda, letters, applications, reporting forms, minutes, agendas, reports, articles, project files, drafts, worksheets, notes or other documents, slides and other presentation materials, computerized data and programs, computer hardcopy printouts, computer related magnetic materials (e.g., computer diskettes and magnetic tapes), digital media, microfilm, microfiche and telecommunicated or electronically transmitted materials such as facsimile, email and other similar electronically transmitted information. Retention periods listed in the *Records Retention Schedule* apply to records in all forms and formats. The fact that a record is created and stored electronically or digitally rather than on paper has no bearing on its retention status. Unless otherwise so designated, informal materials of transitory utility (e.g., temporary notes of internal meetings, casual or personal email and facsimile transmittal cover sheets) shall not be considered “records” for purposes of this Regulation.

**“Records Management Committee”** refers to the committee designated by, and at the discretion of the College President, which is charged with the responsibility to periodically review and evaluate this *Records Management Regulation* and the *Records Retention Schedule*, and to recommend revisions and updates to the same, as needed, to the College President.

**“Custodian”** refers to the senior administrator or their designee in the department or office responsible for the record.

### CUSTODIAN REQUIREMENTS

Custodians are responsible for maintaining, preserving and disposing of records for which they are responsible in accordance with the retention periods specified on the *Records Retention Schedule*. All records, whether created or stored on electronic systems, must be retrievable and available for the

entire retention period listed on the *Records Retention Schedule*. In this regard, note that the *Records Retention Schedule* generally expresses retention periods in terms of the number of calendar years to be added to the current calendar year. For example, if a record's retention period is classified as "7 Years," a record created any time during the year 2020 must be kept until December 31, 2027.

Custodians shall not utilize portable electronic media, such as personal computer folders, CD-ROMS, DVD-ROMS or USB flash drives, as the exclusive means to store original records. All College records that are maintained in electronic format must be stored on servers or other media designated and approved by the College's Information Technology Services (ITS) Department.

The custodian is responsible for disposing of records after the applicable retention period has expired. Disposal of records must occur in a manner to ensure that protected, private or confidential information contained in such records is not obtained or retrieved by unauthorized persons. Such disposal may require actions such as shredding, burning, degaussing and overwriting prior to disposal.

Custodians are responsible for ensuring that records which are the subject of a litigation hold, as described below, are preserved regardless of the expiration of any retention period, and that such records can be retrieved and produced upon request by the College's General Counsel. Failure to maintain records in accordance with this Regulation and the *Records Retention Schedule* may be cause for disciplinary action, up to and including termination of employment.

## **NON-CUSTODIAN REQUIREMENTS**

Individual employees may, from time to time, originate or receive copies of records for which they are not listed as the custodian on the *Records Retention Schedule*. In such cases, the original of the record in question should be promptly routed to the identified custodian. Non-custodians should dispose of their own personal copies of a record after they no longer have a practical academic, operational or business use for the record, except in the following circumstances:

1. The non-custodian is aware of a compelling academic, operational or business need warranting longer retention of the record;
2. The non-custodian is aware that the record is related to actual or pending litigation;
3. The non-custodian is notified that the record is the subject of a litigation hold; and/or
4. The non-custodian is otherwise advised by the custodian of the record, the Records Management Committee or the College's General Counsel to retain such record.

If any employee has a question regarding the appropriate custodian for a specific record or is unsure whether the identified custodian has the original, he or she should contact the custodian or the College's General Counsel for clarification.

## **REQUIREMENTS FOR ELECTRONIC RECORDS**

The College's Information Technology Services Department, in collaboration with the Records Management Committee, will recommend appropriate systems and media for electronically storing records. At a minimum, these systems must:

1. Permit the search and retrieval of stored records in a timely and efficient fashion;
2. Restrict access to only authorized users;



3. Contain security features which preserve the integrity and confidentiality of electronic records and minimize the risk of their unauthorized alteration or erasure;
4. Retain the records in a usable format for the entire length of their designated retention period;
5. Facilitate and permit the timely disposition of records in accordance with the *Records Retention Schedule*; and
6. Provide backup of records for emergency/disaster recovery purposes.

Electronic records must be identified sufficiently to enable authorized personnel to retrieve, protect and carry out the disposition of documents in the system. Electronic records should also be maintained in a manner which permits College personnel to correlate the record with related records maintained in paper, microform or other media format.

### **Security/Confidentiality**

Confidentiality of student educational records which are stored in electronic form must be maintained in accordance with the requirements of federal and state law regulations. Electronic media systems on which such records are stored must, at a minimum, contain password protection and appropriate firewalls.

The disposal of electronically stored records must be done in a manner which ensures that private, confidential information cannot be reconstructed. The College's Information Technology Services Department will be responsible for developing procedures to ensure the proper disposal of such electronically stored information.

## **EMAILS/NETWORK USER ACCOUNTS/ITS SERVERS AND CLOUD SERVICE PROVIDERS**

### **Email Retention Period**

Email messages, in and of themselves, do not constitute records. Retention and disposal of email messages depends upon the function and content of the individual message. E-mail messages and attachments that meet the definition of a record must either be promptly printed and filed in the appropriate manual filing system or converted to an electronic record for storage on the applicable electronic records storage system. The College's email system should not be utilized by designated custodians as the means to store or maintain original records. Email messages and attachments that do not meet the definition of a record should be disposed of in the same manner as non-custodial documents and records.

The retention period for email stored on individual CCAC email accounts (@ccac.edu) and on the CCAC email server will be two (2) years. Except for email messages that are within the scope of a then current Litigation Hold Order, all email stored on the CCAC email server that is beyond the email retention period will be automatically removed from the CCAC email server. Items contained in Outlook folders, including items in both user created and standard folders (e.g., Sent and Deleted Items) will also be removed from the server upon expiration of this retention period.

Email messages removed from the email server will be archived, via backup tape or other archiving system approved by the College's ITS Department, for a period of five additional years. Recovery of emails from backup tapes or other archiving systems will not be permitted, unless authorized under

the College's disaster recovery protocols or to the extent required to comply with an audit, accreditation review, subpoena or other form of legal process.

### **Panopto Lecture Capture Recordings**

The retention period for all lecture capture recordings stored in the Panopto cloud will be two (2) years from the date the recording was last viewed or accessed. This includes recordings that are transmitted via the Panopto cloud server to a content management system such as Blackboard®. Recordings that have not been accessed or viewed for more than two (2) years will be automatically removed from the server, without need for individual action by the user. Employee access to the Panopto service, including recordings stored on Panopto servers, will terminate upon the employee's separation from employment with the College.

### **Zoom®/Video-Conferencing Recordings**

The retention period for all recordings, including chat content, stored on the College's Zoom® cloud service will be one hundred and twenty-five (125) days after the date that the recording was created. The foregoing retention period applies to all recordings made utilizing the Zoom® video conferencing service, or any other similar web-based video-conferencing services that may be utilized by the College, including recordings of classroom instruction (for both synchronous and asynchronous instruction), trainings and meetings. Recordings that exceed the foregoing retention period will be automatically removed, without need for action by the user.

### **Information Center Recordings**

The retention period for recordings stored on the Interaction Recorder server will be ninety (90) days after the date that the recording was created. The foregoing retention period applies to all recording made through and/or stored on the Interaction Record tool, or any other similar service utilized by the College, including recordings of Information Center voice or audio interactions, email interactions and written chat interactions with Information Center personnel and agents. Recordings that exceed the foregoing retention period will be automatically removed, without need for action by the user.

### **Chat Functions**

The retention period for chat/instant messages recorded in all College-provided communication services will be thirty (30) days after the date of the message.

### **Email and Network User Account Deactivation**

The following actions will be taken whenever a **CCAC Employee** separates from employment:

1. The CCAC Office of Human Resources (HR) will promptly notify ITS of the employee's separation date.
2. The employee's associated (@ccac.edu) email account will be disabled effective as of the separation date, unless different date is specified by HR.
3. An automated email response will be established to respond to email messages sent to the separated employee's account for a period of forty-five (45) days following the separation date. The automated message will notify the sender that the intended recipient is no longer

employed at CCAC, and to direct future correspondence to another designated College employee.

4. Current employees will not be granted access to a separated employee's email account except in cases of compelling business necessity, and only upon prior approval of HR and the College's General Counsel. Access will be granted for a maximum period of forty-five (45) days, absent an extension period approved by HR and General Counsel.
5. The contents of a separated employee's email account will be actively retained for 45 days following the separation date. Thereafter, the contents will be copied to and stored on backup tape for a period of one (1) calendar year following the separation date. All user groups will be removed from the account at this time.
6. A separated employee's Active Directory Account will be disabled effective as of the employee's separation date, and the account will be placed in inactive status (**Former Employee**) for a period of 45 days. The Active Directory Account will thereafter be removed from the system and all associated information will be deleted after the expiration of this 45-day period.
7. Deletion and/or disposition of backup tapes, email and active directory account information will be suspended in all cases in which the separated employee is the subject of or within the scope of a current Litigation Hold Order.
8. There are occasions on which a **Former Employee** may need access to information maintained on the CCAC network following his/her separation, such as obtaining access to certain benefit and payroll information and documents maintained on the network. All such requests must be directed to the CCAC Office of Human Resources for review and approval.
9. Upon receipt of an access request from a **Former Employee**, the **Former Employee** will be directed to create a temporary account that will provide him/her with limited access pertinent to their Human Resource record. The temporary account will remain active for a 48-hour period.
10. Except to extent provided above, **Former Employees** will not be provided access to their former CCAC email account or any other network or IT-related accounts.
11. If a **Former Employee** enrolls as a student at CCAC following his/her separation date, the **Former Employee's** former email and network accounts will not be reactivated or recovered. The **Former Employee** will be assigned a new **Current Student** account with a corresponding student email account.
12. If a **Former Employee** is subsequently rehired by CCAC as an adjunct faculty instructor, a temporary position, or in some other capacity, his/her **Former Employee** account will not be reactivated or recovered. A new **Current Employee** account with corresponding email account will be established at that time.

The following actions will be taken whenever a CCAC **Adjunct Faculty** separates from employment:

1. **Adjunct Faculty** email and network accounts will be deactivated and deleted upon a separation of employment from CCAC, in the same manner as applicable to other separated employees. Separation of service will be determined in accordance with Article IX of the Adjunct Faculty Collective Bargaining Agreement.
2. HR and/or the Office of the Academic Dean for Adjunct Services will promptly notify IT of the separation date whenever an **Adjunct Employee** is separated as a result of resignation, termination or failure to complete an assignment. HR/Academic Dean for Adjunct Services will provide IT with a list, on a biannual basis, of Adjunct Employees whose service at CCAC has been separated as a result of a gap in service, as provided under the CBA.

The following actions will be taken when a student is no longer enrolled at CCAC:

1. A student's status will be changed from **Current Student** to **Former Student** whenever the student has not registered for or taken a class at CCAC for a period of 6 months following the student's last attended term end date.
2. Students classified as **Former Students** will have limited access to system resources and no access to their student email account.
3. If a **Former Student** has not registered for a class at CCAC or otherwise taken action to change their status to a **Current Student** within thirty (30) days following the change of status to **Former Student**, then the account will be changed to "Deactivated" status and the Student's Active Directory account and associated email account will be removed and purged from the system at that time.
4. **Deactivated Students** that require access to information maintained on CCAC's network will be required to follow the same process for creating a temporary account applicable to **Former Employees**. Access available through the temporary account will be similar to that available to an individual classified as **Former Student**, and will not include access to the **Deactivated Student's** former student email account. The temporary account will only be active for 48 hours upon creation, then purged from the system.

#### Non-Employee and Non-Student Accounts

If a **Student Applicant** requires access to personal information maintained on a CCAC network service, then the **Student Applicant** will be directed to create a limited access account that will provide him/her with limited access closely resembling that of a **Former Student** (does not include an email account). The temporary account will remain active for a period of one (1) calendar year from the date of creation. If the **Student Applicant** does not become an active student within this period, then his/her temporary account will convert to a **Deactivated Student** status and be deleted. If the Student Applicant registers for classes at CCAC, then the account will automatically be transitioned to **Current Student** account status.

A **Partner Account** may be requested for one or more individuals or third-party vendors that conduct business with or perform work for CCAC, including but not limited to affiliated faculty employed by area school districts that teach courses that are eligible for credit at CCAC under an established College in High School or Dual Enrollment agreement between CCAC and the affiliated faculty member's employer. **Partner Accounts** will be provided access to certain designated network systems and resources, as may be required or needed in connection with the work to be performed, and may also be issued a CCAC (@ccac.edu) email account if needed in order to perform their contracted role or service. The active duration of a **Partner Account** will be based upon the nature and length of the work to be performed by the **Partner Account** holder.

Requests to establish a **Partner Account** must be directed to IT and include the approval of the vice-president or executive director whose department or division is responsible for managing the relationship or contract with the vendor. Requests to establish a **Partner Account** must also include an expected termination/deactivation date for each account, with a maximum active time-frame of one (1) year from the date created.

IT will distribute a list of active Partner Accounts on an annual basis, and request confirmation that the account should remain active. **Partner Accounts** that are no longer needed, as a result of

termination or conclusion of the business relationship with the third-party vendor or as a result of the vendor employee no longer performing work at CCAC, will be deactivated. Failure to confirm the need to continue a **Partner Account** will also result in the **Partner Account** being deactivated. **Deactivated Partner Accounts** will thereafter be purged in the same manner applicable to **Former Employee** accounts described above.

**Event Accounts** may be requested for special events or college functions. **Event Accounts** will be maintained only for the duration of the event and/or functions for which they were created. **Event Accounts** will not have a CCAC (@ccac.edu) email account.

### **LITIGATION HOLD ORDERS**

In the event of litigation or pending litigation, a litigation hold order will be issued by the College's Office of General Counsel. The litigation hold may be communicated initially by phone but will be followed by a written notification (see Appendix E). **RECORDS WHICH ARE THE SUBJECT OF A LITIGATION HOLD ORDER SHALL BE IMMEDIATELY SUSPENDED FROM DISPOSITION AND/OR DISPOSAL AND SHALL NOT BE DESTROYED UNDER ANY CIRCUMSTANCES.**

The College's General Counsel or his/her designee will decide which records are subject to the litigation hold and in which form the records will be retained or produced. Custodians of records which are within the scope of the hold will be responsible for making such records available for review and retrieval by the College's General Counsel.

## RECORDS RETENTION SCHEDULE

<b><i>Policy Reference(s):</i></b>	<b>II.08</b>
<b><i>Responsible Department(s):</i></b>	<b>President's Office; General Counsel</b>
<b><i>Approval Date:</i></b>	<b>2/4/2016</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 3/3/2020; 1/4/2021; 4/15/2021</b>

### HOW TO USE THE RECORDS RETENTION SCHEDULE:

The *Records Retention Schedule* lists records that are created, received or retained as a result of College operations. The Schedule includes a description of each record, the identity of the record's official custodian, the minimum period that the record must be retained, and a disposal code. To the extent that a record may fall into more than one category contained in the Schedule, the longer retention period should be followed.

#### Disposal Codes:

Disposal codes are used to indicate the recommended means of disposing of a record after its retention period has expired:

1. **Routine Handling**—No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard procedures.
2. **Special Handling**—The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, degaussing, overwriting or another method that reduces information to an illegible condition.
3. **Archival Retention**—Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity. Archived records may be converted to electronic or microform/microfiche format.

#### Unlisted Records:

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule. Questions regarding retention periods or whether an item constitutes a record should be directed to the Records Management Committee and/or General Counsel.

## RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
<b>INSTITUTIONAL RECORDS / BOARD OF TRUSTEES</b>			
a. Bylaws	Permanent	President's Office	3
b. Meeting Notices	Permanent	President's Office	3
c. Agendas	Retain one copy permanently if not included with minutes.	President's Office	3
d. Minutes – Official/ Approved	Permanent	President's Office	3
e. Notes/Recordings and Material Used to Prepare Official Minutes	Until official minutes are approved	President's Office	2
e. Membership Lists/Appointments	Permanent	President's Office	3
f. Curriculum Vitae	5 years after resignation of Board Member	President's Office	2
g. Statement of Financial Interest Forms	5 years after resignation of Board Member	President's Office	2
College Charter/ Recognition	Permanent	President's Office	3
College Policy & Regulation Manuals	Permanent	General Counsel	3
<b>LITIGATION/LEGAL</b>			
a. Pleadings & litigation related documents – court and administrative agencies	5 years after final resolution, including any appeals	General Counsel	2
b. Executed settlement agreements	Permanent	General Counsel	3
c. Labor Negotiation Materials	5 years after contract expiration	General Counsel	2
d. Labor Board Certifications	Permanent	Human Resources and General Counsel	3
e. Reduction in Force/Early Retirement/Reorganization/Exit Incentive Plans and related documents	12 years	General Counsel	3
f. Copyrights – College Owned	3 years after expiration	General Counsel	2
g. Patents – College Owned	6 years after expiration	General Counsel	2
h. Trademarks – College Owned	6 years after expiration	Marketing	2
Mission/Vision & Strategic Plans	Permanent	President's Office	3
News Releases	1 year after issuance	Marketing	1
Organization Charts	Retain one copy permanently if not included with minutes.	Human Resources	2
Right to Know Requests / Responses	2 years	Open Records Officer	2
<b>FINANCIAL RECORDS</b>			
Tax returns	Permanent	Finance/CFO	3
IRS Determination Letter	Permanent	Finance/CFO	3
Budgets	Permanent	Finance/CFO	3
a. Budget Books and Board Recommendations	7 years	Budget Office	2
b. Budget Planning and Preparation Records	7 years	Budget Office	2
Financial Statements (Audited)	<i>Periodic:</i> retain until final completion of audit. <i>Certified:</i> permanent	Controller's Office	2, 3
a. General Ledger & Trail Balance Records	Permanent	Accounting	2
b. Board Statements	7 years	Accounting	2
c. Annual Audit and Financial Reports	7 years	Accounting	2
IRS Rulings	10 years after receipt of ruling	Finance/CFO	2
<b>ACCOUNTS PAYABLE / RECEIVABLE</b>			
a. Accounts payable records	7 years	Accounts Payable	2
b. Books of Account	7 years	Accounts Payable	2
c. Financial statements; annual reports to	7 years	Accounts Payable	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
government agencies			
d. Records of property subject to gain or loss treatment	Permanent	Accounts Payable	2
e. Records supporting items of income, deductions and credits	7 years after taxable disposition	Accounts Payable	2
f. Letters of Credit - Student - Used	7 years	Bursar	2
g. Letters of Credit – Student – Unused	1 year	Student Accounts	2
h. Invoices	7 years	Accounts Payable	2
h. Journal Entries	7 years	Accounts Payable	2
i. Payments Made Under Contracts and Leases	<i>General Contract:</i> 6 years after termination or expiration <i>Construction Contracts:</i> 12 years after termination	Accounts Payable	2
j. Accounts Payable and Receivable Ledgers	7 years	Accounts Payable	2
k. Accounts Receivable Records	7 years	Accounts Payable	2
l. Accounts Distribution Summaries (weekly/monthly)	3 years	Accounts Payable	2
m. Accounts Distribution Summaries (year-end)	7 years	Accounts Payable	2
n. Expense Reports – Employees	7 years	Accounts Payable	2
Accounts Reconciliation Records	3 years	Accounting	2
Equipment & Furniture Inventory Records	5 years after superseded or obsolete	Accounting	2
Fixed Assets Inventory	Permanent	Accounting	3
Unclaimed Property Report Records	3 years after remitted to state	Accounting	1
f. 1099 forms (employer's copy of U.S. information return for calendar year)	7 years	Accounts Payable	2
<b>EDUCATIONAL FOUNDATION</b>			
Annual Donor Reports	7 years	Foundation	2
Annual Financial Reports	Permanent	Foundation	3
Annual Giving Reports	Permanent	Foundation	3
Donor Gift Deposit Records	7 years	Foundation	2
Donor Gift File	Permanent	Foundation	3
<b>CONTRACTS / PURCHASE ORDERS</b>			
Purchase Orders	7 years	Procurement	2
Invoices	7 years	Accounts Payable	2
Contracts – Material Operating Agreements (professional/consulting services; aux. services; license agreements)	6 years after termination/expiration of contract	General Counsel; Responsible Department	2
Contracts – Purchase Orders/Service Provider Agreements	6 years after delivery/completion of services	Procurement; Responsible Department	2
Background Check Certifications – Auxiliary Services Personnel	3 years after termination of contract	Procurement	2
Contracts – Academic			
a. Clinical Affiliation Agreements	6 years after termination/expiration of contract	General Counsel; Discipline Dean	2
b. Articulation Agreements	6 years after termination/expiration of contract	Provost	2
Publicly Bid Contracts and Documents – Awarded	6 years after termination/expiration of contract	Procurement	2
Public Bid Records – Proposed & Unsuccessful Bidders	7 years after job completion	Procurement	2



RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
Request for Proposals – Awarded Contract	6 years after termination/expiration of contract	Procurement	2
Request for Proposals – Rejected Proposals and Related Vendor Information	4 years after job completion	Procurement	2
Construction Contracts	12 years after termination/completion of work	Procurement	2
<b>PROFESSIONAL SERVICES CONTRACTS</b>			
a. Architect/Engineering/Design Services	6 years after termination or expiration of warranties	Chief Facilities Officer	2
b. Legal Services/Engagement Letters	6 years after termination or completion of engagement	General Counsel	2
c. Consulting Services	6 years after termination or expiration	General Counsel; Responsible Department	2
<b>REAL ESTATE / FACILITIES</b>			
Options to Purchase Real Estate	6 years after expiration of option	Chief Facilities Officer	2
Deeds	Permanent	Chief Facilities Officer	2
Building/Property Leases, Title Reports, and Mortgages	7 years after CCAC's obligations terminate	Chief Facilities Officer	2
Real Property / Purchase or Sale Agreements	Permanent	Chief Facilities Officer	3
Building plans, blueprints and design plans	Permanent, unless or until structure is reconstructed or is no longer CCAC property/responsibility	Chief Facilities Officer	3
Licenses and Permits	Permanent	Chief Facilities Officer	3
Management Engineering Studies and Reports	Permanent	Chief Facilities Officer	3
Maps	Permanent	Chief Facilities Officer	3
<b>INSURANCE / RISK MANAGEMENT</b>			
Insurance Policies and Claim Files	6 years after final settlement or expiration of policy, provided all claims are settled	Director, Risk Management	2
Incident / Accident Reports	5 years, provided all claims are settled	Director, Safety & Security	2
<b>MEDICAL RECORDS</b>			
Health Career Health Records (initial and update forms)	Permanent	Academic Dean for Program	3
<b>STUDENT SERVICES</b>			
Academic Forgiveness Form	3 years	Campus Registration	2
Address and Name Change form	3 years	Campus Registration	2
Advisor/Program Change form	5 years	Campus Registration	2
Application for Credit Transfer	6 months	Campus Registration	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
College Transcripts from other institutions	Permanent	Academic Management	3
Final Grade Roster	Permanent	Academic Management	3
Grade Change and Challenge Files	Permanent	Academic Management	3
Graduation Application	2 years	Campus Registration	2
Graduation Waiver and Substitution Form	Permanent	Campus Registration	2
Permission to Enroll	3 years	Campus Registration	2
Privacy Request	5 years	Campus Registration	2
Transcript Request Form	6 months	Campus Registration	2
Residency Appeal Form	5 years	Campus Registration	2
Drop/Add/Withdrawal/Vertical Change Form	5 years	Registration- Records	2
Medical Withdrawal Form	5 years	Campus Registration	2
Registration Form	3 years	Campus Registration	2
Waiver for Release of Student Information	5 years	Campus Registration	2
Admissions Applications	5 years from last active enrollment	Campus Admissions	2
Dual Admissions Application Form	5 years	Campus Registration	2
Application for Credit by Exam	5 years	Academic Deans Office	2
Disciplinary Records	5 years	Academic Deans Office or Dean of Students	2
Behavioral Conduct Hearing Board Determinations	Permanent	Dean of Students for Advocacy	2
Suspension/Expulsion/Reinstatement Notices and Adjudication Orders	Permanent	Dean of Students for Advocacy	2
Conduct Hearing Board materials (investigatory files; recordings; related file materials)	5 years from date of final adjudication	Dean of Students for Advocacy	2
High School Transcript	10 years from last active enrollment	Campus Admissions	2
Recruit Prospect Cards	None	Campus Admissions	2
Records on International Students (F-1 & M-1 Visas)	Permanent	Allegheny Admissions	3
Affidavit of Support	Permanent	Allegheny Admissions	3
F-1 Requirements Sheet	Permanent	Allegheny Admissions	3
International Admissions Files	Permanent	Allegheny Admissions	3
INS Form I-20	Permanent	Allegheny Admissions Office	3
GED Score Report/Diploma	5 years from last active enrollment	Campus Registration	2
TOEFL Score Report	Permanent	Campus Admissions	2
SAT Score Report	Permanent	Campus Admissions	2
CLEP/AP Exam Score Report	Permanent	Campus Registration	2
Veterans Records			
a. Veterans Application Document	3 years from last active enrollment	Military and Veterans Services	2
b. Proof of Eligibility	3 years from last active enrollment	Military and Veterans Services	2
c. Forms which show transfer to this College	3 years from last active enrollment	Military and Veterans Services	2
d. Veterans Benefits Request Form	3 years from last active enrollment	Military and Veterans Services	2
e. Certificate of Release or Discharge from Active Duty, DD214	3 years from last active enrollment	Military and Veterans Services	2
f. Application for VA Education Benefits, VA 22-	3 years from last active	Military and Veterans	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
1990	enrollment	Services	
g. Application for VA Education Benefits, VA 22-5490	3 years from last active enrollment	Military and Veterans Services	2
h. Military Orders	3 years from last active enrollment	Military and Veterans Services	2
Supportive Services Records (accommodation request and letters; supporting documentation and files)	7 years after creation/receipt	Student Supportive Services Office	2
<b>WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION</b>			
Instructor Contracts	5 years	Workforce Division	2
Class Evaluations	5 years	Workforce Division	2
Daily and Overall Class Attendance Records	5 years	Workforce Division	2
Course Outlines	5 years	Workforce Division	2
Certificates of Completion	5 years	Workforce Division	2
Municipal Police Academy Transcripts	5 years	Workforce Division	2
Municipal Police Academy Records	7 years	Workforce Division	2
<b>FINANCIAL AID</b>			
Official accounts and supporting data	3 years after the close of the fiscal year in which the transaction took place or until notified of a Commonwealth audit of the account, whichever is later, but not more than 7 years	Financial Aid	2
a. Current records of the student's admission to and enrollment status at the institution, and his/her prior receipt of financial aid	7 years	Financial Aid	2
b. Financial and other records as necessary to determine "the institutional eligibility, financial responsibility and administrative capability" of the institution	5 years	Financial Aid	2
c. All records required under applicable program regulations	5 years	Financial Aid	2
d. Detailed financial records that are subject to review by the Depart. of Ed.	5 years; records relating to expenditures that are under review by DOE shall be maintained until final agreement is reached	Financial Aid	2
Financial Records - Annual Audit	5 years	Financial Aid	2
Specific Higher Education Assistance (HEA) Programs – Records relating to administration of the: - Federal Work Study (FWS) - FSEOG - Federal Pell Grant	5 years after the end of the grant for which the aid was awarded and disbursed	Financial Aid	2
FFEL, Direct Loan Program	5 years after the end of the award year for which the aid was awarded	Financial Aid	2
<b>EMPLOYEE / HUMAN RESOURCE RECORDS</b>			
Pre-Employment Records	3 years	Human Resources	2
a. Applications/resumes/interview notes: Not hired	2 years after hiring date for position	Human Resources	2
b. Applications/resumes/interview notes: Hired	3 years following separation	Human Resources	2
c. Background checks, driving records, employment	5 years after date of separation	Human Resources	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
verification, letters of reference: Not Hired	from employment / no hire	(Exception: Driving Records- Security Dept.)	
d. Background checks, driving records, employment verification, letters of reference: Hired	5 years after date of separation from employment	Human Resources (Exception: Driving Records- Security Dept.)	2
e. Job descriptions	2 years after position has been filled or remains active, whichever is later	Human Resources	2
f. Job announcements	2 years after position has been filled	Human Resources	2
<b>EMPLOYEE RECORDS</b>			
a. Personnel Records: Employee who separates with post-termination benefits (includes personnel history card, application for employment, references, resume, notification documents, photo identification records, health insurance and life insurance applications, I-9 forms, performance evaluations, commendations, training records, personal change forms, letter of resignation, retirement membership application, vacation and sick leave reports, salary review forms, separation report and correspondence.)	3 years after all benefits have been paid	Human Resources	2
b. Personnel Records: Employee who separates without post-termination benefits (includes personnel history card, application for employment, references, resume, notification documents, photo identification records, health insurance and life insurance applications, I-9 forms, performance evaluations, commendations, training records, personal change forms, letter of resignation, retirement membership application, vacation and sick leave reports, salary review forms, separation report and correspondence.)	5 years after separation from employment	Compensation & Job History- Human Resources  Timekeeping Records: Business Offices, Human Resources & Financial Aid	2
c. Employee Card Files or Record Books- includes name, date of birth, social security number, job and salary history, benefit information, and termination data.	Permanent	Compensation & Job History- Human Resources  Timekeeping Records: Business Offices, Human Resources & Financial Aid	2
d. FMLA/USERRA and related leave records	3 years after separation from employment	Human Resources	2
e. Disputed Issues: DOL, arbitration, court action	5 years after final resolution of dispute	Human Resources	2
f. Workers Compensation Claims	4 years after signing final settlement, or 4 years after death of recipient. If suspension agreement filed, retain 10 years	Risk Management	2
g. Union Grievances	3 years after final resolution	Human Resources	2
h. Labor Negotiations Files	5 years after expiration of contract	Human Resources	2
i. Labor Union Contracts	20 years after expiration	Human Resources	2
j. Equal Employment Opportunity Records	3 years for compliance reports and related records; 4 years after resolution of case	Human Resources	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
k. Investigatory records relating to alleged violations of Title VII or other employee complaints.	7 years Permanent (Cause Findings)	Human Resources	2
l. Employee Medical Records	Retain for same duration as personnel records; however, if employee was exposed to toxic substances or harmful physical agents in workplace, then retain at least 30 years after separation	Human Resources	2
m. Supervisor Notes and Documentation	Personal notes, memos or other records documenting verbal counseling, or which are used in connection with a performance evaluation or corrective action, should be forwarded to HR and retained as part of employee's personnel records	Human Resources (Supervisor may retain copy for as long as there is need related to their supervision of subject employee)	2
Pittsburgh Paid Sick Time Records – accruals, hours worked by eligible employees, sick time taken by eligible employees	2 years	Human Resources; Payroll	2
<b>COMPLIANCE REPORTS/RECORDS</b>			
Pennsylvania New Hire Report	3 years after report is filed	Human Resources	2
IPEDS & VETS-100 Reporting	5 years after report is filed	Human Resources	2
Affirmative Action Plan (“AAP”) (if applicable)	5 years after close of AAP year	Human Resources	2
Federal/State tax report/filings	7 years after report is filed	Human Resources	2
Employee Statement of Financial Interests	Permanent	Human Resources	2
Uniform Crime Reporting – Federal and State	6 years	Emergency Management Director; Campus Security Office	1
Higher Education Gift Disclosure Report (PDE)	7 years	Foundation	2
Sexual Violence Education Report (PDE)	7 years	Civil Rights Compliance Officer	2
English Fluency in Higher Education	7 years	Human Resources	2
<b>GRANTS</b>			
Grant Records-Administrative-includes applications, proposals, objectives	Comply with retention requirements promulgated by the appropriate administering / funding / licensing agency.	Grants Office	2
Grant Records-Financial-includes grant awards, agreements, financial reports, federal evaluations, reimbursement request, quarterly, annual and final reports	10 years	Accounting	2
Grants to the Foundation	10 years	Foundation	2
<b>PUBLIC SAFETY RECORDS</b>			
Uniform Crime Reports (Pennsylvania & Federal)	6 years	Emergency Management Director; Campus Security Office	1
Annual Security Report	6 years	Emergency Management Director; Campus Security Office	1
Antihazing Report	5 years from date of publication	Emergency	1

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
		Management; Director; Campus Security Office	
Complaint dispatch report	Current & Previous Year	Emergency Management Director; Campus Security Office	2
Administrative Files	1 year	Emergency Management Director; Campus Security Office	2
Key & Keycard Distribution	1 year	Emergency Management Director; Campus Security Office	2
Parking Sticker/Tag Applications	2 years	Emergency Management Director; Campus Security Office	2
Vehicle Citations	4 years	Emergency Management Director; Campus Security Office	2
Surveillance Camera Recordings	30 days	Emergency Management Director; Campus Security Office	1
Records of Ticket Appeal Committee	4 years	Emergency Management Director; Campus Security Office	2
Surveillance Camera Recordings	30 days	Emergency Management Director; Campus Security Office	2
<b>CIVIL RIGHTS / TITLE IX COMPLAINTS AND RELATED RECORDS</b>			
RECORDS RELATING TO ALLEGED VIOLATIONS OF TITLE IX			
a. No Cause Findings	7 years	Civil Rights Compliance Officer	2
b. Cause Findings	Permanent	Civil Rights Compliance Officer	2
c. Investigatory Records and Notes	7 years after investigation concludes	Civil Rights Compliance Officer	2
Records of any remedial action taken pursuant to Title IX	7 years (No Cause Findings) Permanent (Cause Findings)	Civil Rights Compliance Officer	2
Investigatory records relating to alleged violations of Title VI and VII of the Civil Rights Act of 1964.	7 years (No Cause Findings) Permanent (Cause Findings)	Civil Rights Compliance Officer; Human Resources (employment-related)	2
General Title IX Compliance Records	3 years	Civil Rights Compliance Officer	2
Investigatory records relating to alleged violations of the Rehabilitation Act of 1973	3 years	Human Resources (Employment-related); Civil Rights Compliance Office (student-related)	2
ADA records, such as application forms submitted	2 years from date record made	Human Resources	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
by applicants and other records related to hiring, requests for reasonable accommodation, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation	or personnel action taken, whichever is later; if record is relevant to charge or cause of action then hold until final disposition of charge or action	(Employment-related); Civil Rights Compliance Officer (student-related)	
<b>ACADEMIC PROGRAM / ACCREDITATION RECORDS</b>			
Act 335 Forms- Community College Courses	Permanent	Registrar	1
Health Career Program Records	In compliance with specialized accreditation standards for individual career fields	Academic Dean for Program	2
Certificates of/Formal Records Documenting Accreditation Status	Permanent	President's Office and Academic Deans for Individually Accredited Programs	2
Accreditation Records – Reports, Supporting Documentation and Related Correspondence	Duration of Accreditation Period plus 10 years, or any longer retention period mandated by applicable accrediting agency	Academic Dean for Program	2
<b>PAYROLL RECORDS</b>			
Federal Tax Records			
a. Undeliverable W-2 forms	7 years	Payroll	2
b. Employer's Quarterly Federal Tax Return (941) and schedules	7 years	Payroll	2
c. Wage and Tax Statement (W-2)	7 years	Payroll	2
d. Annual Withholding Tax Return for U.S. Source income of Foreign Persons (1042)	7 years	Payroll	2
e. Foreign Person(s) U.S. Source Income Subject to Withholding (1042S) Annual 6559	7 years	Payroll	2
State and Local Tax Records			
a. Quarterly returns and state and local taxes withheld	7 years	Payroll	2
b. Annual returns and detail	7 years	Payroll	2
c. Payment records and backup	7 years	Payroll	2
PA Dept. of Ed. FICA Receivables			
a. Quarterly returns (339) and detail	7 years	Payroll	2
b. Fiscal year reconciliation (2105)	7 years	Payroll	2
Employee Deduction Authorizations			
a. Savings Bond (obsolete 07/01/2010)	7 years	Payroll	2
b. United Way	7 years	Payroll	2
c. Foundation	7 years	Payroll	2
Garnishments			
a. Orders and related correspondence	7 years	Payroll	2
b. Payment records and backup	7 years	Payroll	2

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
Employee Time Keeping Records / Records of Hours Worked	7 years	Human Resources	2
Employee Payroll File			
a. Employee's W-4 Form	7 years after new certificate filed or terminated	Payroll	2
b. Direct Deposit Authorization	7 years after separation	Payroll	2
c. Union Dues Deduction Authorization	7 years after separation	Payroll	2
d. Credit Union Deduction Authorization	7 years after separation	Payroll	2
e. A-1 Payroll Payment Authorization	7 years after separation	Payroll	2
f. A-2 Payroll Payment Authorization	7 years after separation	Payroll	2
g. PSTD Screen Print Authorization	7 years after separation	Payroll	2
h. Federal Work Study Vouchers	7 years after separation	Payroll	2
i. Institutional Work Study Student Vouchers	7 years after separation	Payroll	2
j. Part-time Compensation Vouchers	7 years after separation	Payroll	2
k. Employee Payroll Adjustment Records- employee's name, social security number, and amounts withheld for federal and state taxes, insurance, bonds, and any other deductions.	7 years	Payroll	2
l. Social Security Reports- withholdings from employee's pay. Indicates name, reporting period, number of employees, names and social security numbers of employees, and wages paid and contributions to the fund.	7 years	Payroll	2
m. Payroll Voucher (Check) Registers- date, check number, employee's name, social security number, and department.	7 years	Payroll	2
n. Payroll Earnings and Deduction Registers- pay period reports	7 years	Payroll	2
o. Payroll Earnings and Deduction Registers- Year-to-Date Annual Summary - If payroll data is posted to individual employee's earnings records	7 years	Payroll	2
p. Payroll Earnings and Deduction Registers- Year-to-Date Annual Summary - If payroll data is not posted to individual employee's earnings records	50 years	Payroll	2
Other Payroll Payment Authorizations			
a. Overtime-Docking Report	3 years after separation	Payroll	2
b. Auto A-2	3 years after separation	Payroll	2
Other Employee Forms			
a. Foreign National Information Form	3 years	Payroll	2
b. Local Services Tax Exemption	2 years	Payroll	2
Other Payroll Forms			
a. Detail Payroll Register	Prior to 1999	Payroll	2
b. Employee Detail Paycheck History	Prior to 1999	Payroll	2
c. Student Social Security Tax Review Report	1 year	Payroll	2
d. Payroll Tax Summary Report	3 years	Payroll	2
e. Payroll General Ledger Detail	since 1999	Payroll	2
Unemployment Records			
a. Unemployment Tax & Contributions Records	7 years after contributions have been paid	Payroll	2



RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
b. Unemployment Claim Records	7 years	Payroll	2
<b>FACULTY/ACADEMIC AFFAIRS</b>			
Faculty Grade Books (print and online)	End of academic term + 1 year	Faculty Member	2
Graded Exams and Assignments	End of academic term + 1 year	Faculty Member	2
Academic Complaints/Grade Challenges (Informal Phase)	One year after decision on request	Department Head	2
Academic Complaints and Hearing Board Files (Formal Phase)	5 years after final disposition	Academic Dean for Program	2
Grade Change Forms	Permanent	Registrar/Student File	2
Course Outline (Master)	Period in Use plus 1 year after revised, updated or discontinued	Department Head and Faculty Member	1
Course Syllabus	Period in Use plus 1 year	Department Head and Faculty Member	1
College Council Minutes and Materials	7 years	Council Chairperson, Committee Chairpersons	2
Teaching Portfolios	Duration of Employment	Faculty Member	2
Tenure and Promotion Applications and Supporting Materials	Duration of Employment plus five years	Human Resources	2
Sabbatical Applications and Supporting Materials	Duration of Employment	Provost's Office	2
Schedule/Overage Assignment Forms	End of academic term plus 1 year	Supervising Dean	2
Student Engagement/Activity Forms	End of academic term plus 1 year	Supervising Dean	2
Student Engagement Fund Applications	End of Fiscal Year plus 1 semester	Campus Business Office/Provost's Office	1
Classroom Observation Forms/Annual Evaluations	Duration of Employment plus 5 years	Human Resources	2
Academic Advising Records and Correspondence	5 years after date of graduation	Registration and Advisement Office	2
Attendance Records (Student)	End of academic term plus 1 year	Faculty Member	2
Class Audit Request/Approval Forms	5 years	Registration and Advisement Office	2
Credit by Exam Request/Approval Forms	5 years	Registration and Advisement Office	2
Class Schedules (Students)	5 years	Registration and Advisement Office	2
"T" Grade Request/Approval Forms and Related Materials	1 year after final disposition of grade	Registrar's Office	2
Course Catalogs	7 years	Provost's Office	2
Graduation Lists	7 years	Provost's Office	2
Commencement Programs and Materials	5 years (evaluate for permanent archive if deemed to have historical value)	President's Office	1

RECORD DESCRIPTION	RETENTION PERIOD	CUSTODIAN	DISPOSAL CODE
Academic Department Meeting Minutes and Agendas	3 years	Department Head	1
<b>INFORMATION TECHNOLOGY SERVICES</b>			
Content stored in Blackboard or other approved CMS system	Period in use plus 2 years from date last viewed/accessed	ITS	2
Interact Recorder recordings (audio; chats; emails)	90 days from date recording was created	ITS	2
Panopto/lecture capture videos stored on CCAC server	Period in use plus 2 years from date last viewed/accessed	ITS	2
Zoom® recordings	125 days from date recording was created	ITS	2
Chat Recordings/Instant Messages (IMs)	30 days	ITS	2

## MEDIA COMMUNICATIONS

<i>Policy Reference(s):</i>	I.02, I.04
<i>Responsible Department(s):</i>	Marketing & Public Relations
<i>Approval Date:</i>	1/9/2024
<i>Revision Date(s):</i>	

### PURPOSE

In keeping with the Community College of Allegheny County's mission and strategic goals and priorities, CCAC strives to communicate accurately, effectively and intentionally with a diverse range of audiences, including the news media. Operating under the auspices of the Marketing & Public Relations Department, CCAC Public Relations serves to promote and protect the image and reputation of the institution while educating the wider community about the college, its programs, partnerships and people. In this capacity, CCAC Public Relations functions as the official conduit to the news media, responsible for coordinating the college's official comment on all matters regarding the institution. This includes both proactive outreach and timely responses to requests for information and comment from news media.

The requirements set forth below apply to all CCAC employees, including administration, faculty, staff and student employees, regardless of location, and shall be deemed to apply whenever employees are acting in their capacity as representatives of the college.

### DEFINITIONS

As used in this regulation, the term "news media" shall refer to representatives of newspapers, magazines, newsletters, online publications, television, radio and podcasts.

### GUIDELINES AND REQUIREMENTS APPLICABLE TO COMMUNICATIONS WITH NEWS MEDIA

Communications with news media on behalf of the college or in a manner that officially represents or appears to represent the college must be arranged and conducted through CCAC Public Relations. No faculty or staff member may make official statements on behalf of the college without prior consultation with and express authorization from the college president or CCAC Public Relations.

All inquiries from the news media should be referred to CCAC Public Relations. When contacted by the news media, employees should notify CCAC Public Relations immediately and before providing any information or responding to any questions. CCAC Public Relations will coordinate the college response with appropriate members of the college community.

CCAC employees seeking to publicize a program, event or achievement should contact CCAC Public Relations via the Marketing & Public Relations Department [Project Request Form](#). CCAC Public Relations has access to a number of news media contacts and will work with administrators, faculty and staff to coordinate publicity or visibility for programs, events or other newsworthy matters.

While on college property, news media representatives should, if necessary and appropriate, be accompanied by a CCAC Public Relations staff member or a college employee designated by the Marketing & Public Relations Department.

#### **DELEGATION OF AUTHORITY**

It is the responsibility of each operating division to implement such further procedures as may be necessary to comply with the requirements of this regulation while also ensuring that academic freedom, free inquiry and freedom of expression within the academic community are respected and observed.

## PUBLIC RECORDS AND RELEASE OF INFORMATION

<i>Policy Reference(s):</i>	I.02; I.05; II.08; III.09
<i>Responsible Department(s):</i>	General Counsel
<i>Approval Date:</i>	8/1/2016
<i>Revision Date(s):</i>	8/15/2016; 7/1/2021

In accordance with Pennsylvania’s Right-to-Know-Law, the College will make public records available for access and duplication to requesters in the manner provided below.

### DEFINITIONS

**Financial record**—any account, voucher or contract dealing with the receipt or disbursement of funds or the acquisition, use or disposal of services, supplies, materials, equipment or other property; the salary or other payments or expenses paid to an officer or employee, including the individual’s name and title; and a financial audit report, excluding the audit’s underlying work papers.

**Public record**—a record, including a financial record, which is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania’s Right-to-Know Law or under other federal law or state law or regulation or judicial decree or order.

**Record**—any recorded information, regardless of physical form or characteristics, that documents a transaction or activity of the College and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the College. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and any data-processed or image-processed document.

**Response**—granting of access to a record or the College’s written notice to a requester granting, denying or partially granting or partially denying access to a requested record.

**Requester**—a legal resident of the United States, or an agency, who requests access to a record.

### DUTIES OF THE OPEN RECORDS OFFICER

The College’s Open Records Officer shall be responsible to:

- Receive written requests for access to records submitted to the College;
- Review and respond to written requests in accordance with law, Board Policy and College Regulations and Procedures;
- Direct requests to other appropriate officials in the College or in another agency;
- Track the College’s progress in responding to requests;
- Issue interim and final responses to submitted requests;
- Maintain a log of all record requests and their disposition; and
- Ensure College staff are trained to perform assigned job functions relative to requests for access to records, as applicable.

- Update contact information for College's Open Records Officer with the Pennsylvania Office of Open Records

Upon receiving a request for access to a record, the Open Records Officer shall:

- Note the date of receipt of the written request;
- Compute and note the day on which the five (5) day period for response will expire;
- Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled; and
- If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

## **GUIDELINES**

- Requesters may access and procure copies of the College's public records during regular business hours.
- A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.
- The College will not limit the number of records requested.
- When responding to a request for access, the College is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the College does not currently use.
- Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

## **NOTICES**

The College will post the following information on its website:

- Contact information for the Open Records Officer.
- Contact information for Pennsylvania's Office of Open Records.
- The form (Appendix F) to be used to file a request, with a notation that the form currently provided for use by Pennsylvania's Office of Open Records may also be used.
- Copies of this Regulation and any other procedures applicable to making a request for access to the College's public records.

## **REQUEST FOR ACCESS**

A written request for access to a public record shall be submitted on the required form and addressed to the College's Open Records Officer. Written requests may be submitted in person, by mail or electronically through the College's designated Right to Know email address.

Each request must include the following information:

- Identification or description of the requested record, in sufficient detail.
- Medium in which the record is requested.

- Name and address of the person to receive the College's response.

The College will not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.

## **FEES**

The College may establish and keep current a list of reasonable fees relative to requests for public records, which shall be consistent with the fee structure established by the Pennsylvania Office of Open Records. If established, the list will be made available on the College's website and disseminated to requesters. Also, as it relates to fees for requests for public records:

- The College will not impose a fee for review of a record to determine whether the record is subject to access under law.
- Prior to granting access, the College may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.00 USD.
- The College may waive duplication fees when the requester duplicates the record, or the College deems it is in the public's interest to do so.

## **RESPONSE TO REQUEST**

College employees are required to forward requests for access to public records to the Open Records Officer. Upon receipt of a written request for access to a record, the Open Records Officer shall:

- Determine if the requested record is a public record and if the College has possession, custody or control of that record.
- Respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.
- Ensure the initial response:
  - i. grants access to the requested record;
  - ii. denies access to the requested record;
  - iii. partially grants and partially denies access to the requested record;
  - iv. notifies the requester of the need for an extension of time to fully respond; or
  - v. requests more detail from the requester to clearly identify the requested material.

If the College fails to respond to a request within five (5) business days, the request for access shall be deemed denied.

## **EXTENSION OF TIME**

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of the request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of the applicable fees owed when the record becomes available.

Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not provided by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

If the requester agrees to the date extension, the request shall be deemed denied on the day following the date specified in the notice if the College has not provided a response by the date.

## **GRANTING OF REQUEST**

If the Open Records Officer determines that the request be granted, the response shall:

1. Inform the requester that access is granted and either include information on the regular business hours of the College office, provide electronic access or state where the requester may go to inspect the records electronically at a publicly accessible site.
2. Include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100.00 USD and the medium in which the records will be provided.
3. Be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the College will not be required to permit use of its computers.

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the College shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the College's notice, submits a written request to have the record converted to paper, the College shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.

A public record that the College does not possess but which is in the possession of a third-party with whom the College has contracted to perform a governmental function shall be considered a public record of the College, provided that the record requested directly relates to that governmental function. When the College contracts with such a third-party, the College shall require the contractor to agree in writing to comply with requests for such records and to provide the College with the requested record in a timely manner to allow the College to comply with law.

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, s/he shall grant access to the information subject to access and deny access to the information that is not subject to access. The Open Records Officer will redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.



If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the College's offices, and the requester does not retrieve the record within sixty (60) days of the College's response, the College shall dispose of the copy and retain any fees paid to date.

### **NOTIFICATION TO THIRD PARTIES**

When the College produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third-party that provided the record to the College, the person that is the subject of the record and the requester.

The Open Records Officer shall notify a third-party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and regulations.

### **DENIAL OF REQUEST**

If the Open Records Officer denies a request for access to a public record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:

- Description of the record requested.
- Specific reasons for denial, including a citation of supporting authority.
- Name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial was issued.
- Date of the response.
- Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for the same record and the repeated requests have placed an unreasonable burden on the College.

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.

Information that is not subject to access and is redacted from a public record shall be deemed a denial.

### **APPEAL OF DENIAL**

If a written request for access to a public record is denied or deemed denied, the requester may file an appeal with Pennsylvania's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.

## ASSIGNMENT OF CREDIT HOURS

<i>Policy Reference(s):</i>	III.01; III.02
<i>Responsible Department(s):</i>	Provost
<i>Approval Date:</i>	10/18/2017
<i>Revision Date(s):</i>	

### **STATEMENT OF COMPLIANCE**

Calculation of credit hours for all credit-bearing degree and certificate programs at the Community College of Allegheny County (CCAC) shall be consistent with definitions and requirements established by the United States and Commonwealth of Pennsylvania Departments of Education.

### **STATEMENT OF CCAC POLICY**

All semester/credit hours awarded by CCAC will conform to federal and state definitions. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education (MSCHE).

CCAC follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks of instruction, plus one week for exams. Summer terms include sessions scheduled for less than 15 weeks but which adhere to the policy in terms of meeting time and the amount of student work required. Terms for certain academic programs have been adjusted but nonetheless adhere to the policy in terms of the amount of work required.

While the faculty, and the academic deans in a supporting role, are responsible for developing, maintaining and evaluating the curriculum within an academic program, the College President retains final control and approval of the curriculum. Assignment of credit hours for courses are determined within the program based on faculty expertise and course learning objectives. Existing courses will be evaluated for adherence to the federal credit hour regulation during routine program evaluations. New courses will, upon review and approval at the program level, be reviewed by the Curriculum Subcommittee and recommended to the President for approval or denial by the College Council.

The Curriculum Subcommittee is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying that the expected student learning for the course meets the credit hour standard. Once vetted by the Curriculum Committee, all new courses and curricula are presented to the College Council, for final review prior to being forwarded to the College President. College Council is comprised of faculty and college administration.

Approved courses are sent to the Registrar's Office for inclusion in the College Catalog. The Registrar's Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned or otherwise notes when course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the College Provost, who will work with the necessary academic dean and faculty to provide correction or explanation. The college shall include descriptions of credit hour standards in the college catalog. Expectations for out-of-class work will be outlined for faculty and students in the Faculty and Student Handbooks respectively.

The following provides general guidance on the how the credit hour translates to the particular instruction method. All time periods are expressed as minimums; programs may exceed these hours in order to achieve learning outcomes or meet additional requirements of accrediting bodies. Note, however, that the credit hour definition does not dictate particular amounts of classroom time versus out-of-class student work. Courses that award greater than four credits will have contact time multiplied in line with these guidelines to meet minimum per-credit hours. The information below serves as general guidance only.

**Lecture:** Courses with multiple students which meet to engage in various forms of group instruction under the direct supervision of a faculty member.

<b>Lectures: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum instructional contact time per week	Minimum instructional contact time total for 15 weeks	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks	Totals for 15 weeks
1	50 minutes	750 minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 minutes	1500 minutes	200 minutes	3000 minutes	4500 minutes (75.0 hours)
3	150 minutes	2250 minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 minutes	3000 minutes	400 minutes	6000 minutes	9000 minutes (150 hours)

**Laboratory:** Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting.

<b>Laboratory: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum instructional contact time per week	Minimum instructional contact time total for 15 weeks	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks	Totals for 15 weeks
1	100 minutes	1500 minutes	50 minutes	750 minutes	2250 minutes (37.5 hours)
2	200 minutes	3000 minutes	100 minutes	1500 minutes	4500 minutes (75.0 hours)
3	300 minutes	4500 minutes	150 minutes	2250 minutes	6750 minutes (112.5 hours)
4	400 minutes	6000 minutes	200 minutes	3000 minutes	9000 minutes (150 hours)

**Studio Classes:** Courses with a focus on the application of studio techniques, such as art, dance and music. Some of the out of class student work can be fulfilled during studio “open lab” times on campus.

<b>Studio: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum instructional contact time per week	Minimum instructional contact time total for 15 weeks	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks	Totals for 15 weeks
1	84 minutes	1250 minutes	50 minutes	750 minutes	2000 minutes (33.34 hours)
2	167 minutes	2500 minutes	100 minutes	1500 minutes	4000 minutes (66.67 hours)
3	250 minutes	3750 minutes	150 minutes	2250 minutes	6000 minutes (100 hours)
4	334 minutes	5000 minutes	200 minutes	3000 minutes	8000 minutes (133.34 hours)

**Activity Classes:** Courses with a focus on the application of health and physical education activities.

<b>Activity: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum instructional contact time per week	Minimum instructional contact time total for 15 weeks	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks	Totals for 15 weeks
1	75 minutes	1125 minutes	50 minutes	750 minutes	1875 minutes (31.25 hours)
2	150 minutes	2250 minutes	100 minutes	1500 minutes	3750 minutes (62.5 hours)
3	225 minutes	3375 minutes	150 minutes	2250 minutes	5625 minutes (93.75 hours)
4	300 minutes	4500 minutes	200 minutes	3000 minutes	7500 minutes (125 hours)

**Skills Lab Classes:** Courses with a focus on attaining a skill utilized in the trades and technology programs. Instruction takes place in a setting that allows for a combination of lecture and hands-on teaching.

<b>Skilled Classroom/Lab: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum instructional contact time per week	Minimum instructional contact time total for 15 weeks	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks	Totals for 15 weeks
1	50	750	75	1125	1875 minutes (31.25 hours)
2	100	1500	150	2250	3750 minutes (62.5 hours)

3	150	2250	300	4500	6750 minutes (112.5 hours)
4	200	3000	450	6750	9750 minutes (162.5 hours)

**Allied Health and Nursing Clinicals/Fieldwork:** Courses with a focus on experiential learning under the direct supervision of a faculty member or wherein the student performs substantive work in a clinical setting for **Allied Health and Nursing**.

<b>Clinicals or Externships: Clinical Experience and Outside Student Work</b>					
Credits awarded	Minimum fieldwork contact time per week	Minimum fieldwork contact time total for 15 weeks	Minimum outside student work per week	Minimum outside student work total for 15 weeks	Totals for 15 weeks
1	180 minutes	2700 minutes	60 minutes	900 minutes	3600 minutes (60 hours)
2	360 minutes	5400 minutes	120 minutes	1800 minutes	7200 minutes (120 hours)
3	480 minutes	7200 minutes	180 minutes	2700 minutes	9900 minutes (165 hours)
4	720 minutes	10800 minutes	240 minutes	3600 minutes	14400 minutes (240 hours)

**Practicum or Field Experience:** Courses with a focus on experiential learning under the direct supervision of a faculty member or wherein the student performs substantive work in a practicum setting.

<b>Fieldwork or Practicum: Practicum experience and Outside Student Work</b>					
Credits awarded	Minimum fieldwork contact time per week	Minimum fieldwork contact time total for 15 weeks	Minimum outside student work per week	Minimum outside student work total for 15 weeks	Totals for 15 weeks
1	150 minutes	2250 minutes	50 minutes	750 minutes	3000 minutes (50 hours)
2	300 minutes	4500 minutes	100 minutes	1500 minutes	6000 minutes (100 hours)
3	450 minutes	6750 minutes	150 minutes	2250 minutes	9000 minutes (150 hours)
4	600 minutes	9000 minutes	200 minutes	3000 minutes	12000 minutes (200 hours)

**Accelerated Courses:** Courses offered outside of a standard 15–week semester in which the credit hours offered are the same as standard semester courses and the content and substantive learning outcomes are the same as those in the standard semester. These courses must meet the total amount of instructional and student work time as the examples above even if delivered within an accelerated time frame.

**Online Courses:** Courses offered entirely online without any on-site face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture/seminar course with an alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: a) regular instruction or interaction with a faculty member once a week for each week the course runs; and b) academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

**Hybrid Courses:** Courses offered in a blended format with one (1) or more on-site face-to-face class sessions and at least one (1) or more online sessions, both containing interaction with a faculty member. Contact time is assessed using both on-site definitions (which must account for a minimum of 60% of the contact time) and online definitions as above (for the online portion). In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or synchronously. For enrollment reporting purposes, these courses are defined as on-site courses.

### **DELEGATION OF AUTHORITY**

The Office of the Provost shall, in accordance with the College's Shared Governance process, periodically review and recommend updates and revisions to the guidelines and requirements set forth herein as needed to ensure compliance with applicable federal and state law and accreditation requirements.

### **REFERENCES**

34 C.F.R. § 600.2  
22 Pa. Code §§ 31.21, 31.22  
Student Handbook  
Course Catalog

## ZERO, LOW, AND REDUCED COST TEXTBOOKS (ZCT, LCT, AND RCT)

<i>Policy Reference(s):</i>	I.02; III.01
<i>Responsible Department(s):</i>	Provost
<i>Approval Date:</i>	8/6/2020
<i>Revision Date(s):</i>	

### PURPOSE

The College encourages instructors to use affordable learning materials in their classes, including Open Educational Resources (OER), as a means of facilitating the College's mission to provide its students with affordable access to high quality education. The purpose of this regulation is to ensure that OER, as defined below, meet a high standard of quality while achieving the goal of providing affordable content to students. The guidelines set forth below will also ensure consistency in labeling course sections that use affordable content, so students can make fully informed choices when registering for classes each semester.

### DEFINITIONS

As used herein, the terms "Open Educational Resources" or "OER" refer to no cost instructional materials and/or stand-alone course objects that reside in the public domain or that have been released under an open license, and which can be retained, reused, revised, remixed and redistributed freely. Accessibility is essential to OER, which must be offered in multiple formats.

### GUIDELINES REGARDING USE OF OER

Utilization of OER shall be in accordance with the provisions of Article XXIX ("Instructional Technology") and all other applicable portions of the Collective Bargaining Agreement (CBA) between CCAC and the American Federation of Teachers, Local 2067, AFL-CIO; the Administrative Regulations Manual's "Copyright and Fair Use Guidelines"; Creative Commons licensing standards; the Digital Millennium Copyright Act of 1998; applicable state and federal copyright laws; and accepted best practices of the OER community.

As subject matter experts, faculty are responsible for selecting OER of equal or greater quality than commercially distributed publisher content currently available for adoption. OER should also be selected and/or created to match the instructional methods employed in accompanying course sections. To support the College's dedication to inclusion, diversity, equity and social justice, OER created by faculty at CCAC should also represent a variety of perspectives, peoples, and cultures where appropriate. Faculty who plan to use student work in the creation of OER must receive written permission from the students whose work will be used. Student permissions shall be posted within the OER prior to its further use.

Medically oriented and other potentially delicate materials should bear a warning indicating when sensitive materials are to be displayed, and a statement confirming that any images of patients were obtained with the expressed consent of those involved.

Faculty who use OER materials should post those materials through the College's OER guide maintained in the College libraries.

Each discipline/program will determine appropriate intervals for review and updating of relevant OER materials.

### Accessibility

OER at CCAC must be formatted to be compatible with assistive technologies regardless of course section designation. The College's Accessibility Guidelines specify WCAG 2.0 Level AA. Faculty must choose and implement OER that complies with Four Principles of Accessibility as outlined in the WCAG 2.0:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive. This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable. This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable. This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies. This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

While some formats such as PDFs can be very convenient to display, faculty should supply source files in an editable format. A single OER submission may contain several different formats to ensure accessibility, full functionality, and edibility. Faculty who plan to use OER should also forward a copy of the materials to the Office of Supportive Services to ensure compliance and accessibility prior to the start of the term.

### Licensing OER

Faculty who originate material may decide the conditions under which the material will be shared, as and to the extent provided under the CBA, College policies and regulations, and applicable law. Faculty members are encouraged to openly license the material that they create through Creative Commons licensing or similar mechanism.

All OER materials shared from the College to the world at large should carry a disclaimer indicating that (1) the material is for educational purposes only and that the College is not responsible for any misuse of the OER materials or their content; and (2) OER materials authored and published by employees of the College do not necessarily reflect the views or opinions of the College.



### Zero, Low, and Reduced Cost Course Designation Procedure

Faculty members who want a Zero, Low and Reduced Cost designation placed on their course sections must make a request to their Department Head. The request will be evaluated based on quality of the materials, compatibility with program/discipline level OER efforts, adherence to the College OER Regulations, and cost of the materials.

Course sections shall be labeled within each semester's course schedule in the following ways:

- **ZCT** – Zero Cost Textbook indicates that there will be a no cost option for assigned course materials.
- **RCT** – Reduced Cost Textbook indicates that the cost for assigned course materials shall not exceed 1/3 of the average cost of new, non-OER course materials that would normally be associated with a course.
- **LCT** – Low Cost Textbook indicates that the cost for all assigned course materials shall not exceed \$40 (new, used, and electronic versions must not exceed \$40).

Course sections shall be labeled with one of the above designations before the publication of a semester's course schedule.

Once the semester course schedule has been made available to students, courses that are designated ZCT, RCT or LCT shall maintain the expectation of Zero Cost Textbook, Reduced Cost Textbook or Low Cost Textbook no matter who is teaching the course section. To preserve academic freedom, if a full-time faculty member is assigned or chooses to teach a course section that has already been published as ZCT, RCT or LCT the full-time faculty member may choose any combination of course materials to maintain that section's cost designation.

### Sharing Information with Students

The use of ZCT, RCT and LCT shall be shared with students. A description of ZCT, RCT and LCT shall be maintained within the Student Handbook, Course Catalogue and the Course Schedule. Advisors and Counselors shall disseminate informational materials concerning ZCT, RCT and LCT during the advisement and counseling process.

### **OER PROCEDURES AND RESPONSIBILITIES**

Faculty are encouraged to employ the following OER Community standards in the adoption of OER: Retain, Reuse, Revise, Remix, and Redistribute. Faculty who incorporate OER materials into their course sections shall assume all responsibility for maintaining the integrity of the course content as related to copyright and scholarly merit. Faculty may only use materials that are published under a Creative Commons License or exist in the Public Domain. Faculty who create original content incorporated into an OER-related designated section shall place a Creative Commons CC-BY, CC-BY-NC, CC-BY-SA, or CC-BY-NC-SA license on such content at the time it is introduced into the course section.

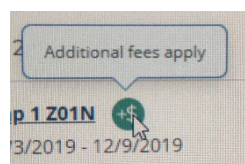
Librarians will serve as support for all faculty wishing to incorporate OER into a course section. Among the support provided by designated librarians are maintaining the CCAC OER (Lib)Guide, assisting faculty in the location and curation of OER content, and facilitating OER training.

The Virtual Campus will also serve in a primary support role for faculty. OER adoption will be promoted for Virtual Campus course sections.

### Course Designations

By their nature, the use of OER encourages a reduction in course material costs. Most OER are available free of charge. However, some disciplines also use other resources that do have a cost associated with them. Likewise, some students choose to pay a fee in order to receive a printed version of their OER. Finally, national trends in course designation and an understanding of academic freedom point to using cost, not content, to designate course sections. Therefore, these regulations encourage the use of OER while designating course sections according to cost as opposed to content. As equity is at the root of the OER and reduction of course material costs movements, the designations of ZCT (Zero Cost Textbook) and RCT (Reduced Cost Textbook) described above give instructors the flexibility to provide their students with the materials needed for success in their disciplines, while still maintaining an equitable course material cost limit.

Course section designations in the course catalogue/schedule will follow the current style of fee designation:



### **DELEGATION OF AUTHORITY**

Faculty representatives, in collaboration with the Office of the Provost, shall be responsible for developing, maintaining and updating procedures that are consistent with these regulations and that comply with applicable regulations, policies, and procedures of CCAC, and laws and regulations of the Commonwealth of Pennsylvania.

### **REFERENCES**

Board Policy I.02 – Board of Trustees/Powers & Duties  
Board Policy I.03 – Mission, Vision and Goals  
Board Policy III.01 – Academic Programs and Policies  
CCAC-AFT Collective Bargaining Agreement  
Administrative Regulation, *Copyright and Fair Use Guidelines*

## COPYRIGHTS AND FAIR USE GUIDELINES

<b><i>Policy Reference(s):</i></b>	<b>II.09</b>
<b><i>Responsible Department(s):</i></b>	<b>Provost; General Counsel</b>
<b><i>Approval Date:</i></b>	<b>2/19/1996</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 7/1/2021</b>

Federal law makes it illegal for anyone to duplicate, publish, distribute or display copyrighted materials without permission. These protections extend to original works of authorship in a variety of mediums, including but not limited to literary works; musical lyrics and compositions; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic and sculptural works; computer software; online and other printed materials; motion pictures, digital video downloads and other audiovisual works; and sound recordings. In addition, since copyright protection generally attaches at the moment of creation, even unpublished works are subject to protection against infringement under the law.

The unauthorized copying, duplication or display of copyrighted materials may result in the imposition of severe penalties, unless the copying falls within the bounds of the fair use doctrine. This Regulation sets forth rules and guidelines that will assist College employees and students to determine when the fair use doctrine applies, and to identify those circumstances in which prior permission from the copyright owner must be obtained prior to any copying, duplication or display of a copyrighted work.

### DEFINITION OF “FAIR USE”

Under federal copyright law, the “fair use” of copyrighted material for purposes such as criticism, comment, news reporting, teaching, scholarship or research does not constitute copyright infringement. The determination of whether the use made of a work in any particular case is fair requires consideration and evaluation of the following factors:

1. Whether the use is of a commercial nature;
2. whether the nature of the copyrighted work lends itself to a fair use, e.g. copying of a creative work is less likely to be considered a fair use than copying material that is factual in nature;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. whether the use will be detrimental to the market value of the copyrighted work.

The following guidelines apply these factors to the types of potential uses most commonly encountered in educational institutions, as well as provide procedures for how to obtain permission if and where needed. Employees are encouraged to consult with their supervisor, academic dean or the College’s General Counsel if they have any questions regarding the application of these guidelines, or whether a proposed use of copyrighted material would require permission from the owner of the copyright.

## **DUPLICATION OF COPYRIGHTED MATERIALS FOR TEACHING OR CLASSROOM DISCUSSION**

### **Printed Materials**

A single copy may be made of the following copyrighted materials by or for an instructor, at his or her individual request, for his or her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem, whether or not from a collective work
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

Multiple copies of copyrighted works, not exceeding more than one (1) per registered student, may be made for classroom use or discussion if the copying meets the tests of “brevity, spontaneity and cumulative effect” as set forth below. Each copy distributed within the class must include a Notice of Copyright. In most cases, the title page of the work being copied will include the Notice of Copyright. In any case, the Notice of Copyright should include, at a minimum, the year of publication, the name of the copyright owner and any acknowledgements of other copyrighted material used in the work.

#### **1. Brevity:**

- a. Poetry: A complete poem, if less than 250 words and two (2) pages long, may be copied; excerpts from longer poems should not exceed 250 words.
- b. Prose: Complete articles, stories or essays of less than 2500 words or excerpts from prose works not more than 1000 words or ten percent (10%) of the work, whichever is less, may be copied; in any event, the minimum is 500 words (the numerical limits described in this subsection and in subsection (a) may be expanded to permit the completion of an unfinished line of a poem or prose paragraph).
- c. Illustrations: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied.
- d. “Special” works: Certain works in poetry, prose or in “poetic prose” combine language with illustrations (e.g. children’s books) but fall short of the 2500 word limit described in subsection (b) above. These special works generally cannot be copied in their entirety; however, an excerpt comprising not more than two (2) pages of the published text and containing not more than 10% of the words in the text may be reproduced.

#### **2. Spontaneity:**

The decision to use the work should be at the instance and inspiration of the individual instructor, and so close in time to its actual use that it would be unreasonable to expect a timely reply to a request for permission.

#### **3. Cumulative Effect:**

- a. The copied material will only be used for one (1) course in the school at which copies are made.

- b. During a single course term, no more than one (1) short poem, article, story or essay or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical column.
- c. The making of multiple copies of copyrighted material for use in a single course does not exceed nine (9) instances during the term of that course; provided, however, that the foregoing limitation does not apply to current news periodicals, newspapers and current news sections of other periodicals.

### **Prohibited Duplication**

The law prohibits the duplication of copyrighted works to replace or substitute for anthologies, consumable works, compilations or collective works. Consumable works include workbooks, exercises, standardized tests, test booklets and answer sheets. Photocopying or duplication of copyrighted works may not be utilized to substitute for the purchase of books, publishers' reprints or periodicals, nor can the same copyrighted material be copied for repeated use by the same instructor from term to term, unless such rights are included in the purchase or license agreements for such materials.

Instructors who wish to have duplicated copyrighted material sold or made available to students through the College's bookstores must comply with the bookstore's established copyright clearance procedures, including its procedures to verify and/or obtain permission to copy and distribute copyrighted material where applicable. Such material may not be sold at a price which exceeds the material's printing and production cost.

### **DVDs, CDs, Digital Streaming and Other Audio/Visual Media**

Performance or display of copyrighted movies, music and other audio/visual material is permitted in a classroom setting during a face-to-face teaching or instructional activity, provided that the copy of the material performed or displayed was otherwise lawfully purchased, rented or obtained.

Use of College-provided equipment to record or download copyrighted music or video content is generally prohibited, absent a license or permission from the copyright owner.

### **Distance Learning**

Copyrighted material that is transmitted during a Distance Learning course session is subject to the general fair use guidelines described above.

## **LIBRARY AND ARCHIVAL MATERIALS**

Copying and reproduction of copyrighted materials maintained in the College's libraries and archives will be subject to the following guidelines:

### **Printed Materials**

Library patrons will only be permitted to make a single copy of a copyrighted article or a minor part of a work for personal use, unless written permission to do otherwise has been secured from the copyright owner. The library will maintain a copy of any document provided which evidences such permission. In all cases, copies of the copyrighted work will become the property of the person who requested it.

### **Replacement Materials**

The reproduction or copying of an entire issue, volume or complete work is prohibited. However, a copy may be made for replacement purposes if the following conditions are met:

1. The item has been lost, stolen or damaged;
2. It has been determined that a copy of the work is not available through normal trade sources at a fair price (a statement that such an effort has been made, plus supporting documentation, should be retained in the library's files);
3. The copy has not been made for any direct or indirect commercial advantage or purpose;
4. The library in which the copy is maintained is generally open to the public or at least to a non-College affiliated researcher performing research in a specialized field; and
5. The copy includes a proper notice of copyright.

### **Public Domain Materials**

The College's staff and its libraries are not equipped to perform copyright searches to identify those materials for which copyright protection has expired and, as a result, are now considered within the public domain. A library patron seeking to make additional copies of works believed to be in the public domain may contact the United States Copyright Office to ascertain whether a specific work is in the public domain. A written statement from the U.S. Copyright Office that a work is in the public domain will be acceptable as proof that multiple copies of the work may be made.

### **Government Publications**

Most U.S. Government publications may be copied without restrictions except to the extent they contain copyrighted materials from other sources. U.S. Government publications are documents prepared by an official or employee of the government in an official capacity, and include:

- The opinions of courts and legal cases
- Congressional reports on proposed bills
- Testimony offered at congressional hearings
- Works of government employees in their official capacities

Works prepared by outside authors pursuant to a contract with the government or a governmental agency may or may not be protected by copyright, depending on the specifics of the contract. Again, the publication itself should be checked to determine if it contains a copyright notice.

State Government works may be protected by copyright and should also be checked for notice of copyright before making copies of such material.

### **Foreign Publications**

In accordance with international copyright treaties, foreign publications are to be treated as if they were copyrighted in the United States and will be subject to the same copying/reproduction restrictions.

### **DVDs, CDs AND OTHER AUDIO/VISUAL MATERIALS**

Pictorial, graphic or sculptural works, motion pictures and other audiovisual material may be reproduced by the library or Learning Resources Center (LRC) for the following two purposes:

1. For preservation and security, provided that the work is unpublished and the library or LRC owns the original work; or
2. For replacement of damaged, deteriorating, lost or stolen material, provided that an unused replacement cannot be obtained at a reasonable price. Supporting documents must be kept in the library or LRC.

Reproduction for other purposes, except for classroom or teaching purposes, is prohibited without permission from the copyright owner.

### **RESERVE USE OF COPYRIGHTED MATERIALS**

Only a single copy of a copyrighted article or a minor part of a work may be placed on reserve for personal use unless permission has been obtained from the copyright owner to do otherwise. All copies must show the copyright notice and the source (title and publisher) of the material.

Multiple copies of duplicated material will be accepted for reserve use only if accompanied by written permission from the copyright owner or if the materials otherwise meet the requirements for fair use for teaching/classroom discussion purposes described above. If written permission is provided, a copy must be retained and kept with the supplied copies.

The fact that a faculty member supplying the copies may be the author of the material does not constitute proof that he/she is the copyright owner. The ownership of the copyright (which may be held by the publisher) must be verified and proof offered to the library that such verification has been accomplished.

If personal copies are reprints rather than photocopies, no permission is required.

Personal copies of monographs may be accepted if they are originals and not photocopies.

The library will not store duplicated copyrighted material for use by the same instructor at another time, for the same or another course.

### **PHOTOCOPYING MACHINES, PRINTERS AND DUPLICATING EQUIPMENT**

The College libraries and LRCs will display a warning at or near photocopiers, printers and/or other equipment that can be utilized to duplicate copyrighted material, in the following form:

### **WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

The College’s administrative staff and librarians will monitor compliance with these requirements, including use of copyrighted materials, but are not otherwise required to police the use of copying equipment or to advise on possible copyright infringement.

### **INTERLIBRARY LOANS**

A Library may request up to five (5) copies of a single article or combination of articles from a given periodical during one (1) year for issues published during the past five (5) years. The foregoing restriction does not apply to any periodical whose publication date is more than five (5) years prior to the date when the request is made. The requesting Library should maintain records of all requests made by it and their fulfillment. Records should be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request shall have been made.

### **MUSIC SCORES AND COMPOSITIONS**

Copying of musical scores or compositions for the purpose of performance is not permitted. However, copying is permitted in emergencies to replace the College’s owned copies which are not available for an imminent performance, provided that purchased replacements are substituted in due course. In addition, the College may obtain blanket agreements or licenses with copyright holders or their agents where feasible to support specific programs or activities.



### **Non-Performance Related Exceptions**

A single copy of an entire performable unit may be made for an instructor for research or other academic purposes, provided that:

1. It has been verified, via a written statement from the copyright owner that the work is out of print. The statement should be secured by the instructor and retained by the Library or the College; or
2. The unit is otherwise unavailable except as part of a larger work.

A single copy of a performance of copyrighted work by students may be recorded for purposes of evaluation or rehearsal. The copy may be retained by the instructor or the College.

A single copy may be made and retained of an original sound recording of a musical work provided that:

1. The original recording was legally purchased or procured by the instructor or the College;
2. The recording is utilized solely for purposes of aural instructional exercises or examinations.

Multiple copies may be made of excerpts from copyrighted musical works, provided that the material copied constitutes a non-performable unit.

### **STUDENT ACTIVITIES/COLLEGE EVENTS**

A public performance license is generally required in order to perform or display copyrighted material, including music, movies and streaming content, at or in connection with student activities or College-sponsored events. Material that is sold or rented for private or home use only (generally, most DVDs, CDs and streaming content available for rent or purchase through retail or online outlets) cannot be displayed in connection with an event or for public viewing, regardless of whether a fee is charged for attendance. A showing will be considered public if either of the following is true: (1) the material will be shown to people other than members of the owner/renter's family or a small group of friends; (2) the material will be shown in a place that is open to people other than members of the owner/renter's family or a small group of friends, e.g., classrooms, meeting rooms, lobby, lounges or auditoriums etc.

For student-funded events, the Director of Student Engagement should be informed three (3) weeks in advance of the proposed performance or display, and will be responsible for applying for the necessary permission. Requests for permission should specify the performance and its nature, date, time, place and duration. Proof of permission or a copy of the applicable public performance license will be maintained in Student Engagement Office.

For College-sponsored or funded activities, the senior administrator for the campus or department sponsoring the activity should be informed three (3) weeks in advance of any proposed performance or display and will be responsible for applying for the necessary permission. Requests for permission should specify the performance and its nature, date, time, place and duration. Proof of permission or a copy of the applicable public performance license will be maintained in the office of the senior administrator for the campus or department sponsoring the event.

### **Third-Party Performances**

For events at which a third-party is engaged to perform or provide entertainment, the engagement should be memorialized by a written contract which includes language that expressly identifies which party will be responsible for obtaining the permission needed for the performance of any copyrighted material and for the payment of any applicable royalties. Absent unusual circumstances, the obligation to secure the necessary permission should rest with the hired performer.

### **COMPUTER SOFTWARE, PROGRAMS AND APPLICATIONS**

Except to the extent provided below, computer software, programs and applications, including those downloaded from the Internet, cannot be copied for use on multiple pieces of equipment or otherwise rented, sold, licensed or provided to another party for use without the permission of the copyright owner. This prohibition includes software that is provided without cost for educational purposes. Care should also be exercised relative to the use and copying of “free” or “public domain” software and applications to ensure that any restrictions in the end-user/license agreement are followed. Questions regarding whether any specific software or application can be copied or provided for use to students or staff must be directed to the College’s Information Technology Services department.

Unauthorized copies of copyrighted computer programs or applications may not be made, used or downloaded onto College-provided technology equipment.

A computer program may be legally copied for the following reasons:

1. It is created as an essential step in the use of the computer program (such as automatic copying into memory when a program is loaded); or
2. It is created as a backup or archival copy only. All backup and archival copies must be destroyed in the event the original program is erased or removed from inventory or the license to use the program has expired or terminated.

Backup or archival copies may not be used simultaneously with the original program.

Networking of computer software is also prohibited unless a multiple-user or site license has been acquired from the vendor or copyright owner. Networking is the use of a single program on a single computer that is connected to other computers, permitting the program to be used simultaneously on more than one computer.

### **HOW TO OBTAIN PERMISSION**

#### **Printed Material/Literary Works**

In order to request permission to make multiple copies of copyrighted material which does not meet the tests of brevity, spontaneity and cumulative effect described above, the following steps should be followed:

1. Check to determine who owns the copyright in the material to be copied. For printed works, this information is usually contained in the copyright notice which appears on the title page or its reverse side. For audio/visual works, the notice will be printed on the label.

2. Determine whether the material to be copied utilizes material copyrighted by another owner or publisher. Acknowledgments of other copyrighted material will appear in the title page. This material, if copied, may require permission from the original author or publisher.
3. Submit a request to duplicate the material (see Appendix G). The request should contain the following:
  - a. The title, author and/or editor, and edition of the materials to be duplicated;
  - b. Description of the exact material to be used, giving the amount, page numbers, chapters and, if possible, a photocopy of the material;
  - c. The number of copies to be made;
  - d. A description of the use to be made of duplicated materials;
  - e. Indicate the form in which the materials will be distributed;
  - f. State whether the material is to be sold; and
  - g. A description of the type of reprint that will be utilized (ditto, photocopy, offset, typeset).

The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher. If the address of the publisher does not appear at the front of the material, it may be readily obtained in a publication entitled *The Literary Marketplace*, which is available in most public libraries.

Because each request must be checked closely by the publisher, a request for permission should be submitted well in advance of the date that the materials will need to be copied. Request all permission for a specific project at the same time.

### **Public Performance License**

Obtaining a public performance license to show a film is relatively easy and usually requires no more than a phone call or submission of a written or online form request. While fees vary, they are generally inexpensive for smaller audiences. Most licensing fees are based on a particular performance or set of performances for specified films. The major firms that handle licensing of motion pictures are:

Criterion Pictures

[www.criterionpicusa.com](http://www.criterionpicusa.com)

(800) 890-9494

Motion Picture Licensing Corporation

[www.mplc.com](http://www.mplc.com)

(800) 462-8855

Swank Motion Pictures, Inc.

[www.swank.com](http://www.swank.com)

(800) 876-5577

Site or blanket licenses may be obtained for material that is shown frequently or in multiple locations.

## **Music**

Obtaining a public performance license for music requires submission of a request to one of the three (3) major firms that handle music licensing for U.S. copyright holders. The organizations are:

The American Society of Composers, Authors and Publishers (ASCAP)—[www.ascap.com](http://www.ascap.com)

Broadcast Music, Inc. (BMI)—[www.bmi.com](http://www.bmi.com)

SESAC, Inc.—[www.sesac.com](http://www.sesac.com)

## FINANCIAL AID

<i>Policy Reference(s):</i>	I.02; III.01
<i>Responsible Department(s):</i>	Enrollment Management; Finance
<i>Approval Date:</i>	2/19/1996
<i>Revision Date(s):</i>	8/15/2016; 7/1/2021

The College administers financial aid from multiple federal, state, institutional and private sources in the form of grants, loans, work study employment or a combination thereof.

### STUDENT ELIGIBILITY

Financial aid is granted based upon demonstrated need as determined by an examination of family and/or individual financial status. A limited number of scholarships are awarded based upon qualifications other than financial need and are typically funded through private sources or the Educational Foundation.

Every full-time and each part-time student taking six (6) or more credits each semester may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) each year. Financial assistance is granted for a period of one (1) academic year. The renewal of an award is contingent upon the applicants making satisfactory academic progress as defined for federal financial aid and demonstrating continued need for financial aid through the analysis of the data on the FAFSA.

For a student to be awarded financial aid, he or she must be admitted to the College and must apply for such assistance and be evaluated against the eligibility criteria.

### ADMINISTRATIVE RESPONSIBILITY

It is the responsibility of the Financial Aid Officers to maintain written eligibility criteria and an up-to-date file of regulations involving financial aid or scholarship/grant programs.

It is the responsibility of the Financial Aid Officers to adhere to regulations and/or College Policies in administering financial aid or scholarship monies.

Financial aid administered by the College may not exceed the student's need as demonstrated by the analysis of the information on the Free Application for Federal Student Aid (FAFSA).

Refunds shall be made only after the Financial Aid Officer certifies the student's need.

It is the responsibility of the Financial Aid Officers and the Executive Director of Central Financial Aid to monitor the Direct Stafford Loan Programs and assure that the default rates are within the minimum rates acceptable to the programs.

## STUDENT DEVELOPMENT FUND

<b><i>Policy Reference(s):</i></b>	<b>III.08</b>
<b><i>Responsible Department(s):</i></b>	<b>Enrollment Management; Finance</b>
<b><i>Approval Date:</i></b>	<b>9/5/1990</b>
<b><i>Revision Date(s):</i></b>	<b>2/19/1996; 6/18/1997; 4/20/2009; 8/15/2016; 7/1/2021; 7/1/2024</b>

These Regulations set forth rules and requirements governing the collection, budgeting and disbursement of the College Fee. As provided under *Board Policy III.08*, funds generated by the College Fee and other designated resources will be utilized to support student activities and programming in the areas of clubs and organizations; cultural and personal development activities; publications and media; personal physical fitness and intramurals; and intercollegiate athletics.

### GENERAL BUDGET PROCESS

Each College campus (Allegheny, Boyce, North & South) will prepare a preliminary budget for student development programs in each of the five (5) areas designated in *Board Policy III.08*. In building these preliminary budgets, revenues from the College Fee and bookstore net revenues/commissions will be conservatively estimated based upon historical figures and projected enrollment for the next fiscal year.

The Vice President for Enrollment Management & Student Affairs, in conjunction with the Dean of Students for Student Engagement and the regional Directors of Student Engagement, shall be responsible for preparing a student development budget. As part of the budget development process, each region shall establish a Student Development Budget Review Committee, which will be charged with the responsibility to review the preliminary student development budget and recommend proposed budget expenditures. The Student Development Budget Review Committee will consist of a minimum of five (5) members, the majority of which must be students currently enrolled at campuses in the applicable region.

### RESTRICTED EXPENDITURES

Proposed expenditures of student development funds are limited to items that directly benefit students. Accordingly, any unusual expenditures from the permanent fund require agreement and approval by the Student Development Budget Review Committee, the Regional Director of Student Engagement, the Dean of Students for Student Engagement and the Vice President for Enrollment Management & Student Affairs.

Use of student development funds to subsidize one or more full or part-time positions that support student activities requires approval of the Vice President for Enrollment Management & Student Affairs.

Student development funds may not be utilized to pay students or to fund positions that are intended to be filled by students.

Student development funds may not be utilized for capital projects or other operating expenses that are budgeted and paid from the general operating budget.

## **COLLECTION AND DISBURSEMENT**

Upon registration, every full-time and part-time credit student shall be required to pay a “College Fee.” The amount of the College Fee shall be approved by the Board of Trustees. Payment of the College Fee shall be a condition of registration. All non-credit students are exempt from payment of the College Fee. The College Fee will be assessed for all academic terms, including summer terms.

In addition, the following additional revenues will be allocated to the student development fund each year: twenty-five percent (25%) of net revenues/commissions received by the College from bookstore operations and all revenues generated by or from student development activities.

The collection, appropriation and disbursement of student development funds shall comply in all respects with the College’s established operating procedures and applicable fiscal regulations.

Cash receipts and revenues from student development activities shall be delivered to the College’s Finance Office or its designated agent as soon as possible, but no later than twenty-four (24) hours after collection, who will be responsible for determining the accounts to be credited.

Unexpended year-end balances except for contingency and championship funds shall be deposited in a Permanent Fund.

Student development funds shall be administered as a restricted Campus fund comprised of five (5) sections as follows:

1. Operating Fund
2. Permanent Fund
3. Special Projects Fund
4. Contingency Fund
5. Championship Expense Fund

The OPERATING FUND shall serve as the current fund of the student development program; the PERMANENT FUND as the depository of unused fund balances and the source of money for unusual expenditures which benefit students; the SPECIAL PROJECTS FUND as a mechanism to carry over funds for special purpose current projects; the CONTINGENCY FUND as a means of underwriting unforeseen and unavoidable budget overruns; and the CHAMPIONSHIP EXPENSE FUND to defray the expenses of College intercollegiate athletic teams involved in championship playoff games.

### **OPERATING FUND**

The purpose of the Operating Fund shall be to receive the College Fee and other revenues as budgeted, to record expenditures and to serve as a current fund.

### Budget Preparation:

The Regional Directors of Student Engagement, in conjunction with designated staff and the Student Development Budget Review Committee, will prepare budgets governing expenditures based upon realistic estimates of their share of anticipated College Fee and bookstore net revenues/commissions.

Estimated revenues shall identify the source: College Fee or bookstore operations.

Total budgeted expenditures shall not exceed estimated revenues.

The budgeted revenue from bookstore operations should be conservatively estimated because of the uncertainty of the bookstore results.

The Operating Fund Budget shall list each activity or project, divided into the five (5) approved program areas (Clubs & Organizations, Cultural & Personal Development, Publications/Media, Personal Physical Fitness and Intramurals & Sports), with sub-totals for each category and be submitted on appropriate budget forms.

### Budget Submission:

The budget for each organization shall be recommended by the administrator responsible for the programming area within which it falls and be endorsed by the Dean of Students for Student Engagement and the Finance Office. Estimated revenues shall be recommended by the Dean of Students for Student Engagement.

### Budget Certification:

Thereafter, the budgets will be submitted to a Student Development Budget Review Committee (or its equivalent) which will review them with the regional Director of Student Engagement and make its recommendations to the Dean of Students for Student Engagement and Vice President for Enrollment Management & Student Affairs. The Dean of Students for Student Engagement and the Vice President for Enrollment Management & Student Affairs will approve the budget, certifying that the proposed expenditures comply with *Board Policy III.08* and this Regulation, and that the estimates of revenues are reasonable.

The approved budget will then be sent to the College Budget Office to be recorded and become effective.

### Changes to Approved Budgets:

Budgets are designed for use in planning and as a standard for operating control. Revisions to budgets should not be made solely for the purpose of keeping expenditures in line with revenues but should reflect a change in planned programming.

Changes in budgets shall be recommended by the campus organizations(s) involved. Transfer of funds within a programming area may be initiated by the regional Director of Student Engagement. Budget transfers which reflect significant changes in programming must be approved by the Dean of Students for Student Engagement and the Vice President for Enrollment Management & Student



Affairs. Transfer of funds between programming areas may be initiated by the applicable Director of Student Engagement.

Increases/reductions in the total campus Student Development Operating Fund Budget will be subject to the same process of review and certification as the original budget (see *Board Policies V.05 and V.05.02*)

Copies of all budget changes must be sent to the College Budget Office to be recorded and become effective.

### **CONTINGENCY FUND**

The purpose of the Contingency Fund shall be to provide a source of emergency funds to underwrite unforeseen budget overruns and approved charges within budgetary allocations from prior periods that were not paid due to delayed invoicing.

The Contingency Fund shall be maintained at a level of between three (3) and five (5) percent of the student development budget and shall be replenished from the Student Development Operating Fund whenever the balance falls below the minimum maintenance level.

Contingency Fund monies do not transfer to the Permanent Fund at the end of the budget period but are continued and maintained within approved maintenance levels.

Use of Contingency Fund monies must be approved by the Dean of Students for Student Engagement, the Vice President for Enrollment Management & Student Affairs, and the College Controller.

### **PERMANENT FUND**

The purpose of the Permanent Fund shall be restricted in use to acquisitions of facilities, goods and/or services that benefit successive student communities. Fund sources include year-end Operating Fund balances, twenty-five percent (25%) of net revenue received from bookstore operations, income earned on investment of Permanent Fund balances, and unexpended balances from Special Project Restricted Funds.

Allocations shall be made from the Permanent Fund for projects certified to qualify for Permanent Fund uses. Permanent Fund projects and the allocation of funds must be recommended by the Student Government, endorsed by the Dean of Students for Student Engagement, certified for adequacy of funds by the Finance Office, and approved by the Vice President for Enrollment Management & Student Affairs.

### **SPECIAL PROJECT FUND**

In order to qualify to carry over funds through a Special Project Fund, a special purpose project must be sponsored/recommended by a representative committee; be defined by a project plan which includes a statement of purpose, need, duration, and source of funds; be recommended by the Dean of Students for Student Engagement; and certified by the Vice President for Enrollment Management & Student Affairs.

Special projects must be submitted to the Vice President for Enrollment Management & Student Affairs for approval no later than April 30<sup>th</sup> of each year. After approval, funds may be assigned to a Special Project Fund.

The time period for special projects shall not ordinarily exceed one (1) year. Repetitive projects must be included in the regular operating budget. Disbursements shall be made through the Finance Office, provided that the fiscal commitment for each expenditure shall have been approved by the appropriate regional Director of Student Engagement and the Dean of Students for Student Engagement. Disbursements shall be made only for the special purpose project for which the special project fund was approved. Any unexpended balance remaining upon termination of the project or expiration of the fund shall be returned to the Permanent Fund.

If the Vice President for Enrollment Management & Student Affairs concludes that a specific proposed special purpose project does not comply with the purposes of the student development fund, he/she must refer the proposed project to an appropriate campus review process. The final decision, subsequent to this review, will be the responsibility of the Vice President for Enrollment Management & Student Affairs.

#### **CHAMPIONSHIP EXPENSE FUND**

Each campus shall establish a fund to pay the expenses of students participating in bona fide intercollegiate playoffs in a recognized league. The fund will be funded by setting aside a percentage of each year's current operating budgets.

Five percent (5%) of each campus' student development budget shall be taken to establish this fund. The expenses of any CCAC intercollegiate team qualifying for the championship competition in their league will be paid from this fund. Any balance remaining at the end of the year will be carried forward to the next year and the 5% allocations from each campus' student development budgets will be reduced accordingly. If any year's expenditures exceed the amount in the fund, that excess shall be taken from the Contingency Fund and the Championship Expense Fund replenished from the succeeding year's budgets. Replenishment of the fund must be approved by the College's Chief Financial Officer.

Championship Expenses shall include only those relating to teams qualifying for those tournaments held to decide the champions of the leagues. They do not include trips to invitational tournaments.

#### **REPORTS AND CONTROLS**

The Chief Financial Officer or their designee will maintain current controls by monitoring the budget, revenues and expenditures transactions.

Recording in the College accounts and reports will be accomplished by sending these documents to the College Budget Office.

Student Development Reports will be made available through the College's Administrative Report Center (ARC).

## NOMINATIONS FOR AWARD OF HONORARY DEGREES

<b><i>Policy Reference(s):</i></b>	<b>III.04</b>
<b><i>Responsible Department(s):</i></b>	<b>President's Office</b>
<b><i>Approval Date:</i></b>	<b>2/19/1996</b>
<b><i>Revision Date(s):</i></b>	<b>4/21/1997; 8/15/2016</b>

Nominations for the award of an honorary degree will be received by the Board of Trustees, upon recommendation by the College President, for consideration and approval. Nominations must be accompanied by a current resume for the candidate and a statement of support citing the nominee's contributions.

Honorary degrees will be awarded at commencement exercises or other formal College functions, as may be designated by the Board of Trustees.

The names of individuals who are awarded an honorary degree will be permanently recorded in the College's permanent records, per the *Records Retention Schedule*.

### GUIDELINES

The following criteria will apply when nominating and selecting individuals for the award of an honorary degree:

- Significant cultural and humanitarian services to the community.
- Significant commitments to Community College of Allegheny County.
- Significant contributions in education, scholarship, arts, sciences and technology.
- Significant leadership in business, industry, public service and/or civic and community affairs.

Honorary degrees may not be awarded to active Board of Trustee members, administrators or faculty members, except in extraordinary cases meriting special consideration.

Honorary degrees may not be awarded to former trustees, administrators or faculty members until at least a half-year (six months) after association with the College has elapsed.

## REVIEW AND RELEASE OF INFORMATION IN STUDENT RECORDS

<b><i>Policy Reference(s):</i></b>	<b>III.09</b>
<b><i>Responsible Department(s):</i></b>	<b>Provost; Registrar</b>
<b><i>Approval Date:</i></b>	<b>2/19/1996</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016; 7/1/2021</b>

### INSPECTION AND REVIEW OF EDUCATION RECORDS

In accordance with *Board Policy III.09* and the Family Educational Rights and Privacy Act (FERPA), eligible students have the right to review and inspect their education records, and to request amendment of those records if the student believes that they contain information that is inaccurate, misleading or otherwise violates their privacy rights under FERPA.

#### Request to Review Education Records:

Education records may be maintained by multiple departments, depending on the nature of the records in question and the academic program and campus location at which the student is enrolled. Offices that maintain student education records include the following:

<b>Office</b>	<b>Types of Records</b>
Academic Management Services	Official and unofficial transcripts; grade change and challenge records
Registration/Admissions	Application, enrollment, placement, course registration, add/drop, withdrawal, program change, credit transfer and related records
Student Accounts/Bursar	Tuition and fee payment records
Dean of Students	Disciplinary records and records relating to behavioral misconduct
Supportive Services	Records relating to requests for disability-related accommodations
Financial Aid	Financial aid applications, awards, refunds and related records
Dean of Academic Affairs	Academic program records; records relating to academic complaint and academic misconduct proceedings; suspension and reinstatement records
Office of Diversity, Equity and Inclusion/Civil Rights Compliance	Records relating to civil rights complaints and resulting investigations, hearings and sanctions
Military and Veterans Services	Veteran benefit application, eligibility and related records

A student who wishes to inspect or review his or her education record must submit a written request for access to the office which maintains those records. The request must specifically identify the records that the student wishes to inspect.

Within a reasonable period of time, but no later than forty-five (45) days, the office receiving the request will notify the student of the time and place where the records may be inspected. If the records are not maintained by the office to whom the request was submitted, that office shall promptly notify the student of the correct office or department to whom the request should be addressed. If circumstances effectively prevent the student from reviewing the records at the time and place designated, the College will provide the student with a copy of the requested records or make other arrangements for their review.

The office receiving and responding to a request to review and inspect education records shall maintain a record of the request as part of the student's education record.

#### Records Not Subject to Access:

Students generally do not have a right to review or inspect their parent's financial records or certain confidential letters of recommendation that the student previously waived the right to review.

#### Request to Amend Education Records:

A student who seeks to amend his or her education record should submit a written request to the office responsible for maintaining the record. The request must clearly identify the part of the record that the student wants changed and specify the reason(s) the student believes it should be changed and include any documentation which supports the request.

The College will notify the student in writing of its decision within a reasonable period of time, not to exceed forty-five (45) days of its receipt of the request. If the request is denied, the College will further notify the student of his or her right to request a hearing regarding the denial, the manner and deadline by which the student may request a hearing and a description of the procedures that will apply to the hearing. If the request to amend is denied following the hearing, the student will be afforded the opportunity to place a statement in the record that comments on the contested information and/or states why the student disagrees with the hearing board's determination.

### **DISCLOSURE OF INFORMATION CONTAINED IN EDUCATION RECORDS**

Subject to certain exceptions, which are described more fully below, FERPA also requires a student to provide written consent before the College discloses personally identifiable information ("PII") from the student's education records to a third-party. This includes situations in which an individual representing or acting on the student's behalf, including a parent or attorney, makes a request for PII from the student's education record or asks that such information be provided to a third-party. In such cases, the written request must:

1. be signed and dated by the student;
2. describe the specific records that the student has authorized for release;
3. identify the person(s) or entity(ies) to whom the disclosure has been authorized; and
4. state the purpose for the disclosure.

The request should be submitted to the office responsible for maintaining the records requested. The College reserves the right to charge a reasonable copying fee, not to exceed the cost of duplication, in connection with requests to send copies of education records to third parties.

Release of Student Information forms will be available at each Registration and Admissions Office and on the College's website to facilitate the making of such requests. A record of all requests for release of student information will be maintained by the office receiving and responding to the request.

### Exceptions to Prior Consent Requirement:

As provided under FERPA, the College may disclose PII from the education records of student, without obtaining his or her prior consent, in the following circumstances:

- Upon request, to officials of another school at which the student is transferring or seeking to enroll;
- To school officials that have a legitimate educational interest in the information (a school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities);
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local educational authorities, such as Pennsylvania Department of Education, in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid;
- To organizations conducting studies for or on behalf of the College in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction;
- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes (requires submission of proof of dependent status);
- To comply with a judicial order or lawfully issued subpoena (the College will notify the student of the order or subpoena prior to responding, unless the order or subpoena directs otherwise);
- To appropriate parties in connection with an emergency, if knowledge of the information contained in the student's education records is necessary to protect the health or safety of the student or other individuals;
- Information that the College has designated as "directory information," unless the student has directed the College not to disclose such directory information in the manner described below;
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, provided that the disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding;
- The final results of a disciplinary proceeding involving the student may be disclosed to the general public if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her;
- Information regarding a student's violation of any federal, state or local law, or of any College policy or rule governing the use or possession of alcohol or a controlled substance may be disclosed to the student's parent if the College determines the student committed a disciplinary violation and the student is under the age of 21; and

- The disclosure concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. §14071, and the information was provided to the College under 42 U.S.C. §14071 and applicable federal guidelines.

Except in cases involving disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures made directly to the student, the College will maintain a record of each request for access to and all disclosures of PII made to third parties and will make this record available for inspection and review by eligible students in accordance with the procedures set forth above.

#### Disclosure of Directory Information:

As noted above, the College may, in its discretion, disclose directory information about a student to a third-party without the student's prior written consent. Such directory information includes a student's name, postal and e-mail address, telephone number, date and place of birth, photograph, major field or program of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance/registration periods, enrollment status (e.g., full or part-time), number of credits, and degrees, honors and awards received. Directory information also includes student identification numbers issued by the College that cannot be used to gain access to a student's education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or another factor known or possessed only by the authorized user.

In accordance with FERPA, a student may request that the College not disclose directory information without first obtaining the student's written consent. The request must be submitted in writing to the Registration and Advisement Office for the Campus at which the student is enrolled. The College will make a form available to students, on the College's website and in each Campus' Registration and Advisement Offices, to facilitate such requests.

#### **DEFINITIONS**

**“Eligible student”** refers to a student who is 18 years of age or older or who is otherwise in attendance at the College.

**“Education record”** refers to records that are maintained by the College and which directly relate to a student. The term does **not** include:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Law enforcement-related records created and maintained by the College's Security Offices.
- Records relating exclusively to an individual's capacity as an employee and which are not available for use for any other purpose; provided, however, that the foregoing does not apply to employment records of student workers.
- Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a

paraprofessional capacity and which are used only in connection with treatment of the student and disclosed only to individuals providing the treatment.

- Records created or received after an individual is no longer enrolled as a student at the College and that are not directly related to that individual's attendance as a student.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

**“School official”** includes a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or conduct hearing board. A school official also may include a volunteer or contractor who performs an institutional service or function on behalf of the College and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks.

## **ANNUAL NOTICE OF FERPA RIGHTS**

The College will provide annual notice to students of their rights under FERPA by including such information in its Student Handbook. This information will also be continuously posted on the College's website, along with copies of this Regulation and *Board Policy III.09*.

## **RIGHT TO FILE A COMPLAINT**

A student who believes that the College has failed to comply with the requirements of FERPA has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



## BUDGET PROCESS SCHEDULE

<b><i>Policy Reference(s):</i></b>	<b>V.05.02</b>
<b><i>Responsible Department(s):</i></b>	<b>President's Office; Finance</b>
<b><i>Approval Date:</i></b>	<b>10/2/2014</b>
<b><i>Revision Date(s):</i></b>	<b>8/15/2016</b>

<b>ACTION</b>	<b>DATE</b>
President's Cabinet Review & Discussion Review budget process and schedule Review budget request forms and instructions Begin discussion of strategic objectives	October
Budget Process and Schedule Reviewed by Finance Committee and approved by the Board of Trustees	November
Budget Materials presented and discussed with Departments Forms and instructions distributed Questions answered and supplemental instructions distributed	November
Meetings with Department Heads, Deans, Faculty & Staff Individual meetings between VP of Finance & campus community Discuss strategic objectives & relation to budget requests Discuss activity and performance measures	November - December
Budget Requests Due to the VP/CFO	December
College-wide Budget Presentations & Discussions Review of Prior Year Audit Report Overview of Budget Requests Discussion of health benefit, pension and utility costs Budget details presented and discussed at the January Convocation and on each Campus	January
Finalize Revenue Scenarios & Projections Based on projected State and County funding, and tuition and fees Detailed review and discussion of enrollment projections	January
President's Cabinet and College Community Review & Discussion of Budget	February - March
Update and Discuss the Budget Progress with the BOT Finance Committee and the Board of Trustees	February - March
Finalize Draft Expenditure Budget	March
Finalize Draft State/County Aid Projections	March
Present and Discuss Draft Budget with College Community and Board of Trustees	March
Present and Discuss Final Draft Budget with BOT Finance Committee and the Board of Trustees	April/May
Final Budget Reviewed and Approved by BOT	May/June

## EXPRESSIVE ACTIVITY

<i>Policy Reference(s):</i>	I.02, II.01, II.02, VI.01
<i>Responsible Department(s):</i>	Facilities Office
<i>Approval Date:</i>	7/1/2024
<i>Revision Date(s):</i>	

### PURPOSE

The Community College of Allegheny County is committed to fostering a learning environment where free inquiry and expression are encouraged, consistent with the protections afforded by the United States Constitution and principles of academic freedom. The purpose of this regulation is to affirm the College's commitment to the open exchange of ideas while establishing parameters that will help to ensure that those engaging in expressive activities demonstrate civility, concern for the safety of persons and property, respect for College operations and activities, respect for those who may disagree with their message, and compliance with College policies and regulations and all other applicable local, state, and federal laws.

### DEFINITIONS

As used in this regulation, the terms and phrases listed below shall have the following meanings:

**“Amplified sound”** refers to the use of any loudspeaker, loudspeaker system, sound amplifier or any other machine or device which produces, reproduces, or amplifies sound.

**“College”** refers to the Community College of Allegheny County.

**“College Community Members”** refers to College employees (including faculty members and staff), students, and Registered Student Organizations.

**“College Department”** refers to any academic or nonacademic unit or division of the College.

**“College Grounds”** refers to the following outdoor, publically accessible areas located at the College's campuses or centers that have been designated for use for conducting Expressive Activities:

- Allegheny Campus – Upper Monument Hill/Second Parking Lot
- South Campus – Area across from B-Building Main Entrance (near the rise)
- Boyce Campus – Sidewalk to right of South Entrance/across from Upper East Parking Lot
- North Campus – Parking lot adjacent to rear entrance
- Braddock Hills Center – Outside of the Rear Entrance

- Homewood-Brushton Center – Side/Rear Parking Lot
- West Hills Center – Grass area to left of Main/South entrance

“**Commercial Activities**” refers to the use of the College Grounds, facilities or other property by any person for personal financial gain, including but not limited to the distribution or posting of commercial literature or the solicitation of College Community Members, visitors or guests for the sale or exchange of goods or services.

“**Decibel Level**” refers to the intensity of sound expressed in decibels read from the A-level weighting scale and the slow meter response as specified by the American National Standards Institute.

“**Expressive Activity(ies)**” refers to any speech or expressive conduct protected by the First Amendment to the United States Constitution, and includes rallies, parades, demonstrations, displays, concerts, or other similar expressive activities, including but not limited to literature distribution.

“**Official College Activity**” refers to any event, program or activity sponsored by a College Department or Registered Student Organization in the course of fulfilling their approved mission, activities that occur within a classroom, or events that occur within the regular or recurring sphere of activity of a College Department or a Registered Student Organization.

“**Recognized Student Organization**” refers to an organization formed for educational, professional, social, recreational or other lawful purposes that (1) has been approved or formally recognized by the College’s Office of Student Engagement; and (2) derives its membership solely from the student body of CCAC.

“**Sign**” refers to a billboard, placard, or other writing, drawing, picture, projected image or similar item displayed for the purpose of promoting events or activities or to convey a message or information of any type.

## SCOPE

This regulation shall apply to all College Community Members and all guests and visitors to the College’s campuses and centers.

## GUIDELINES AND LIMITATIONS APPLICABLE TO EXPRESSIVE ACTIVITIES

Expressive Activity, including spontaneous Expressive Activity, will be permitted on College Grounds subject to compliance with the following:

1. Lawful Activities. Expressive Activities must comply with all applicable federal, state and local laws, as well as College policies, rules and codes, including lawful directives and orders from federal and state governments, law enforcement agencies and public health authorities.

In addition, Expressive Activities must not be conducted in a manner that interferes with or impairs the legal rights of other persons, including said persons rights to engage in Expressive Activities.

2. Non-Protected Expression. Expressive Activity that falls outside of federal or state constitutional protection, such as obscenity (as defined by law), defamation, incitement to violence, and true threats/fighting words, is not permitted.
3. Public Safety. Expressive Activities must not cause injury or damage to persons or property or threaten to cause such injury or damage. Expressive Activities must also not be conducted in such a manner as to create a safety hazard or which would reasonably threaten the physical health or physical safety of any person. Conduct that harms or threatens the physical health or physical safety of any person includes but is not limited to:
  - Causing bodily harm to a person;
  - Engaging in inappropriate and unwelcome physical contact with another person, including but not limited to pushing, slapping, or spitting;
  - Conduct that demonstrates reckless disregard for the physical health or physical safety of any person; and
  - Verbal threats or physically threatening behavior that would cause a reasonable person to fear for their physical health or physical safety.
4. Disruption of College Activities. Expressive Activities must not substantially and materially disrupt, impair or interfere with the College's operations or activities, including but not limited to scheduled classes, meetings, on-campus events and student activities.
5. Obstruction of Access to College Grounds and Buildings. Expressive Activities must not obstruct entrances or exits to College buildings, interfere with or impede vehicular or pedestrian traffic, or otherwise restrict the free movement of persons on or through College Grounds. Expressive Activities must also not interfere with the ability of fire protection, law enforcement, and emergency medical services to access College campuses, centers and facilities or to otherwise respond to emergencies occurring on or at such locations.
6. Conflict with Existing Reservation. Expressive Activities may not take place at a location, date and time that was previously reserved by another person, group or organization, as further described below.
7. Open Flames. Expressive Activities must not include the use of open flame devices, bonfires or the lighting of any material on fire.
8. Amplified Sound: Amplified Sound may not be used in connection with Expressive Activities on College Grounds that occur on dates and times that College classes, including final exams, are in session. In no event may Amplified Sound exceed 55 decibels levels, as measured at the edges of the building(s) nearest to the area where the Expressive Activity is occurring.

9. Camping. Camping and overnight stays on College Grounds, including use or set up of tents and other similar equipment, is not permitted except to the extent separately approved as part of a Facilities Use Agreement or in connection with an Official College Activity.
10. Commercial Activities. The use of College grounds for Commercial Activities is prohibited unless separately and expressly authorized by a written contract with the College or other College policy or regulation.
11. Structures. Placement or erection of structures on College Grounds is prohibited, unless separately authorized and approved by the College as part of a reservation request for use of College Grounds. This provision does not apply to College-directed operations, such as construction and maintenance activities, or to College personnel carrying out a duty or responsibility on behalf of the College.
12. Posting of Signs. Signs may not be physically attached or affixed to College Grounds (including by insertion into grassy areas or placement or erection on concrete) or to any other College property (e.g., buildings, light and utility poles, trash cans, benches) except in connection with the promotion of an Official College Activity. College Community Members desiring to post any such Signs must obtain approval from the Dean of Students or their designee at least seven (7) business days prior to the proposed display. Signs will be subject to reasonable time, place, and manner restrictions and must include the name of the College Department or Registered Student Organization that is sponsoring the activity.
13. Posting of Information on College Bulletin Boards. College Community Members may post written or printed materials regarding any non-commercial topic on general campus bulletin boards, subject to the following limitations:
  - Use of classroom bulletin boards is restricted to instructional information, as defined by the instructors who use that classroom. Classroom bulletin boards may not be used by other groups or individuals for other purposes.
  - Use of bulletin boards that are assigned to specific College academic or operating departments is restricted to the assigned unit and may not be used by other groups or individuals for other purposes.
  - The College Community Member who posted material for an event or activity is responsible for ensuring that the material is removed within 48 hours after the event or activity has concluded.
  - The College's name and associated trademarks and trade dress, including without limitation the "CCAC Wildcats" trademarked logos, may not be used on any sign or other printed material without the prior written authorization of the College's marketing department.
  - An authorized official of the College may remove and destroy the following posted materials:

- Outdated, posted materials (e.g. materials publicizing a past event or activity);
- Duplicate materials posted on the same campus bulletin board as needed to create space for other College Community Members to post materials as permitted by this regulation;
- Any posted materials at the end of each semester; and
- Posted materials that violate College policies and regulations, including but not limited to the requirements in this regulation, or state or federal law.

14. Distribution of Written Materials. College Community Members and visitors may distribute written or printed materials regarding a non-Commercial Activity on a person-to-person basis (a) on College Grounds; and (b) inside designated common areas (e.g. foyers, vestibules, or hallways) of publicly-accessible College buildings during periods when the same are open to the public. The interiors of computer labs, study/tutoring labs and lounges, classrooms, auditoriums, theatres, lecture halls, offices, gymnasiums, retail shops and dining areas, as well as faculty, staff and student mailboxes, are not considered “common areas” for this purpose. Individuals and groups engaged in the distribution of written materials must not litter and will be required to pick up and dispose of any distributed materials dropped on the ground by others around the area of distribution. An authorized College official may remove any written materials left behind or unattended, and the College assumes no responsibility for the safety and care of such materials. Distribution of materials that violates College policies and regulations, including but not limited to Paragraphs 4, 5 and 13 above, or any local, state or federal law, is prohibited.

Expressive Activities permitted under this regulation do not imply, and may not be construed or represented as, official endorsement by the College. Groups or individuals engaged in Expressive Activities are solely responsible for the content of their expression.

### Objections to Expressive Activities

The College recognizes that individuals or groups may be opposed to certain Expressive Activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or College policies or regulations is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an Official College Event or other Expressive Activity permitted under this regulation will therefore be subject to the requirements of this regulation.

### **RESERVATION OF COLLEGE GROUNDS**

College Community Members and visitors may request to reserve the use of College Grounds by submitting a *Facilities Usage Agreement* application in accordance with and subject to the requirements of the College’s *Facilities Use Regulation*, as then in effect. Applications for use of College Grounds will

be reviewed on a first-come, first-serve basis, and must be submitted a minimum of at least three (3) weeks prior to the time of requested use.

The decision as to whether to approve or deny an application for use of College Grounds will be based on proper and timely completion of the *Facilities Usage Agreement* application form, including the requestor's agreement to and compliance with the requirements stated in that agreement, availability of the requested space, and compliance with the requirements set forth in this regulation and in the *Facilities Use Regulation*. Requests from College Community Members will be provided priority over conflicting requests submitted by visitors or non-College affiliated persons or groups.

In the event that a spontaneous Expressive Activity occurs at a location that was previously reserved for use by another party or group pursuant to an approved Facilities Usage Agreement, the individual or group that previously reserved the area will be provided priority for use of it, and the person(s) or group seeking to engage in a spontaneous Express Activity will be relocated to a different space, if possible, or required to return at a different date and/or time.

## **ENFORCEMENT**

College personnel charged with applying and enforcing the requirements set forth in this regulation shall do so without consideration of or regard to the content or viewpoint of the proposed Expressive Activity, and in a manner that does not discriminate against any person or group on the basis of any protected classification, as defined in Board Policy II.01. This regulation is not intended — and shall not be construed — to impair any right or activity, including speech, protest, or assembly, protected by the U.S. Constitution, by the Constitution of the Commonwealth of Pennsylvania, or by other applicable federal or state law.

Violations of this regulation may result in removal from campus and/or other appropriate sanctions as provided under applicable College policies and regulations, including but not limited to the Student Code of Behavioral Conduct, the CCAC Employee Manual, and other applicable federal, state and local laws.

## FACILITIES USE REGULATION

<i>Policy Reference(s):</i>	VI.01
<i>Responsible Department(s):</i>	Facilities Office; Regional Presidents
<i>Approval Date:</i>	10/1/2015
<i>Revision Date(s):</i>	8/15/2016; 7/1/2021; 7/1/2024

The following terms and conditions will apply to all proposed uses or rentals of College buildings, classrooms, gymnasiums and other facilities, and will be incorporated into, and made part of, all rental agreements between the College and any non-affiliated third-party organizations for use of such facilities:

- First priority for the use of any College facility will be given to instructional, administrative and support service activities as related to the educational responsibilities of the College.
- Following the uses outlined above, priority will be given to requests for use of campus facilities by other campuses and the Office of College Services.
- Use of College facilities by outside agencies may be permitted when such use does not conflict with College use. Use of facilities by non-affiliated persons or entities is at the discretion of the College and must not: conflict with College schedules and operations; compete with College mission or programs; or be used for activities that would endanger the reputation and/or standing of the College.
- All regulations of the Commonwealth of Pennsylvania and ordinances of the County of Allegheny and the Municipality in which the Campus/Center resides relating to occupancy, fire, safety regulations and use of decorations, etc. must be observed.
- All organizations and groups using College facilities must comply with all applicable College Policies, Procedures, Rules and Regulations, including but not limited to the College's Expressive Activity regulation and any COVID-19 precautions that are or may be in effect at the time of the rental, as well as those of the Commonwealth of Pennsylvania, County of Allegheny and the municipality in which the College Campus/Center resides.
- The user/lessee is responsible for restoring the rented room/area to the condition noted on arrival with seats returned to their original positions, debris removed, windows closed, lights turned off and equipment returned to the College.
- When advertising is used, the College must approve the text or planned advertisement. The advertisement must expressly state the Community College of Allegheny County is not a sponsor of, or affiliated with, the activity in question, and is not responsible for the views and/or opinions of sponsors or members of the organization/individual.
- The sale, distribution or use of alcoholic beverages is prohibited on College premises.
- The user/lessee shall procure and maintain, at its own cost and expense and during the entire period of use of the College's facilities, the types and amounts of insurance listed below with insurance companies having a Best's Rating of not less than A-, VII.

- **Commercial General Liability including third-party property damage/Umbrella Liability**  
In an amount not less than:

\$2,000,000 General Aggregate  
\$1,000,000 Personal and Advertising Injury



\$1,000,000 Each Occurrence

\$1,000,000 Product Liability

➤ **Business Automobile Liability (Including non-owned and hired liability)**

With a Combined Single Limit not less than:

\$1,000,000 Each Accident

➤ **Worker's Compensation and Employer's Liability**

Workers' Compensation to statutory limits, and Employer's Liability in an amount not less than:

\$1,000,000 Each Accident

\$1,000,000 Disease - Policy Limit

\$1,000,000 Disease - Each Employee

The policies of insurance required herein, with the exception of Worker's Compensation insurance, shall be written on an occurrence basis, and shall further name the Community College of Allegheny County and its officers, employees, agents and trustees as Additional Insureds. Policies shall be endorsed with a waiver of subrogation clause to the extent the claim is or should have been covered by insurance.

- The user will indemnify, defend, hold the College and its officers, employees, agents and trustees harmless from and against any and all claims, damages or liabilities, including attorney fees, that may arise directly or indirectly from the user's breach of any terms or conditions of the rental agreement or any acts or omissions in connection with the user's use of the College's facilities or services, whether caused by the user's actions or negligence, or the actions or negligence of the College or any of its employees, agents, contractors or any other third-party. Users providing required insurance must waive all rights against Community College of Allegheny County, its affiliates and subsidiaries, and all of their respective officers, directors, employees and agents for recovery of damages to the extent those damages are covered by the above-referenced insurance.
- Applications for Facilities Usage must be made to the campus administrator at least three (3) weeks prior to the time of requested use. Application and agreement forms are available on the College's website.
- The College reserves the right to determine the minimum needs and requirements for each activity as to support services and supervision.
- The campus administrator will assess all fees in accordance with the current fee schedule. Any requests for fee waivers must be made in writing and be turned into the campus administrator with the application. The campus administrator will review the request and the final determination of costs will become part of the "Facilities Usage Agreement".
- All fees will be paid by check and made payable to: "Community College of Allegheny County."
- All fees shall be due and payable no later than one working day prior to the scheduled use of facilities. The insurance certificate **must be** received by the campus administrator no later than one week prior to the use of the facilities. Failure to do so will result in termination of the application and agreement.

- The College shall have the right to revoke or terminate any agreement without liability whenever the College sees it in its best interest to do so.
- Failure on the part of the applicant to adhere to the above procedures and guidelines will result in denial of future use.
- These rules and regulations are subject to change at any time as deemed necessary when in the College's best interest.
- A cancellation fee of 25% of the original Facility Usage Agreement may be assessed if cancellation occurs within seven (7) days of the event.

## PROCEDURES AND CRITERIA FOR ISSUING EMERGENCY NOTIFICATIONS, TIMELY WARNINGS AND OTHER ALERTS

<i>Policy Reference(s):</i>	VI.01
<i>Responsible Department(s):</i>	Facilities Office; Executive Director of Emergency Management
<i>Approval Date:</i>	9/1/2017
<i>Revision Date(s):</i>	9/1/2018; 9/1/2019; 7/1/2021; 9/11/2023; 7/1/2024

### OVERVIEW

It is the policy of the College to keep the College community informed of emergencies and other threatening or dangerous conditions that occur on or near its campuses and facilities which pose a risk to the safety or well-being of its students, staff and visitors. To that end, notices regarding emergencies, criminal activity and other situations that may pose a risk to the health and safety of members of the College community will be issued in accordance with the procedures set forth herein. Notices issued by the College may take the form of either a “**Public Safety Alert**”, a “**Timely Warning Notice**” or an “**Emergency Notification**.” In addition, this regulation sets forth procedures for initiating and implementing class cancellations and schedule changes necessitated by severe weather and other emergencies.

### TIMELY WARNING NOTICES

A “Timely Warning Notice” will be issued in order to notify students, faculty, staff and visitors of certain crimes and dangerous situations occurring on or near the College’s campuses and facilities which pose a serious or ongoing threat to the campus community. The purpose of a Timely Warning Notice is to keep the College community well-informed, minimize the spread of misinformation, and enable members of the community to take appropriate actions and precautions to protect themselves from harm. A Timely Warning Notice may also seek information that may lead to the arrest or apprehension of an offender when crimes against persons or property have been reported.

#### Types of Incidents or Situations Requiring Issuance of a Timely Warning Notice

A Timely Warning Notice will be issued whenever the College receives a report regarding a *Clery Act* crime<sup>3</sup> or other dangerous situation that (1) is believed to have occurred on one of the College’s campuses, at one of the College’s non-campus locations, or on public property contiguous to one of the College’s campuses; and (2) represents a serious or ongoing threat to the person and/or property of students,

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<sup>3</sup> The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C §1092(f), requires colleges and universities to compile and publish statistics regarding certain specified crimes that occur on or near their campuses. For more information on the definitions of *Clery Act* reportable crimes, please see the College’s [Annual Security Report](#).

employees, visitors and other members of the College community. Examples of reported crimes or situations that may require issuance of a Timely Warning Notice include, but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Credible threats of violence or harm to persons or property
- Possession of a weapon with intent to use
- Acts or immediate threats of interpersonal violence, including dating violence, domestic violence and stalking

Students, employees or other members of the College community are urged to report all crimes in an accurate and timely manner to the Director of Safety and Security for their campus and to the police department with jurisdiction for their location.

#### Procedure for Issuing a Timely Warning Notice

Contracted security personnel and College employees with significant responsibility for student and campus activities, such as campus security directors, deans of students, student life directors, faculty advisors, club sponsors, athletic coaches, and Title IX coordinators, are required to promptly report information regarding *Clery Act* crimes and other dangerous situations of which they become aware to the College's Executive Director of Emergency Management. If the Executive Director of Emergency Management is not available, the information should be reported to the College's Vice-President/Chief Facilities Officer or to the College President.

Upon receiving a report of a *Clery Act* crime or other dangerous situation from a College employee or from local police, the College's Executive Director of Emergency Management shall immediately convene a meeting or telephone conference of all available members of the College's Emergency Response Team ("ERT"). The ERT will evaluate all pertinent information and determine if issuance of a Timely Warning Notice is required and, if so, the content of the notice and the method(s) by which it will be delivered. These decisions will be made on a case-by-case basis, considering the nature of the crime and whether the circumstances indicate that there is a continuing danger posed to the College community. Decisions regarding issuance and content of a Timely Warning Notice should also, whenever possible, be made in consultation with local law enforcement authorities in order to ensure that the issuance or content of the notice does not compromise any ongoing law enforcement efforts.

At a minimum, at least three (3) members of the ERT should be consulted regarding the issuance of a Timely Warning Notice. In an extreme emergency or in circumstances in which some or all members of

the ERT are not immediately available, the notification process will be implemented at the sole discretion of the College President or his/her designee. At least one member of the ERT will be designated with responsibility to monitor and ensure delivery of the notice by the designated means.

#### Emergency Response Team

- College President
- Provost and Chief Academic Officer
- Chief Facilities Officer
- Executive Director of Emergency Management
- Director of Safety and Security for the affected campus(es)
- Campus Administrator for the affected campus(es)
- Chief Marketing & Public Relations Officer
- Chief of Staff & Assistant to Board of Trustees
- Chief Legal Officer or Associate General Counsel

#### Timing and Content of Timely Warning Notice

A Timely Warning Notice should be issued as soon as pertinent information is available which indicates that there is a serious and continuing threat to the safety of persons or property on the College's campuses or facilities. The notice must be issued even if all facts surrounding a criminal incident are not yet known.

The Timely Warning Notice should include all information about the crime or situation that would promote safety and aid in the prevention of future crimes. Generally, the warning will specify the type of reported crime or dangerous condition, the time and location at which the reported crime or condition occurred, a description of the alleged actor(s), and information regarding precautions that individuals should take to avoid becoming a victim or to protect themselves or their property. The notice shall not, however, include personally identifiable information about the victims of the crime.

#### Methods of Communication for Timely Warning Notices

A Timely Warning Notice may be disseminated to campus community members via a variety of mechanisms or mediums. Depending on the nature of the incident, the College may issue the notice via one or more of the following methods:

- Rave Alert System
- Campus public address system
- Electronic mail messages
- Text messaging/Twitter® alerts to cell phones of those enrolled in the service
- Postings on the College's social media pages
- Posting on College's website and myCCAC portal page
- Physical postings and digital signage
- Emergency/Severe Weather Information Hotlines

- Direct person-to-person contact
- Local television and radio media
- Other methods as may be deemed necessary to ensure timely and effective communication of the information to all members of the campus community

The ERT shall be responsible for determining the method or methods by which the Timely Warning Notice will be disseminated. This determination will be made on a case-by-case basis, based upon its evaluation of the most effective means to timely disseminate the information to those who need to receive it.

## EMERGENCY NOTIFICATIONS

An “Emergency Notification” will be sent to the College community whenever it is determined that there is a significant emergency or dangerous situation on a campus or facility that presents an ***immediate threat*** to the health or safety of students, staff or visitors to that location. Such a life-threatening emergency requires immediate response and action, and may manifest itself as an active shooter on or near a campus; a fire, explosion or chemical leak requiring immediate evacuation; severe weather, such as a tornado, that is approaching a campus or other College location; a nearby chemical spill; outbreak of a serious virus or illness; or incidents of terrorism or civil unrest occurring on or near a campus or other College facility.

### Procedure for Issuing an Emergency Notification

Students and visitors having information regarding an emergency or life-threatening condition are urged to report it immediately to the Director of Safety and Security for their campus or to any other available security personnel or administrator.

Contracted security personnel and College administrators and employees who receive or obtain information regarding a potential emergency must immediately report the information to either the Director of Safety and Security for the campus at which they are located or to the most senior administrator present on the campus.

The campus Director of Safety and Security or the senior campus administrator who received information regarding a potential emergency shall notify the Office of the College President, who shall immediately convene the College’s ERT. The determination that an emergency exists, and the decision to issue an Emergency Notification regarding it, should be made in coordination and consultation with at least three (3) members of the ERT. The decision should also be made in consultation and conjunction with local law enforcement and/or the Allegheny County Departments of Emergency Management, Public Health or other governmental agencies that may be involved in or required to respond to the emergency. If sufficient members of the ERT are not immediately available and/or a delay in issuing the notice would potentially increase the risk to the health or safety of members of the College community, the Emergency Notification will be issued at the sole discretion of the College President or, if not available, the campus Director of Safety & Security. The Campus Administrator shall, in such case, also be responsible for

initiating and ensuring implementation and dissemination of the Emergency Notification to the College community.

### Timing and Content of Emergency Notifications

Upon confirmation that a life-threatening emergency or dangerous condition exists, an Emergency Notification must be released without delay, unless notification would compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency. Confirmation does not require that all pertinent details of the event or condition are known or even available; rather, it only requires verification that an immediate threat exists.

The notice should contain as much information as is reasonably necessary to alert individuals of the nature of the threat and include specific actions that individuals should take to protect themselves. For example, depending upon the circumstances, the notice may direct individuals to evacuate a particular building, shelter in place, or avoid a specific campus or building. After the initial notification is disseminated, follow-up information must be disseminated to the community, as necessary, to provide any new information and update the status of and/or resolution of the situation.

### Methods of Communication for Emergency Notifications

The College may disseminate an Emergency Notification by utilizing any one or more of the methods used to disseminate a Timely Warning Notice, as described above. Given the nature of the emergency, multiple or overlapping methods of communication should be utilized in order to ensure delivery of the information to all those within the scope of the threat and to mitigate against the possibility that one method fails or malfunctions. The ERT or, where applicable, the campus Director of Safety and Security and/or Executive Director of Business & Administration shall be responsible for selecting the most effective and appropriate method or methods to communicate the notification under the circumstances.

Distribution of an Emergency Notification may be limited to a specific campus or location whenever it is determined that the risk is limited to that location. For example, an Emergency Notification to evacuate a building due to a gas leak may be limited to individuals in that building or on that specific campus. As a general matter, Emergency Notifications will be sent to the entire College community whenever the emergency may affect large numbers of individuals on multiple campuses, or otherwise threatens the operations of the College as a whole. In addition, continuing evaluation of a situation may require expansion of an initial notice to include other campuses and locations.

### External Communications

In addition to utilizing the College's website and social media sites to communicate Emergency Notifications, CCAC may, when necessary and appropriate, utilize the following radio and television outlets to communicate information to individuals external to the College:

**Television Stations:**

KDKA (CBS Affiliate)  
WTAE (ABC Affiliate)  
WPXI (NBC Affiliate)

**Radio Stations:**

KDKA AM 1020  
KQV AM 1410  
WJPA FM 95.3 (Washington County)

The College's Chief Marketing & Public Relations Officer shall be responsible for disseminating notifications to external media and posting information to the College's website and social media sites.

**Evacuation and Emergency Response Procedures**

Each campus location is equipped with a public address system that can provide up-to-the-minute audible notifications to students, staff and guests in one or more campus facilities. This system allows for internal and external announcements/warnings to be specifically directed to those affected or potentially affected by an event. It is important to note that the public address system may or may not be used in conjunction with building evacuation alarms. Unless specifically directed otherwise, if a building evacuation alarm is activated, all persons in that building should treat the event as an actual emergency and immediately follow the identified evacuation routes to exit the building. All exits are clearly marked.

Detailed information on emergency response and evacuation procedures for each campus is set forth in the College's Emergency Procedures Manuals, Parts I and II, and the College's Emergency Procedures Quick Reference Guides. Copies of these manuals will also be maintained on the College's website at [www.ccac.edu](http://www.ccac.edu) and its Safety Information page. Copies of the Quick Reference Emergency Response Guides must also be displayed in prominent locations in all College facilities, and emergency evacuation routes must be posted near all main exits.

Each campus is required to conduct periodic emergency response and evacuation drills, and at least once each semester.

The College's Emergency Notification procedures will be tested on at least an annual basis.

The College's Chief Facilities Officer shall be responsible for updating, maintaining and disseminating emergency response and evacuation procedures in accordance with this section.



## **SEVERE WEATHER DELAYS/CLOSURES**

The decision to cancel classes or otherwise delay, alter or reschedule campus activities due to severe weather or other conditions will be made by the College President, in consultation with the Chief Facilities Officer, other members of the ERT and members of campus administration, as designated by the College President. Once such a decision is made, the College's Chief Marketing & Public Relations Officer will be responsible for promptly posting notice on the CCAC Emergency/Severe Weather Hotline, the College's website and social media sites, and to local television and radio media, as applicable.

## **PUBLIC SAFETY ALERTS**

Special notices may, from time to time, be issued by the College or one or more campus Directors of Safety & Security to alert the College community or affected segments of the community of safety-related information or conditions that do not rise to a level which warrants issuance of an Emergency Notification or Timely Warning Notice. These alerts may include information regarding construction activities on or near a campus and/or associated road closures; campus or building closures caused by weather or other conditions; reports of minor thefts or vandalism at a specific campus or building; or general tips and recommendations relating to crime prevention and reporting. Public Safety Alerts may be disseminated College-wide or to only affected areas, such as a particular campus or building.

## PROCEDURES FOR ADMINISTRATION OF NASAL NARCAN

<i>Policy Reference(s):</i>	VI.01
<i>Responsible Department(s):</i>	Emergency Management/ Safety & Security
<i>Approval Date:</i>	9/1/2018
<i>Revision Date(s):</i>	

### PURPOSE

To establish guidelines and regulations governing utilization of the nasal Narcan administered by the CCAC Safety & Security personnel and other identified/trained personnel. The objective is to treat Opioid overdoses and reduce fatal Opioid overdoses.

### STRATEGY

It is the strategy of CCAC Safety & Security that officers, and other identified personnel, who will be administering nasal Narcan are properly trained in the use and deployment of the nasal Narcan according to the laws of the Commonwealth of Pennsylvania.

### INTRODUCTION

In a continued effort to provide emergency care and basic life support for the Community College of Allegheny County, members of the CCAC Campus Safety & Security department are trained in cardiopulmonary resuscitation (CPR), the use of an Automated External Defibrillator (AED) and intra-nasal administration of Naloxone (Narcan). An AED and a Narcan kit will be located in each security office, ready for use for medical emergencies relating to the sudden cardiac arrest or opiate overdose.

This document outlines training requirements, general and specific operating procedures, medication administration procedures and supplies, and the CCAC Safety & Security responsibilities as they pertain to the use and maintenance of AEDs and the use, storage, replacement, exchange and documentation of Narcan.

### DEFINITIONS

***Drug overdose:*** For the purpose of this procedure, drug overdose is defined as an acute medical condition, including, but not limited to, severe physical illness, coma or loss of consciousness, unresponsive, pinpoint pupils, blue lips and/or nail beds, clammy skin, and/or not breathing or slow, shallow breathing.

***Opioids:*** Include illegal drugs such as heroin as well as prescription medications used to treat pain including, but not limited to, Morphine, Codeine, Methadone, Oxycodone (Oxycontin, Percocet, Percadan), Hydrocodone (Vicodin, Lortab, Norco), Fentanyl (Duragesic, Fentora), Hydronorphine (Dilaudid, Exalgo) and Buprenorphine (Subutex, Suboxone).

***Naloxone:*** Another name for the opioid antagonist, Naloxone Hydrochloride (Narcan, Evzio), which is an injectable or intra-nasal solution used to reverse the potentially fatal respiratory depression

caused by opioid-related drug overdose. (Naloxone has no effect on non-opioid overdoses such as those involving alcohol, cocaine, or benzodiazepines).

## **RECOMMENDATIONS**

This procedure is based on recommendations by the Substance Abuse and Mental Health Services Administration, the Pennsylvania Department of Health, the Secretaries of Education, Health and Drug and Alcohol Programs, the Pennsylvania School Boards Association (PSBA), the Pennsylvania Physician General, and Act 139 of 2014.

PSBA states that research has shown the following:

- Naloxone has been used safely by health professionals for over 40 years.
- Administration of Naloxone may cause a very unpleasant physical experience for a person who is overdosing, but serious side effects are very rare.
- Naloxone has no known potential for abuse.
- Naloxone has virtually no effect if administered to a person not using opioids.
- No cases of allergic reaction have been reported, although the possibility of an allergic reaction has not been ruled out.

Act 139 establishes a form of “Good Samaritan” immunity from criminal prosecution for persons who call for help (as well as the person whose overdose they report) in an emergency situation, use their real name, and stay with the overdosing person until EMS or law enforcement arrives. Act 139 establishes immunity from civil, criminal, or professional licensure liability for prescribing health care professionals, as well as for a “person” relating to their involvement with naloxone, so long as they act in good faith and with reasonable care, which are to be presumed if they have had the free training offered.

## **TRAINING**

Before any CCAC employee or contracted personnel may administer naloxone under this procedure, the individual must successfully complete an online training program through the Pennsylvania Department of Health, which covers the recognition of opioid-related overdoses, administering naloxone, and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed will be placed in the employee’s personnel file.

### Training Requirements/Testing

All police officers, security guards, and other identified personnel are required to become certified in basic first aid, CPR, and AED before assuming their duties. First aid/CPR/AED Training will be provided by a certified instructor.

All personnel using Narcan are required to become trained in the use and administration of Narcan, as described by the Pennsylvania Department of Health and outlined by Act 139 of 2014. All personnel subject to Narcan certification shall be recertified annually. Listed below are online training for Narcan.

Training Approved by the Department of Health and the Department of Drug and Alcohol Programs:

PA Virtual Training Network – [https://www.pavtn.net/media/20734/story\\_html5.htm](https://www.pavtn.net/media/20734/story_html5.htm)

Upon completion of this training, certificate of completion can be printed out and forwarded through the Chain-of-Command.

Update and refresher training in the use and administration of Narcan shall be conducted as described by the Pennsylvania Department of Health and outlined by Act 139 of 2014. Police officers, security guards and other identified personnel will undergo annual training including testing twice per year. Refresher classes may include both computer based training and hands-on-training (HOT).

All training records for first aid/CPR/AED/Narcan training will be maintained by the campus Director of Safety & Security and forwarded to the Executive Director of Emergency Management and College Safety & Security. Also, copies of individual certification cards and training certificates shall be maintained in members' training file.

### **CCAC SAFETY & SECURITY GENERAL PROCEDURES**

The CCAC Safety & Security department will store the Nasal Narcan kits in the following primary locations:

- The security office (Secured Box or Cabinet)
- AED within the security office or control area
- Other areas deemed appropriate by the campus Directors of Safety and Security

**NOTE:** Nasal Narcan may be damaged by extreme temperatures, both high and low. Due to this fact, consideration should be given to storing the Narcan in a safe and secure matter.

The campus Director of Safety & Security is designated as the nasal Narcan coordinator for their respected areas. The nasal Narcan Coordinator shall be responsible for the following:

- Ensuring the nasal Narcan is current and not expired.
- Proper and efficient deployment of nasal Narcan.
- Replacement of any nasal Narcan that is either damaged, unusable, expired or deployed.
- Ensuring all personnel that will be using nasal Narcan has received appropriate training in such.
- Ensure that any deployment of nasal Narcan to a subject will have a corresponding incident report documenting such deployment, and a Naloxone Usage Report form; to be forwarded to the Executive Director of Emergency Management and College Safety & Security.

### **NASAL NARCAN USE**

When using the nasal Narcan kit, officers will perform patient assessment; determine unresponsiveness, and administer first aid. Officer(s) shall contact their supervisor/administrator of the potential overdose situation. Officer or designee will notify the local EMS. Officers shall follow

the protocol as outlined in the nasal Narcan training.

Nasal Narcan Deployment Protocol:

- Identify and assess victim for responsiveness, pulse, and status of breathing.
- If no pulse, initiate CPR and AED as per normal protocol.
- Contact EMS and notify them of the situation.
- If breathing is decreased or signs of low oxygen (cyanosis) and overdose is suspected (based on history, evidence on scene, bystander reports, and physical examination) then proceed with Narcan administration by following the Narcan training. (Narcan instruction in Appendix C).
- If breathing is adequate and no signs of trauma, place in the recovery position.

**QUARTERLY REPORTING REQUIREMENTS**

- Each quarter, the campus Directors of Safety & Security will collect the following for their prospective areas and forward to the Executive Director of Emergency Management and College Safety and Security for processing:
  - a. Number of total doses of Naloxone administered;
  - b. Number of individuals to whom Naloxone was administered; and
  - c. Number Naloxone administrations resulting in overdose reversal.

**NOTE:** When an officer deploys nasal Narcan, and it results in resuscitation of an overdose victim, that officer should ensure the person receives appropriate follow-up care. The effects of Narcan only last for a limited period and the person may experience another opiate overdose when the effects of the Narcan wear off. As such, every effort should be made to encourage that person to be transported to the hospital for additional care. If the person refuses additional care, police should ensure that person is taken to a medical facility by ambulance.

## **APPENDIX A**

### **Training Resources**

For Police:

PA Virtual Training Network – <https://www.pavtn.net>

Other Training approved by the Department of Health and the Department of Drug and Alcohol Programs:

Get Naloxone Now - [http://www.getnaloxonenow.org/online\\_training.html](http://www.getnaloxonenow.org/online_training.html)

PA Virtual Training Network – [https://www.pavtn.net/media/20734/story\\_html5.html](https://www.pavtn.net/media/20734/story_html5.html)

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### **Proof of Training to Administer Naloxone**

I hereby certify that I have completed one of the above approved training programs relating to the administration of Naloxone. All those to whom I intend to provide a Naloxone kit for use in an overdose emergency have received training by one of the approved courses above.

I understand that there is additional information located at <https://www.narcan.com/?target=resources> that is specific to the Naloxone kits provided to me.

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(Individual receiving Naloxone)

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(Individual receiving Naloxone as designee of a group)

## APPENDIX B

### Naloxone Administration - Pennsylvania

Please return completed forms to the Philadelphia/Camden HIDTA office

Email: [narcan@pchidta.org](mailto:narcan@pchidta.org)

Fax: 215-863-3495

AGENCY NAME			AGENCY INCIDENT NUMBER		DATE OF OVERDOSE		TIME OF OVERDOSE <input type="radio"/> AM <input type="radio"/> PM	
OVERDOSE OCCURRED - City		County		Zip Code	VICTIM RESIDENCE - City		State	Zip Code
GENDER OF THE VICTIM Male      Female      Unk.		AGE	RACE/ETHNICITY OF THE VICTIM White      Black      Hispanic      Asian/Indian      Native American      Pacific Islander					

#### Signs of Overdose Present (Check all that apply.)

Weak Pulse	Shallow Breathing	Blue Lips	Unresponsive
Slow Pulse	Breathing Slowly	Other (specify) _____	

#### Suspected Overdose on What Drugs? (Check all that apply.)

Heroin	Benzos/Barbituates	Cocaine/Crack	Don't Know
Alcohol	Methadone	Suboxone	Other (specify) _____

#### Evidence

Evidence Secured		Drugs	Paraphernalia
Heroin	Stamp (Text/Color): _____	Desc. Image: _____	
	Stamp (Text/Color): _____	Desc. Image: _____	
Opiate Pills	Pill Type: _____	Dr.'s Name: _____	

#### Details of Naloxone Administration

WAS NALOXONE ADMINISTERED BY ANYONE ELSE AT THE SCENE? Yes      No		IF YES, BY WHOM? (Check all that apply.) EMS      Bystander      Other (specify) _____			
NUMBER DOSES USED	HOW LONG DID IT TAKE FOR THE NALOXONE TO WORK? <1 Min.      1-3 Min.      3-5 Min.      >5 Min.      Don't Know      Did Not Work				
PERSON'S RESPONSE TO NALOXONE Responsive and Alert      Combative      Responsive but Sedated      Responsive and Angry      No Response to Naloxone		DID THE PERSON SURVIVE? Yes      No			
POST-NALOXONE SYMPTOMS (Check all that apply.) None      Seizure      Dope Sick (e.g., nauseated, muscle aches, runny nose, and/or watery eyes) Vomiting      Respiratory Distress      Other (specify) _____					
OTHER ACTIONS TAKEN (Check all that apply.) Sternal Rub      Recovery Position      Rescue Breathing      Chest Compressions Automatic Defibrillator      Yelled      Shook the Person      Oxygen Other (specify) _____					
NALOXONE LOT #			EXPIRATION DATE		

#### Notes/Comments

OFFICER'S NAME/BADGE #	OFFICER'S SIGNATURE/DATE
CONTACT PHONE NUMBER	

## APPENDIX C



### QUICK START GUIDE Opioid Overdose Response Instructions

Use NARCAN® (naloxone hydrochloride) Nasal Spray for known or suspected opioid overdose in adults and children.  
Important: For use in the nose only.  
Do not remove or test the NARCAN Nasal Spray until ready to use.

#### 1 Identify Opioid Overdose and Check for Response

**Ask** person if he or she is okay and shout name.

**Shake** shoulders and firmly rub the middle of their chest.

**Check for signs of an opioid overdose:**

- Will not wake up or respond to your voice or touch
  - Breathing is very slow, irregular, or has stopped
  - Center part of their eye is very small, sometimes called "pinpoint pupils"
- Lay the person on their back to receive a dose of NARCAN Nasal Spray.



#### 2 Give NARCAN Nasal Spray

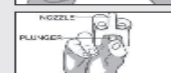
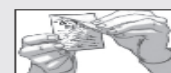
**REMOVE** NARCAN Nasal Spray from the box.  
Peel back the tab with the circle to open the NARCAN Nasal Spray.

**HOLD** the NARCAN Nasal Spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

**Gently insert the tip of the nozzle into either nostril.**

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into one nostril, until your fingers on either side of the nozzle are against the bottom of the person's nose.

**Press the plunger firmly** to give the dose of NARCAN Nasal Spray.  
• Remove the NARCAN Nasal Spray from the nostril after giving the dose.



#### 3 Call for emergency medical help, Evaluate, and Support

**Get emergency medical help right away.**

**Move the person on their side (recovery position)** after giving NARCAN Nasal Spray.

**Watch the person closely.**

**If the person does not respond** by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

**Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril.** If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



For more information about NARCAN Nasal Spray, go to [www.narcannasalspray.com](http://www.narcannasalspray.com), or call 1-844-4NARCAN (1-844-462-7226). You are encouraged to report negative side effects of prescription drugs to the FDA. Visit [www.fda.gov/medwatch](http://www.fda.gov/medwatch), or call 1-800-FDA-1088.

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## SURVEILLANCE CAMERA GUIDELINES

<i>Policy Reference(s):</i>	<b>VI.01</b>
<i>Responsible Department(s):</i>	<b>Facilities Office; Executive Director of Emergency Management</b>
<i>Approval Date:</i>	<b>1/2/2019</b>
<i>Revision Date(s):</i>	<b>7/1/2021; 7/1/2024</b>

### PURPOSE

CCAC is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a surveillance camera system. The surveillance of public areas is intended to deter crime, assist in the protection of the health, welfare and safety of the College's students and staff, and prevent destruction or loss of College property. The use of surveillance systems constitutes an extension of the College's law enforcement and security function.

These guidelines are provided to formalize the process of installing surveillance equipment on College property and to establish requirements pertaining to the viewing, retention, dissemination and destruction of recordings made through or stored on the College's surveillance systems.

### INSTALLATION PROCEDURES AND LOCATIONS

Requests to procure and install surveillance cameras and/or related systems, together with the proposed installation locations, must be submitted in advance for the review and written approval of the Executive Director of Emergency Management/Safety & Security and the Chief Facilities Officer.

Surveillance cameras and systems must be installed and configured to prevent tampering with or unauthorized duplication of recorded information and must be compatible with and capable of connecting to the College's approved networked software system.

Surveillance cameras and systems may only be utilized to surveil or record activity in areas in which an individual does not have a reasonable expectation of privacy and must comply with applicable law and College policies.

### VIEWING

Only authorized personnel, as identified in the table below, shall be granted access to College owned or operated surveillance systems or to view surveillance feeds or recordings. All other requests to access College owned or operated surveillance systems, or to view or access surveillance feeds or recordings, must be submitted to and reviewed and approved in writing by the Executive Director of Emergency Management/Safety & Security and the Chief Facilities Officer. The existence of this procedure does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week; however, the College reserves the right to do so.

<b>POSITION(S)</b>	<b>LOCATION(S) FOR VIEWING</b>	<b>REMOTE ACCESS</b>	<b>EXPORT VIDEO OPERATOR(S)</b>
Executive Director of Emergency Management	All access	Yes	Yes
Directors of Safety & Security(s)	All access	Yes	Yes
Dean of Students	Only assigned campuses & centers	No	Receive exported video by request
Campus Administrators	Only assigned campuses & centers	Yes	Receive exported video by request
Physical Plant Supervisor (Lead)	Only assigned campuses	Yes	No
Safety & Security Desk	Only assigned campuses & centers	No	No
Safety & Security Desk Allegheny Campus	All access	No	No
Student Conduct Manager	All access	No	No
ITS Surveillance System Administrator	All access	Yes	Yes
Associate VP of Human Resources or their designee	No	No	Receive exported video by request
Open Records Officer	No	No	Receive exported video by request
Civil Rights Compliance Officer/Title IX Coordinator (or designee)	No	No	Receive exported video by request
Chief Legal Officer or their designee	All access	No	Yes

## **RETENTION AND RELEASE OF INFORMATION**

Surveillance recordings will be retained for a length of time deemed appropriate for the purpose of monitoring, but not to exceed 30 days unless such images have historical value, are being used for a criminal and/or judicial investigation in accordance with this procedure, or are the subject of a litigation hold order, subpoena, court order or other legal obligation to retain the recording.

Surveillance recordings will be stored in a secure location, in such a manner to prevent tampering, unauthorized copying or destruction.

All information, data and recordings obtained through or stored on the College's surveillance systems are considered confidential, and may not be copied, used or disseminated except to the extent authorized by law, these Guidelines or other College policies or procedures. Requests by law enforcement agencies, students, media, third parties or non-authorized College personnel to view or obtain a copy of a recording made by or stored on the College's surveillance systems must be submitted to and reviewed by the Executive Director of Emergency Management/Safety & Security and the Chief Facilities Officer prior to disclosure.

#### **EXCLUSION FOR LAW ENFORCEMENT UNIT RECORDS**

The FERPA statute and regulations (20 U.S.C. 1232g(a)(4)(B)(ii) and 34 CFR §§ 99.3 and 99.8) exclude from the definition of education records those records created and maintained by a law enforcement unit of an educational institution for a law enforcement purpose. In accordance with these provisions, surveillance recordings depicting any student(s) will generally not be considered part of a student's education record unless the recording or a copy thereof has provided to another component of the institution in connection with a non-law enforcement related matter.

## UNCLAIMED AND ABANDONED PROPERTY

<i>Policy Reference(s):</i>	VI.01
<i>Responsible Department(s):</i>	Facilities Management
<i>Approval Date:</i>	2/4/16
<i>Revision Date(s):</i>	8/15/2016

### GENERAL

The Security Office at each CCAC campus and center shall have responsibility for the management of found and unclaimed property. Found property should be turned into the Security Office as promptly as possible. Items will be held in a secure location as designated by the Campus Safety & Security Director. The Security Office will maintain an inventory record of all found property.

### RECOVERY OF CLAIMED PROPERTY

The Security Office will make reasonable efforts to contact the owner of an item if an email, phone number, address or other identifying information is located on the item.

In order to claim an item, the owner must describe it as closely as possible and/or provide other reasonable proof of ownership that is reasonably acceptable to the campus Safety & Security Director or his/her designee. If ownership of an item is established, the owner will sign for the item upon its return.

### DISPOSAL OF UNCLAIMED PROPERTY

Found and unclaimed property will be held for a period of up to sixty (60) days, or the conclusion of the then current academic term or semester, whichever period is greater. Items that remain unclaimed beyond this period will be deemed abandoned and become the property of the College, to be disposed of, donated or utilized at the College's discretion, subject to the following exceptions:

- ATM Cards, Bank Cards and Credit Cards will be shredded if not claimed within 48 hours.
- Driver's License or State Photo ID's will be returned to the address listed on the license or ID.
- U.S. Passports will be returned to Lost/Stolen Passport Office of the U.S. Department of State.
- Foreign passports will be returned to the embassy of the country issuing the passport.
- CCAC ID Badges will be returned to the campus Dean of Administration.
- Keys for College offices/buildings will be logged and returned to inventory by the Security Office or Facilities Department.
- Flash drives, computer disks, portable hard drives and other electronic storage media will be sent to the College ITS Department after one (1) week. ITS will erase all data stored on the device and dispose of the device in accordance with established ITS procedures.
- Unidentifiable items of nominal value will be disposed of if they remain unclaimed for longer than 48 hours. Such items include food, drinks, water bottles, loose leaf papers, photocopies and other items lacking any information identifying the owner and which are reasonably valued at less than \$10.

- Found cash or currency will be held for seven (7) business days and, if unclaimed after such period, will be reported to the Pennsylvania Treasury Department or turned over to appropriate law enforcement authorities in accordance with the requirements of applicable law.

## REMOTE ACCESS TO CCAC COMPUTER NETWORKS

<i>Policy Reference(s):</i>	VII.01; VII.02
<i>Responsible Department(s):</i>	ITS
<i>Approval Date:</i>	April 17, 2017
<i>Revision Date(s):</i>	

### PURPOSE

The purpose of this regulation is to define rules and requirements for connecting to CCAC's computer network (or any network managed by CCAC) via the Internet from any location that is not connected to the CCAC network. These requirements are designed to minimize the risks, liabilities and harm to CCAC and its students, faculty, staff and other authorized users which may result from unauthorized access to CCAC's computer networks and other Information Technology Resources.<sup>4</sup> Such risks include, but are not limited to, the loss of sensitive or confidential information, damage to the College's public image, damage to critical CCAC internal systems, and fines or other financial liabilities that may be caused by or result from data security breaches.

### SCOPE

This regulation applies to all authorized CCAC employees, contractors, vendors and agents (hereafter referred to as "user") that use a CCAC-owned or personally owned computer, laptop, smartphone, tablet or other device to remotely connect to CCAC's computer networks and other Information Technology Resources.

It also applies to remote access connections used to perform work on behalf of CCAC including reading or sending email and utilizing the College's intranet web resources and applications.

Finally, this regulation covers any and all technical implementations of remote access used to connect to CCAC networks. Remote access implementations that are covered by this regulation include, but are not limited to, DSL, cable modems, fiber optic networks, VPN, SSH, Wi-Fi, and cellular networks.

### USER RESPONSIBILITIES

#### General

1. Storage of confidential information on any personally-owned computer, storage device and/or any personal cloud storage account is prohibited. The foregoing prohibition extends to the act of forwarding confidential information to a personal e-mail account, regardless of whether such information is contained in the body of an e-mail or in an attachment to an e-mail. Confidential information, as used herein, refers to and includes data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, and

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<sup>4</sup> For purposes of this regulation, the term "Information Technology Resources" shall have the same meaning as set forth in Board Policy VII.01.

non-public financial information developed by or pertaining to CCAC and/or its campuses, operations or programs; building and computer network security plans and information; network and system passwords; information relating to CCAC employees, including employee financial information and records maintained in personnel files; student education records, including financial and other personally identifiable information contained in such records; social security, student and/or employee identification numbers; and records and information that are protected against disclosure by one or more federal or state laws or regulations or by separate agreement between CCAC and a third party.

2. Portable storage devices, tablets and laptop computers, even if issued by the College, shall not be used to store confidential information without prior written approval from Chief Information Officer (or delegated authority). If approved, ITS will provide secure means to encrypt hard drives.
3. It is the responsibility of the user with remote access privileges to CCAC's network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the College networks.
4. All authorized remote access users are required to comply with all CCAC policies, rules and regulations while utilizing remote access privileges, including but not limited to the College's Acceptable Use of Information Technology Resources Policy (Board Policy VII.01) and rules of conduct and acceptable use as set forth in the College's Employee Manual and Student Handbook.

## **Requirements**

1. Remote access must be strictly controlled by the use of unique user credentials. It is also the user's responsibility to protect and secure their user credentials to prevent unauthorized users from accessing the CCAC networks. For information on creating a strong password please review [CCAC's Password Policy & Guidelines](#).
2. All employees who have access to confidential information, whether at campus or remotely, must understand their responsibility to only access information that they need to do their job and to properly protect the confidentiality of the information they do access. These employees must sign a confidentiality agreement acknowledging these responsibilities annually.
3. The users approved for remote access are required to complete a mandatory data security training prior to use of this service.
4. Remote access passwords are to be used only by the authorized individual to whom they were assigned and may not to be shared with anyone.
5. All remote access connections that utilize a shared infrastructure or service, such as the Internet, will utilize strong encryption. ITS will establish standards for encryption technology.
6. All hosts that are connected to CCAC internal networks via remote access technologies must have up-to-date anti-virus software implemented and the virus definition files must be updated automatically when they are available.
7. All hosts that are connected to CCAC internal networks via remote access technologies must have current operating system security patches installed as recommended by the operating system vendor.
8. Personal equipment that is used to connect to CCAC's networks must meet the requirements of CCAC-owned equipment for remote access.
9. When accessing the CCAC network resources from a shared personal computer, the authorized user is responsible for preventing access to any CCAC computer resources or data by non-authorized users.

10. Only work related content that the user creates or which comes from a trustworthy sources that can be opened by standard CCAC applications can be saved to the user's (F:) drive and shared folders (U:). Executable computer applications and multimedia files cannot be saved to these folders.
11. Remote access to desktop, laptop, and portable computing devices at CCAC is prohibited, unless specific permission has been granted by Chief Information Officer.
12. In situations where external technical support is required from a vendor or non-CCAC support group and remote access is required, specific written permission from the ITS is required. When this type of external support is necessary, the actions being performed on that computer must be monitored by the user and ITS support staff.
13. Use of cloud based external services and technologies to gain remote control of a CCAC desktop, laptop, portable computing device and store, receive and transmit data is prohibited.
14. The vendors and contract workers that are approved to have remote access to the college's networks and systems and the data contained therein must agree to and execute CCAC's "Third Party System Access Agreement" before access will be granted. In signing the agreement, the vendor/contract worker acknowledges that he or she has read and agrees to abide by this Remote Access Regulations and all College policies. If the contract worker will have access to confidential information, he or she will be required to submit the result of background check and must complete the online security awareness training.
15. Users that utilize personal devices to connect to CCAC's networks acknowledge and understand that, as a result of such use, these personally owned devices may store and maintain a record of the information, documents and data created, stored or transmitted during or through such use. By using the remote access facilities, users acknowledge and agree that if data or information contained on their personal devices becomes the subject of or potentially relevant to litigation or other legal proceedings, the user will be obligated to maintain and preserve such information and data, as well as potentially make the device available for inspection and copying of relevant data and information stored upon the device.

## **COMPLIANCE MONITORING**

The Information Technology Services Department will verify compliance with this policy through various methods, including but not limited to by utilizing system access monitoring and reporting tools, audits, inspections, and will provide feedback to the Chief Information Officer, Human Resources Office and appropriate business unit manager(s) when an issue arises.

Failure to comply with the requirements set forth in this regulation will result in the user's remote access capability being revoked until he or she produces proof that the problems have been remedied. Employees who violate the requirements of this regulation may also be subject to corrective action, up to and including termination of employment. Deliberate, unauthorized disclosure of confidential information may further result in civil and/or criminal penalties.



## DEFINITIONS

Term	Definition
Cable Modem	Cable companies provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet.
Dual Homing	Having concurrent connectivity to more than one network from a computer or network device. Example include: Being logged into the CCAC network via a local Ethernet connection, and connecting to other Internet service provider (ISP) through a cellular service on same device.
DSL	Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems.
Remote Access	Any access to CCAC's network through a non-CCAC controlled network, device, or medium.
Third Party System Access Agreement	Third party access agreement is required for non-college users that need have access to some college resources. This form can be found at <a href="https://www.ccac.edu/Human_Resources_Forms_and_Documents.aspx">https://www.ccac.edu/Human_Resources_Forms_and_Documents.aspx</a>
Wi-Fi	Wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections. A Wi-Fi enabled device such as a PC, mobile phone, or PDA can connect to the Internet when within range of a wireless network.

## USE OF CLOUD COMPUTING TECHNOLOGIES

<i>Policy Reference(s):</i>	VII.01; VII.02
<i>Responsible Department(s):</i>	ITS
<i>Approval Date:</i>	September 5, 2017
<i>Revision Date(s):</i>	November 1, 2017

### PURPOSE

Cloud Computing offers benefits to both private and public agencies that rely heavily on technology for business operations. Those benefits include scalability, elasticity, high performance, reduced administrative challenges, improved cost control, better technological agility, increased technical and business flexibility, faster time to market and increased innovation opportunities. Understanding, managing and controlling the risks around confidentiality, security and resiliency related to the adoption of Cloud Computing solutions is imperative when leveraging cloud technology.

This regulation establishes guidelines and requirements pertaining to the use of Cloud Computing at CCAC in order to provide the best outcomes in terms of data security and privacy (DSP), Service Level Agreements (SLA), data ownership and other key components involved in the use of Cloud Computing technologies, and to ensure compliance with law and best practices relative to business operations and data and information security.

#### Rationale for Policy:

<http://www.oa.pa.gov/Programs/Information%20Technology/cybersecurity/agencies-employees/Pages/default.aspx>

### DEFINITIONS

CCAC adopts the National Institute of Standards and Technology (NIST) definition of “Cloud Computing”, which defines the term as “a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.”

(<http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-145.pdf>)

As defined by the NIST and this regulation, Cloud Computing refers to and includes the implementation, deployment and use Software as a Service (SaaS), Infrastructure as a Service (IaaS), Platform as a Service (PaaS), other third party hosted data (i.e., Facebook, Twitter, and social media), and related technologies in order to provide secure, effective technology services and correspondingly appropriate safeguards in support of the Mission of the College.

## SCOPE

This regulation applies to any College-owned or licensed technology platform that involves the use of a Cloud Computing technology or resource, except for legacy systems.

## REQUIREMENTS

Prior to entering into any contract or agreement for a Cloud Computing technology or resource, the College will assess the solution and endeavor to determine and ensure the following:

- That implementation and use of the solution will forward the mission and goals of the College.
- That the solution meets all considerations contained in state and federal regulatory requirements.
- That the College possesses sufficient internal skills and infrastructure to support the solution post-implementation.
- That the contract or agreement for the solution includes a Service Level Agreement (SLA) that provides for no less than 99.97% of scheduled up-time, and that any scheduled downtime for maintenance require at least 24 to 48 hours advance notice to the College.
- That the vendor or contractor providing the solution will be responsible for reducing or refunding fees or providing other comparable remedies to the College if the required SLA levels are not achieved or maintained.
- That the College will retain ownership of all data, information and intellectual property provided or developed by the College in connection with its use of the solution.
- That the contract or agreement for the solution prohibits the service provider from making any alternative uses of the College's data or information.
- That the contract or agreement for the solution requires the service provider to promptly transfer the College's data back to the College at the conclusion of the contract, and in a manner and format that can be readily used or converted to use by the College and in a form that is free of viruses, worms, data breaches, hacker activities, Trojan horses and other similar harmful data elements. The vendor should also be prohibited from deleting the College's data from its servers for a period of at least ninety (90) days following the transfer to ensure that the data has been successfully transferred in usable format.
- That the contract or agreement for the solution requires the service provider to carry insurance in form and amount sufficient to protect the College against data breaches, and which otherwise complies with the insurance requirements established by the College's Office of Risk Management.
- That the solution will always be hosted in the continental United States of America.
- That the service provider possesses adequate backup and recovery capabilities.
- That the service provider has and maintains a secondary site that provides for rapid failover and recovery of data and functionality.
- That the service provider can ensure that data is protected at rest and in transit and while in use.
- That the service provider submits to SOC 2 and other audits as required.
- That the service provider provides technical and functional support for its product.
- That the contract or agreement for the solution provides for custom source code escrow.
- That the contract or agreement for the solution requires the service provider to protect Personally Identifiable Information (PII).

- That the contract or agreement for the solution requires the service provider to notify the College of data breaches immediately and in no less than 2 hours.
- That the solution includes adequate controls at application and network layers based on industry best practices.
- That the College has verified at least three references (urls) where the product has been implemented and has been in production for 12 months or more.
- That the contract or agreement for the solution requires a minimum of six months' advance notice of termination to CCAC by the vendor.
- That the contract or agreement for the solution requires the vendor to notify the College in the event that it files for bankruptcy protection before or during the contract period with CCAC, or otherwise makes an assignment of its rights under the contract for the benefit of its creditors.
- That the contract or agreement for the solution requires the vendor to notify the College within 30 days in the event of a planned merger and requires it to provide tools for data migration and a technology road map for the merged entity.
- That the contract or agreement for the solution includes adequate warranties against third party breaches, loss of access, and denials of service.

It is recognized that contractual provisions, as described above, are subject to negotiation with the vendor and may not be commercially obtainable in every case. Exceptions to these requirements may therefore be made upon approval of the College's Chief Information Officer and the General Counsel.

## **ADDITIONAL REFERENCES**

Board Policy II.06 – Legal Services and Review

Board Policy V.02 – Contracts

Administrative Regulation, *Remote Access to CCAC Computer Networks*

CCAC Employee Manual

[CCAC ITS Procedures](#)

## **Gartner Resources**

- ["Designing a Cloud Strategy Document"](#)
- ["Decision Point for Application Placement: Cloud, Managed, Colocation or Do It Yourself"](#)
- ["Decision Point for Selecting an Application's Cloud Migration Strategy"](#)
- ["Analyzing the Role and Skills of the Cloud Architect"](#)
- ["The Cloud Architect's Guide to Implementing Public Cloud Services"](#)
- ["Key Services Differences Between AWS and Azure — Availability, Network, Compute and Storage"](#)
- ["Hybrid Architectures for Cloud Computing"](#)
- ["Building an IT Business Case for Public Cloud IaaS or PaaS"](#)
- ["A Comprehensive List of Management Requirements for Organizations Using Public Cloud Services"](#)
- ["Hosted Private Clouds: The Alternative to Building It Yourself"](#)
- ["Evaluation Criteria for Cloud Infrastructure as a Service"](#)

- ["In-Depth Assessment of Amazon Web Services"](#)
- ["In-Depth Assessment of Microsoft Azure IaaS"](#)
- ["In-Depth Assessment of Google Cloud Platform"](#)

## INFORMATION TECHNOLOGY ACCESSIBILITY GUIDELINES

<i>Policy Reference(s):</i>	II.01; VII.04
<i>Responsible Department(s):</i>	ITS
<i>Approval Date:</i>	09/01/2018
<i>Revision Date(s):</i>	

### PURPOSE

The purpose of this document is to provide guidance to College departments and employees for fulfilling the College's commitment to provide equal access to Information Technology Resources (IT) and complying with Board Policy VII.04. Following these guidelines will help to ensure that people with disabilities have access to the same services and content that are available to people without disabilities, including services and content made available through the use of IT.

IT procured, developed, maintained, and used by the College should provide substantially similar functionality, experience, and information access to individuals with disabilities as it provides to others.

### DEFINITIONS

“Accessible” means a person with a disability is “afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.” (source: [Resolution Agreement: South Carolina Technical College System](#), OCR Compliance Review No. 11-11-6002).

### SCOPE

These guidelines apply to IT utilized for administrative, research and academic applications, including the following:

- Websites
- Video and audio content
- Electronic documents
- Desktop, mobile, and cloud-based applications
- Content and learning management systems
- Email and calendars
- Library resources
- Computers and peripherals
- Information kiosks, telephones, digital signs, and other electronic equipment
- Classroom technologies

## **STANDARDS**

For guidance in meeting its IT accessibility commitments, the College will benchmark its IT against the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, developed by the World Wide Web Consortium (W3C). WCAG 2.0 provides success criteria for measuring web accessibility, as well as provides useful metrics for products and services that are not specifically web-based.

Employees responsible for designing, developing or maintaining IT Resources should ensure the resources are accessible under this standard.

Employees selecting IT resources, including textbooks or other instructional tools that students will use, should ensure that the resources are accessible under this standard.

If unable to locate or use an IT resource (whether created or acquired) that is accessible, or where an existing resource cannot be made accessible under this standard, the applicable employee, department or unit will be responsible for providing an individual with equivalent access through alternative means.

## **PROCUREMENT OF IT RESOURCES**

Requests to procure or acquire new IT resources, including but not limited to hardware, software, software as a service or other cloud-based services, mobile applications, computer systems, and networking or telecommunications equipment, must be submitted to and approved by the College's Chief Information Officer (CIO) or their designee prior to proceeding with any purchase, competitive solicitations, contract negotiations or contract award. The CIO will review the proposed acquisition to assess its impact on the accessibility of the College's IT resources and its ability to meet the College's IT accessibility guidelines and policy.

## **REPORTING AND CORRECTIVE ACTION**

The Civil Rights Compliance Officer (CRCO) and the Chief Information Officer (CIO) are responsible for notifying responsible parties of issues with the accessibility of their IT resources and overseeing the resolution of these issues.

Any person experiencing accessibility issues with an IT Resource should notify the CRCO or CIO for assistance in resolving the issue. If the CRCO becomes aware of or is notified of an issue, the CRCO will notify the CIO, who will be responsible for notifying the relevant College employee about the issue and assist the employee to correct it in a timely fashion or identify an alternative reasonable accommodation that provides equivalent access. If an employee or unit believes that modifying a particular IT resource would create an undue hardship or result in a fundamental alteration of a program, service or activity, that employee or department shall be required to provide a written justification to the CIO and the CRCO for that position.

## **RESOURCES**

[Web Content Accessibility Guidelines 2.0](#)

## PRINTING/SCANNING OPERATIONS

<b><i>Policy Reference(s):</i></b>	<b>VII.01</b>
<b><i>Responsible Department(s):</i></b>	<b>ITS</b>
<b><i>Approval Date:</i></b>	<b>4/3/2023</b>
<b><i>Revision Date(s):</i></b>	

### **PURPOSE**

The purpose of this regulation is to provide guidance to College departments and employees with regard to the use, procurement and management of print and scanning operations. The College strives to provide a cost-effective, secure, simplified, centralized, touchless print management solution that adheres to industry standards and best practices.

### **SCOPE**

These regulations apply to all CCAC employees, partners and guests utilizing CCAC printing and scanning services. This includes all printing and scanning resources at the College, including but not limited to the following: local printers, networked printers, local scanners, networked scanners, and print-vendor multifunction printers.

#### ***Not within scope:***

- Specialty printing for disciplines such as art, engineering and 3D printing. These printers, supplies & support responsibilities remain with the academic department.
- Document imaging scanners/services.

### **DEFINITIONS**

***PaperCut:*** Print management software solution that can enable, track, manage and secure printing, copying and scanning.

***Local Printer/Scanner:*** A local printer or scanner is one which is directly connected to a computer via USB cable. It is a printer or scanner that is only accessible from that computer.

***Network Printer / Scanner:*** A printer or scanner connected to a network. Any computer on that network can access and print or scan to these devices if configured to do so.

***Multifunction Device (MFD):*** A networked device that incorporates printing, scanning, and copying into a single device. Typically, these can be customized to provide a variety of options such as fax, staples, booklets, and offer a wide-range of paper sizes.

### **GUIDELINES**

The college will utilize a centralized managed print solution for all printing and scanning operations. Employees will securely release print jobs with a swipe of their employee ID card or by logging in with their CCAC username and password. Standardized multifunction devices will be strategically



and equitably placed throughout the College based on identified printing/scanning volumes and business needs. Printing will be available on the CCAC wired and wireless networks, as well as from off-campus locations.

The College intends to eliminate waste, encourage responsible printing habits, and provide a secure method of printing and scanning by adhering to the following guidelines:

- Centralized printers/scanners will be standard, high efficiency, cost effective Multifunction Devices.
- Procurement for Multi-Function Devices, supplies and maintenance will be covered within the vendor contract and managed through ITS.
- PaperCut software will be utilized to integrate with CCAC ID cards and CCAC's TouchNet system.
- CCAC ID cards or User ID will be required for print release functionality to securely released print jobs.
- CCAC ID cards or User ID will be required for scanning functionality to properly identify and save scanned documents.
- Employees are prohibited from installing personal or local printers, scanners and associated supplies to College computers, the College network or other Information Technology Resources. Personal devices will not be installed or supported by the College. Requests to use budgeted, College funds to purchase printers, scanners and/or associated supplies must be approved in advance by ITS.
- Employees will utilize sustainable digital communications instead of printing, when possible.
- The duplicating center will be utilized for all bulk-printing needs.
- Grayscale and duplex printing will be enabled by default.
- Print jobs not retrieved within 24 hours will be automatically deleted.
- Ongoing reporting/monitoring of printers and print jobs will provide for continued process improvements.
- Additions and/or changes to the device placement must be reviewed and approved by the Vice President & Chief Information Officer.

## PRIVACY NOTICE AND PROCEDURES

<i>Policy Reference(s):</i>	I.01; III.01; VI.01; VI.02
<i>Responsible Department(s):</i>	ITS
<i>Approval Date:</i>	4/21/2021
<i>Revision Date(s):</i>	

### PURPOSE

This Privacy Notice describes the manner in which the College collects, uses, protects and/or manages data, including Personally Identifiable Information (PII), of those individuals who visit/use the College's Online Resources.

### SCOPE

This Notice covers all official CCAC Online Resources, and describes what information is collected, how it is used, how it is protected, and end-users' options regarding information collection and dissemination.

### DEFINITIONS

**Account** – means a unique account a user creates to access College services.

**Cookies** – refers to a text file that is placed on the hard disk of the device utilized by a user to access the College's web page server. Cookies cannot be used to run programs or deliver viruses to a user's computer. Cookies are uniquely assigned to the user, and can only be read by a web server in the domain that issued the cookie to the user.

**JSON Web Tokens** – refers to an open, industry standard [RFC 7519](#) method for representing claims securely between two parties. In authentication, when the user successfully logs in using their credentials, a JSON Web Token will be returned and must be saved locally.

**Online Resources** – refers to CCAC's website, mobile applications, and other College-owned and operated web-based applications and services.

**Personal Data** – refers to any information that relates to an identified or identifiable individual.

**Personally Identifiable Information (PII)** – refers to information that can be used on its own or in combination with other information to identify, contact or locate a single person, or to identify an individual in context.

**User/You** – means the individual accessing or using CCAC's Online Resources.

### PRIVACY PROCEDURES

CCAC collects certain data and information in order to operate its Online Resources and deliver the services that users have requested. Users provide some of this information when applying for admissions, requesting more information, registering for classes, or upon accepting a position with

the College. When appropriate, the user may also be asked to enter PII or other data to help with their experience.

CCAC collects PII, such as a user's email address, name, home or work address, and/or telephone number, in connection with the delivery of certain services accessed through its Online Resources. The College also collects anonymous demographic information, which is not unique to the user, such as zip code, age, gender, preferences, interests and favorites, along with certain data relating to the user's computer hardware and software, such as IP address, browser type, domain names, access times and referring website addresses. This information is used by CCAC for the operation of the service, to maintain the quality of the service, and to provide general statistics regarding use of the College's website.

CCAC will limit the collection, use, disclosure and storage of PII to that which reasonably serves the College's academic, research or administrative functions or such other purposes as may be required by applicable law. CCAC will at all times comply with applicable federal, state and local laws in connection with its collection, use, disclosure and/or storage of PII.

The College does not sell, rent or lease its customer lists to third parties. CCAC may, from time to time, contact users on behalf of external business partners about a particular offering that may be of interest. In those cases, the user's unique PII (e-mail, name, address, telephone number) is not transferred to the third party. The College may also share certain Personal Data with trusted partners to help it perform statistical analysis, send users communications about events or services offered by the College in which they may have expressed interest, provide customer support, and/or arrange for deliveries or materials ordered through the College. All such third parties are prohibited from using a user's PII except to provide these services, and are further required to maintain the confidentiality of any information shared.

### **How CCAC Protects Users' Information:**

All PII is stored behind secured firewalls and is only accessible by a limited number of CCAC personnel, who are required to keep the information confidential. In addition, all sensitive/credit information the user supplies is encrypted via Secure Socket Layer (SSL) technology. The College also implements a variety of security measures to protect a user's Personal Data when the user conducts a transaction through the College's Online Resources or submits or accesses their Personal Data through those resources. All financial transactions are processed through a gateway provider and are not stored or processed on CCAC servers.

### **Types of PII That CCAC May Collect:**

- Full name
- Account Username
- Email Address
- Device ID for app notifications (not for tracking purposes)
- Crash data to enhance produce resiliency and assist support
- Global Positioning System (GPS) location for maps
- Internet Protocol (IP) address
- Location for maps

- Camera for QR (Quick Response) support

### **What CCAC Does with Collected Information:**

- To personalize your experience and to allow the College to deliver the type of content and product offerings in which the end-user is most interested.
- To improve the College's website in order to better serve the user.
- To allow the College to better serve the user in responding to customer service requests.
- To quickly process the user transactions.
- To send periodic emails regarding the user's classes or other services.
- To follow up with the user after correspondence (live chat, email or phone inquiries)

### **Circumstances Under Which Information May Be Disclosed to Third Parties:**

- Legal Requirements: The College may release records in response to a lawful subpoena, court order or other legal process where such records are required or authorized by law to be produced.
- Authorized Persons: Records may be disclosed to College officials and authorized individuals performing work for the College who require the information for the performance of their duties or for other educational purposes.
- Protection of College Interests: The College may disclose information contained in records to protect its legal interest when those records may be related to the actions of an individual that the College reasonably believes may violate or have violated his/her conditions of employment or threaten injury to people or property.
- Collective Bargaining Agreements: Information may be disclosed as required under the terms of a collective bargaining agreement.
- Emergencies: Information may be disclosed if, in the judgment of the designated custodian of such records, disclosure is necessary to protect the health, safety or property of any person.

Additional information concerning instances in which Personal Data contained in public records or student education records may be disclosed by College officials can be found in the following College regulations: *Public Records and Release of Information* and *Review and Release of Information in Student Records*, the complete texts of which are set forth in the *CCAC Administrative Regulations Manual*.

### **Cookies**

The College's Online Resources utilize "cookies" to help personalize online experiences. The purpose of a cookie is to tell the web server that a user has returned to a specific page within the College's Online Resources. This simplifies the process of recording personal information, such as billing addresses, shipping addresses, and the like. When a user returns to the same College website, the information previously provided can be retrieved so users can easily use the Online Resources features that they have customized.

Users have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but users can usually modify their browser setting to decline cookies. If a user chooses to decline cookies, they may not be able to fully experience the interactive features of the Online Resource they visit.

### **Children's Privacy (COPPA)**

The College does not specifically market to or knowingly collect PII of anyone under the age of thirteen. If a parent or guardian becomes aware that a child under the age of thirteen has provided the College with PII, they should [contact the College](#) for removal of such information. If the College becomes aware that it has collected PII from anyone under the age of thirteen without verification of parental consent, the College will take steps to remove that information from its servers.

### **Distribution of and Changes to Privacy Notice**

The College will ensure that each user of its Online Services receives written notice of this Privacy Notice. A copy of this Privacy Notice will also be continuously posted on all of the College's Online Resources in a clear and conspicuous manner. Users are advised to review the College's posted Privacy Notice periodically for changes and updates. Changes to this Privacy Notice will be deemed effective as of the date posted on the College's website.

### **Links to Other Websites**

The College's Online Resources may contain links to other websites that are not operated/controlled by the College. If a user clicks on a third party link, they will then be directed to that third party's site, and will no longer be subject to the protocols set forth in this Privacy Notice. The College recommends that users review the privacy policy of every site they visit.

### **Mobile Apps**

#### ***Signal Vine***

All individuals who submit an admissions application, apply for financial aid, register for classes, or become a College employee will be automatically enrolled into a text messaging application called Signal Vine. This application enrolls users into various communication tracks based on their affiliation with the College (e.g.: Registration – reminders for important dates concerning registration). A text message will be sent to the cell phone on record (standard messaging rates apply) to notify users of enrollment into each communication track and will contain an opt-out clause.

#### ***CCAC Emergency Alerts (RAVE)***

All individuals who submit an admissions application, apply for financial aid, register for classes, or become a College employee will also be automatically enrolled into an emergency alert application system called Rave. The college is using Rave, which includes both Rave Alerts and the Rave Guardian app, to provide efficient communication in the event of an emergency or campus closure.

Emergency alerts will automatically be sent to student and employee email accounts. Those wishing to receive alerts via voice/voicemail or text message (standard messaging rates apply) in addition to email notification must enable these services within the Rave application. Users may also choose to opt-out of emergency alert services. Personal settings can be accessed by logging into the Rave

application and clicking on “My Account.” Students are automatically removed from the application thirty days from the end of the last attended term if not registered for a future term. Employees are removed upon separation from employment.

### **Tracking Technologies**

A JSON Web Token (JWT) is used for [authentication](#) and is stored on the user’s device for thirty days or until the user logs out of the app.

Some of third party vendors utilize tracking technologies to enhance end-users experience. You can view their policies here:

[https://help.helpjuice.com/en\\_US/gdpr/privacy-policy](https://help.helpjuice.com/en_US/gdpr/privacy-policy)

[https://help.helpjuice.com/en\\_US/gdpr/terms-of-service](https://help.helpjuice.com/en_US/gdpr/terms-of-service)

### **Transfer of Data**

User information, which may include PII, is generally processed at the College’s central office and other College campus locations where administrative functions are performed. This means that user Personal Data may be transferred to and/or maintained on end-points located outside of a user’s home state, country and/or governmental jurisdiction. All Personal Data and information will be transferred in accordance with applicable federal, state and local laws.

By using CCAC’s Online Resources and related services, users are consenting to the College’s processing of the users’ information as set forth in this Privacy Notice.

### **CAN-SPAM Act**

The Controlling the Assault of Non-Solicited Pornography and Marketing (CAN-SPAM) Act of 2003 is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to opt-out of the receipt of such emails, and spells out penalties for violations.

The College may collect a user’s email address in order to:

- Send information, and respond to inquiries and/or other requests or questions
- Send the user additional information related to College programs and/or services
- Market or send emails to users associated with the College after the original transaction has occurred.

In accordance with the CAN-SPAM Act, CCAC will:

- Utilize clear and concise subjects in email communications
- Identify the message as an advertisement in some reasonable way
- Include the physical address of its business or site headquarters
- Monitor third-party email marketing services for compliance, if one is used
- Honor opt-out/unsubscribe requests as quickly as possible
- Allow users to unsubscribe by using a link that will be provided at the bottom of each email

If at any time a user would like to unsubscribe from receiving future emails, the user can follow the link or send an email to [help@servicedesk.ccac.edu](mailto:help@servicedesk.ccac.edu) and request to unsubscribe.

## GRANT APPLICATION AND REVIEW PROCEDURES

<i>Policy Reference(s):</i>	I.02; VIII.01 – VIII.06
<i>Responsible Department(s):</i>	Office of Sponsored Programs and Sponsored Research; Provost
<i>Approval Date:</i>	11/12/2003
<i>Revision Date(s):</i>	8/15/2016; 9/1/2018; 7/1/2024

### PREPARATION OF GRANT APPLICATIONS

The College President and/or their designee shall determine whether requests for external funding are consistent with the mission and strategic goals of the College prior to their submission. The institution's Chief Academic Officer is the designee of the President to authorize the approval of new grant applications. The Office of Sponsored Programs and Sponsored Research ("OSPSR") is the college's authorized official and contact in the grant procurement process. Therefore, grant applications shall not be submitted on behalf of the College without going through the OSPSR for prior approval and/or submission.

### AWARD NOTIFICATION

The OSPSR will generate and distribute the Notice of Award (NOA) to the appropriate internal parties when an award has been determined. The NOA is the College's official documentation for the Principal Investigator/Project Director (PI/PD) to begin working on the project activities as outlined in the grant proposal. Grant activities, including grant spending, cannot begin until an NOA has been generated.

### GRANT PARTNERSHIPS

Grant-related partnership requests (letters of commitment or letters of support) are submitted to the OSPSR for review, approval and to obtain the appropriate signatures. Individuals and/or departments cannot act as the authorized official for grant-related partnerships.

### MATCHING FUNDS

Where matching funds are required, adequate budget provision must be identified and certified by the PI/PD requesting the submission.

### ADMINISTRATION OF GRANTS

Financial transactions associated with a grant shall be recorded in a separate account established for that purpose. Expenditures of grants funds cannot be made prior to receiving the NOA and supporting grant-related documents.



## **APPENDIX / FORMS**

Appendix A.....	CCAC Civil Rights Violation Complaint Form
Appendix B.....	Request for Accommodation for Religious Observance
Appendix C.....	Clearances/Prohibited Offenses and Self-Reporting Form
Appendix D.....	Campus & Classroom Visit Request Form
Appendix E.....	Records Retention Litigation Hold Order Form
Appendix F.....	Open Records Request Form
Appendix G.....	Sample Request for Permission Form/Duplication of Copyrighted Material
Appendix H.....	Request for Remote (VPN) Access

# CCAC CIVIL RIGHTS VIOLATION COMPLAINT FORM

If you believe that you have been the victim of discrimination and/or harassment based on a protected classification, such as race/ethnicity, gender/sex, age, and or disability status, you may file a formal complaint by completing this complaint form.

The College may be obligated to investigate even without your formal, written complaint.

Date of Complaint: \_\_\_\_\_

Name (Complainant): \_\_\_\_\_ ID# \_\_\_\_\_

Contact Information: \_\_\_\_\_

Check One: Employee \_\_\_\_ Student \_\_\_\_ 3rd Party Vendor \_\_\_\_ Guest/Visitor \_\_\_\_

If you are not the victim, please include their name(s) \_\_\_\_\_

Is victim an employee, student, authorized volunteer, or guest/visitor?

Check One: Employee \_\_\_\_\_ Student \_\_\_\_\_ 3rd Party Vendor \_\_\_\_\_ Guest/Visitor \_\_\_\_\_

Name(s) of who you believe committed the alleged act(s) (Respondent):

Is person an employee, student, authorized volunteer, or guest/visitor?

Check One: Employee \_\_\_\_\_ Student \_\_\_\_\_ 3<sup>rd</sup> Party Vendor \_\_\_\_\_ Guest/Visitor \_\_\_\_\_

Please describe the alleged incident(s), and when and where it occurred. Also, please attach any supporting documentation and evidence. If more space is necessary, please continue your comments on the back of this form, or on a separate sheet of paper.

[illegible]

Identify all individuals with knowledge of the conduct about which you are complaining:

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**Acknowledgement:**

I, \_\_\_\_\_, am willing to cooperate fully in the investigation of my complaint and will provide all information in my possession, custody or control which the College may reasonably request in connection with its investigation. I affirm that the information I am providing is true and correct to the best of my knowledge. I understand that my statements and the information that I am providing may be attributed to me and could be included in any investigation reports that are prepared. I also understand that this investigation is confidential and for me to disclose any information that I have obtained during the course of this investigation could interfere with the investigation. I also understand that if I do not fully cooperate, decisions will be made based on the best information available to the College.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUEST FOR ACCOMMODATION FOR RELIGIOUS OBSERVANCES

This form must be submitted by the student to the instructor as soon as possible and, except in unavoidable situations, at least one (1) week in advance of a planned absence. Students must submit a separate form to each course instructor the accommodation request will impact. The instructor and student are responsible for signing this form once the religious observance accommodation is determined; it is recommended that both parties retain a signed copy for their records.

**Student ID Number:**

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**Date Submitted:**

<b>MM</b>	<b>DD</b>	<b>YY</b>

<b>Name:</b>	<b>Campus Location:</b>
<b>CCAC Email Address:</b>	

<b>Term of Accommodation Requested:</b>	<b>Circle One:</b> Fall    Spring    Summer	<b>Year:</b>
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<b>Department/Instructor's Name:</b>	<b>Course Number, Name and Section:</b>
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ACCOMMODATION FOR OBSERVANCE DURING THE TERM			
Date of Absence	Observance	Requested Accommodation	Agreed Upon Accommodation

It is understood that this information will be treated in a confidential manner, except to the extent that the information is false, fraudulent, required to be used in any claim of academic misconduct against the student or required to be disclosed to defend CCAC in any claim or potential claim involving the student or the suspicion of fraud.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Office of Diversity, Equity & Inclusion (ODEI)

## **GROUND FOR DENYING EMPLOYMENT OR PARTICIPATION IN A PROGRAM, ACTIVITY OR SERVICE HAVING DIRECT CONTACT WITH CHILDREN**

Under Section 6344(c) of the Child Protective Services Law, an individual will be disqualified from employment in positions having direct contact with children in the following circumstances:

1. The individual is named as the perpetrator of a founded report of child abuse in the statewide database that was committed within the five-year period immediately preceding the date of the verification;
2. The individual has been convicted of one or more of the following offenses under Title 18 of the Pennsylvania Consolidated Statutes, or an equivalent crime under Federal law or the law of another state, territory or possession of the United States:
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of child)
  - Section 4305 (relating to dealing in infant children)
  - Section 5902(b) (relating to felony prostitution)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301 (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)

A conviction relating to the attempt, solicitation or conspiracy to commit any of the offenses listed above.

3. The individual was convicted for a felony offense under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act” and which was committed within the five year period immediately preceding the verification report.

## SELF-DISCLOSURE OF A REPORTABLE OFFENSE FORM

### INSTRUCTIONS

In accordance with Section 6344.3(g) of the Pennsylvania Child Protective Services Law, employees and volunteers of the College who work or serve in positions that have direct contact with children, or who are otherwise covered by and subject to the clearance requirements set forth in Board Policy II.07 – Protection of Children, must provide the College with written notice in the event that they are arrested for or convicted of an offense enumerated in the attached “Reportable Offense” list or in the event that they are named as a perpetrator in a founded or indicated report of child abuse. Written notice must be provided, utilizing this form, within 72 hours of the arrest or conviction, or from receipt of notification that the person has been listed as a perpetrator in a founded or indicated report of child abuse in the statewide database. Willful failure to make a written notification as required herein may result in disciplinary action, including termination of employment or assignment. Violation(s) for failure to report may also result in referral to law enforcement for criminal prosecution under the CPSL. Individuals completing this form are required to submit the form to the Office of Human Resources. Should an individual be unsure about the applicability of his/her arrest or conviction as a Reportable Offense, it is the individual’s responsibility to disclose the information to the Office of Human Resources for further review.

### PERSONAL INFORMATION

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First MI

Community College of Allegheny County Employee Identification Number: \_\_\_\_\_

Other names you have used or by which you have been identified (include maiden names):

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### REPORT OF ARREST OR CONVICTION

☐

By checking this box, I report that I have been arrested for or convicted of an offense or offenses on the “Reportable Offense(s)” list included with this form, or have been named as perpetrator in a founded or indicated report of child abuse. For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.


By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to disciplinary action, up to and including termination, as well as possible criminal prosecution. I agree to release and hold harmless Community College of Allegheny County from all liabilities associated with information or actions associated with this information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REPORTABLE OFFENSE LIST

Under Section 6344(c) of the Child Protective Services Law, an individual will be disqualified from employment in positions having direct contact with children in the following circumstances:

1. The individual is named as the perpetrator of a founded report of child abuse in the statewide database that was committed within the five-year period immediately preceding the date of the verification.
2. The individual has been convicted of one or more of the following offenses under Title 18 of the Pennsylvania Consolidated Statutes, or an equivalent crime under Federal law or the law of another state, territory or possession of the United States:
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of child)
  - Section 4305 (relating to dealing in infant children)
  - Section 5902(b) (relating to felony prostitution)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301 (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)

A conviction relating to the attempt, solicitation or conspiracy to commit any of the offenses listed above

3. The individual was convicted for a felony offense under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act” and which was committed within the five year period immediately preceding the verification report.

## CAMPUS/CLASSROOM VISITATION REQUEST FORM

Prospective students may request permission to visit our campus and observe a class. In order to request a classroom visit, you must complete this form, sign and return it at least two weeks before the requested visit date. The College cannot guarantee the availability of any particular class or date for a visit. If your request is approved, you will receive a separate notice confirming your visit and itinerary.

Name (First, Middle, Last):		Date of Birth:	
Home Address:		City:	State:      Zip Code:
Home Phone:	Mobile Phone:	E-mail Address:	
Campus/Center that You Are Interested in Visiting:		Date(s) Requested for Your Visit:	
Class or Classes that You Would Like to Observe:		Preferred Timeframe for Visit (e.g. Morning; Afternoon; Evening):	
Would You Like to Meet with Our Admissions Office During Your Visit?			
Do You Have Any Special Needs for Which You Are Requesting an Accommodation During your Visit? If So, Please Describe:			
Parent/Guardian/Emergency Contact Information	Name:	Phone No:	
	Address:	E-mail:	

### ACKNOWLEDGMENT

I, the undersigned, represent that I am a prospective student, and that I am requesting permission to observe a class for the purpose of gaining information that will help me determine whether to enroll at CCAC. If my request is approved, I understand that I will be expected to behave responsibly during my visit and adhere to all CCAC policies, rules and regulations, including the CCAC Student Code of Behavioral Conduct. I further acknowledge and understand that CCAC assumes no responsibility for supervising me during my visit, and that, if I am under 18 years of age, I must be accompanied by my parent or legal guardian during my visit.

\_\_\_\_\_  
Prospective Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(*required if student is under 18*)

\_\_\_\_\_  
Date

Please return this form at least two weeks prior to your requested date of visit. Forms may be returned as follows:

1. Complete, sign and fax to \_\_\_\_\_;
2. Complete, sign, scan and e-mail to [\\_\\_\\_\\_\\_@ccac.edu](mailto:_____@ccac.edu); or
3. Complete, sign and mail to \_\_\_\_\_.

### FOR INTERNAL USE ONLY

Admissions Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Academic Affairs Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date Response Sent to Requestor: \_\_\_\_\_



## MODEL NOTICE / VISIT REQUEST GRANTED

Dear \_\_\_\_\_:

Thank you for contacting the Community College of Allegheny County to express your interest in visiting our campus and attending one or more of our classes. Please be advised that your request has been reviewed and can be accommodated as follows:

<b>DATE:</b>	<b>CAMPUS:</b>
<b>COURSE/SECTION:</b>	<b>BUILDING:</b>
<b>TIME:</b>	<b>INSTRUCTOR:</b>

In order to ensure that your visit is productive and informative, you will be required to adhere to the following guidelines during your visit:

- You will comply with the College's rules and regulations during your visit, including the policies and rules set forth in the CCAC Student Handbook and Student Code of Behavioral Conduct.
- Please plan to arrive at the classroom at least 10 minutes prior to the scheduled start time.
- Introduce yourself to the instructor prior to the start of the class.
- Plan to stay for the duration of the class.
- Do not enter the classroom if the class has already begun.

In addition, if you are a current high school student and will be under the age of eighteen at the time of your visit, you are advised that you must be accompanied by your parent or legal guardian during your visit.

Finally, please be advised that the College reserves the right to cancel or reschedule your visit. You will be notified promptly if a cancellation becomes necessary. In addition, if inclement weather is expected on the date of your visit, it is recommended that you check our website and/or the local newscasts on the date of your visit to determine if the College will be open.

To confirm your visit, please sign and date the acknowledgment on the following page and return it to the undersigned as soon as possible.

Again, we appreciate your interest in the Community College of Allegheny County, and look forward to meeting you in the next several weeks.

Sincerely,

Director of Admissions  
<CAMPUS NAME> Campus

## **ACKNOWLEDGEMENT**

I represent that I am a prospective student of CCAC, and that I have been granted permission to observe a class for the purpose of gaining information that will help me determine whether to enroll. I understand that I will be expected to adhere to all CCAC policies, rules and regulations during my visit, including the CCAC Student Code of Behavioral Conduct. I further acknowledge and understand that CCAC assumes no responsibility for supervising me during my visit, and that, if I am under 18 years of age, I have been advised that my parent or legal guardian must accompany me during my visit.

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**Prospective Student Signature**

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**Date**

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**Parent/Guardian Signature**  
*(required if student is under 18)*

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**Date**

## LITIGATION HOLD ORDER FORM

Immediately acknowledge receipt of this order by signing the acknowledgment below and faxing or e-mailing it to the Office of General Counsel.

**TO:** Click here to enter text.

**FROM:** Click here to enter text.

**SUBJECT:** Preservation of Records and Documents

**DATE:** Click here to enter a date.

CCAC has received notice of Click here to enter text. , which alleges claims relating to Click here to enter text. “the Claims.” You are receiving this Hold Order because you may have records or documents in your possession that are relevant to this matter.

In accordance with law and College Policy, you are hereby notified that you are required to preserve all documents and records related to the Claims which are in your possession, custody or control. This Hold Order includes all documents and records that are stored or maintained in an electronic format, including records that are stored on the College’s computer systems, servers and networks; e-mail accounts; data retrieval and/or backup systems; digital copiers; cell phones and other personal digital devices; computer hard drives, CD or DVD ROMS, memory sticks and all other electronic media or devices on which information may be stored electronically. The types of records which are subject to this Hold Order include, but are not limited to, the following:

1. Click here to enter text.
2. Click here to enter text..
3. Click here to enter text..

***You are expressly and specifically instructed to preserve all such records, and not to alter, destroy, modify, erase, encrypt or otherwise make unavailable any such record within the scope of this Hold Order. You are further instructed that all such records are suspended from disposition and/or disposal under CCAC’s Record Retention Schedule, and SHALL NOT BE DESTROYED UNDER ANY CIRCUMSTANCES.***

This Hold Order will remain in force until further written notice from this office or the College’s General Counsel.

**Receipt Acknowledged by:**

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Signature

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Print Name

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Date

## RIGHT-TO-KNOW REQUEST FORM

*Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.*

Date of Request: \_\_\_\_\_ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

### PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

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**DO YOU WANT COPIES?** ☐ Yes, electronic copies preferred if available  
☐ Yes, printed copies preferred  
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want [certified copies](#)? ☐ Yes (*may be subject to additional costs*) ☐ No

*RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.*

**Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$\_\_\_\_\_.**

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### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$\_\_\_\_\_

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Rev. 12.21.2018

## REQUEST FOR PERMISSION FORM/DUPLICATION OF COPYRIGHTED MATERIAL

DATE

Permission Department  
Harvey Book Company  
3 West Road  
Baltimore, Maryland 21214

Dear Permission Department Representative:

I would like permission to make duplicate copies of the following for my classes:

**Title:** Helping the School Librarian, Second Edition

**Copyright:** Harvey Book Company, 1965, 1971

**Author:** Sara Howes and Don Johnson

**Materials to be Duplicated:** Pages 23, 24, and 57 (photocopies enclosed)

**Number of Copies:** 25

**Distribution:** Continuing Education Classroom; the material will be distributed gratis to students.

**Course:** No. and Title: (Course No. 33031-Basic English)

**Permission Request:** Term to be Used (Fall, 2016)

Material on the pages listed above will be used as supplementary materials for my <CLASS NAME>. This would not be used for profit-making purposes, and would serve the academic needs of my students.

A duplicate copy of the request and a self-addressed return envelope are enclosed for your convenience. Thank you for your cooperation.

Sincerely,

<NAME>  
<TITLE>

# Community College of Allegheny County

## REQUEST FOR REMOTE ACCESS (VPN) TO NETWORK SERVICES

Completion of this form is required in order to request remote access to the College's computer networks via a VPN (Virtual Private Network) connection. VPN enables the user to create a secure connection to the College's networks via the Internet to access campus computing resources from any off-site location. Remote access to the College's computer networks and resources is a privilege, and requires authorization by both the requestor's immediate supervisor and a member of the President's Cabinet who oversees the requestor's department. Use of VPN access for non-College related business is prohibited. VPN users are required to comply with College policies and regulations, and all relevant local, state, and federal laws, while using the College's VPN. Please note that completion of this Form is **NOT** required in order to access the following remote services: [outlook.ccac.edu](mailto:outlook.ccac.edu), [my.ccac.edu](http://my.ccac.edu), [courses.ccac.edu](http://courses.ccac.edu) (Blackboard).

	Requesting Employee	Supervisor	President's Cabinet Member or Delegate
Full Name:			
Department:			
Location:			
College Email:			
Office Phone:			
Mobile Phone:			
Resources Requiring Access:	<input type="checkbox"/> F: Drive <input type="checkbox"/> Colleague <input type="checkbox"/> U: Drive <input type="checkbox"/> Recruit	<input type="checkbox"/> Advise <input type="checkbox"/> ImageNow <input type="checkbox"/> Informer <input type="checkbox"/> Kronos	<input type="checkbox"/> Kronos <input type="checkbox"/> Other: _____
Employee Type:	<input type="checkbox"/> Faculty <input type="checkbox"/> Administrator <input type="checkbox"/> Staff	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Provide Access on: ____/____/____ Expected Expiration : ____/____/____

I, the undersigned, have read and agree to comply with all requirements as set forth in the College's Board Policy Manual, its Remote Access to CCAC Computer Networks regulation, Information Security policies, and all terms listed in this document.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**To be completed by employee's immediate supervisor:**

I hereby acknowledge that the Requestor needs remote access (VPN) to identified applications and folders to support college business.

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
CIO or Cabinet Member's Approval

\_\_\_\_\_  
Date

*Please consult with your immediate supervisor prior to submitting this form and be sure to sign and date the request. If you have any question or concern, please call ServiceDesk at 412-237-8700 or email to [help@servicedesk.ccac.edu](mailto:help@servicedesk.ccac.edu).*