



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

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 1st 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

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| <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 ¹ ; 7/1/2024; 8/1/2024 |

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,² gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, pregnancy status, 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/Sex-Based 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 is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the Resolution Process. The College has adopted this Procedure in order to provide for the prompt, fair and impartial investigation of and response to reported incidents of Title IX/Sex-

¹ For alleged incidents of sexual harassment occurring between August 14, 2020 and August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. As required by law, previous policies and procedures remain in force for incidents occurring before August 1, 2024. Applicable versions of those policies and procedures are available from the Title IX Coordinator (TIXC).

² In the College’s *Nondiscrimination Policy*, the prohibition of discrimination based upon sex is interpreted to include discrimination based upon pregnancy status and pregnancy-related conditions.

Based 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, fairly, and impartially 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 faculty, employees, students, and other individuals participating in or attempting to participate in the College's program or activities, including education and employment. Therefore, any member of the College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Procedure.

This Procedure is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator (TIXC) and at this link: <https://online.flippingbook.com/view/283601293/>

This Procedure prohibits all forms of discrimination on the basis of the protected characteristic(s) listed in the *Nondiscrimination Policy*. The Procedure and processes may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Procedure.

This Procedure applies to the College's education programs and activities (defined as including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a College-recognized student organization.

This may include the following:

- 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.
- Conduct occurring on public property within or immediately adjacent to a campus location.
- Conduct occurring at activities that are sanctioned, organized or coordinated by the College, on or off campus, including but not limited to:
 - Athletic events, including travel thereto
 - Clinical placements, internships and externships

- Study abroad programs³
- Virtual/remote/online College classes, programs, and events
- Off campus sites offering non-credit classes and/or programs
- Community activities
- Activities sponsored or organized by recognized student organizations
- Conduct that takes place off campus, but has the effect of limiting or denying a person's access to College's education program or activities.

For disciplinary action to be issued under this Procedure, the Respondent must be a College faculty member, student, or employee at the time of the alleged incident. 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. If the Respondent is unknown or is not a member of the College community, the TIXC will offer to assist the Complainant in identifying appropriate institutional and local resources and support options, and will implement appropriate supportive measures and/or remedial actions. The College can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

When a party is participating in a dual enrollment program, the College will coordinate with the party's home institution to determine jurisdiction and coordinate providing supportive measures and responding to the complaint under the appropriate policy and procedures based on the allegations and identities of the Parties.

When the Respondent is enrolled in or employed by another educational institution, the TIXC can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

III. DEFINITIONS

Definitions of the terms used in this Procedure are detailed *Appendix A - Definitions* and are incorporated herein.

IV. PROHIBITED CONDUCT

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discrimination, harassment, and retaliation. The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that

³ The College generally does not have jurisdiction over Title IX/Sex-Based Harassment Offenses that occur outside of the United States, or outside of the College's educational programs or activities, but the College is obligated to use the Title IX Resolution Process when those alleged offenses have an in program effect.

are also prohibited under College policy. When speech or conduct is deemed to have been protected by academic freedom and/or the First Amendment, it will not be considered a violation of College policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. For the purposes of this Procedure, a pattern may be found to exist when there is a potential substantial similarity between or among incidents, where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

1) Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on an individual's actual or perceived protected characteristic and that:
 - Excludes an individual from participation in;
 - Denies the individual benefits of; or
 - Otherwise adversely affects a term or condition of an individual's participation in a College program or activity.
- This includes, but is not limited to, bullying, endangerment, hazing, or intimidation that is based on an individual's actual or perceived protected characteristics.

Denial of reasonable accommodations for individuals with documented disabilities or pregnant students and employees will proceed as Disparate Treatment Discrimination under this Procedure. Disagreement with disability or pregnancy accommodation determinations will be resolved utilizing *Appendix B - Accommodation Disputes & Appeals Procedure*.

2) Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
 - Excludes an individual from participation in;
 - Denies the individual benefits of; or
 - Otherwise adversely affects a term or condition of an individual's

participation in a College program or activity.

B. Discriminatory Harassment

- unwelcome conduct on the basis of actual or perceived protected characteristic(s) that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person’s ability to participate in or benefit from the College’s education program or activity

C. Sex-based Harassment (Title IX, Title VII, Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex,⁴ including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1) **Quid Pro Quo:**

- an employee agent, or other person authorized by the College,
- to provide an aid, benefit, or service under the College’s education program or activity,
- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person’s participation in unwelcome sexual conduct.

2) **Hostile Environment Harassment:**

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person’s ability to participate in or benefit from the College’s education program or activity

3) **Sexual Assault:**

Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the Complainant is incapable of giving consent;⁵ also unlawful sexual intercourse.⁶

a. **Rape:**

- Penetration,
- without the consent of the Complainant,

⁴ Throughout this Procedure, “on the basis of sex” means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

⁵ **Appendix A – Definitions**, incorporated by reference, provides a detailed definition of consent that the College will apply to any offenses in which consent is an element.

⁶ This definition of sexual assault does not constitute a chargeable offense under this Procedure. It is a description encompassing the six chargeable offenses listed below it.

- including instances where the Complainant is incapable of giving consent because of their age or temporary or permanent mental or physical incapacity
- b. **Sodomy**
 - Oral or anal penetration
 - of the Complainant by the Respondent
 - without the consent of the Complainant,
 - including instances where the Complainant is incapable of giving consent because of their age or temporary or permanent mental or physical incapacity
- c. **Sexual Assault with an Object**
 - Respondent's use of an object or instrument
 - to unlawfully penetrate, however slightly, the genital or anal opening
 - of the body of the Complainant,
 - without the consent of the Complainant,
 - including instances where the Complainant is incapable of giving consent because of their age or temporary or permanent mental or physical incapacity
- d. **Fondling:**
 - The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent
 - or causing the Complainant to touch the Respondent's private body parts
 - intentionally for a sexual purpose
 - without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or temporary or permanent mental incapacity or physical incapacity.
- e. **Incest:**
 - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Pennsylvania law.
- f. **Statutory Rape:**
 - Nonforcible sexual intercourse with a person who is under the statutory age of consent of the Pennsylvania.

4) **Dating Violence:**

- Violence⁷ committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - length of the relationship
 - type of relationship
 - frequency of the interaction between the Parties involved in the relationship.

5) **Domestic Violence:**

- Felony or misdemeanor crimes committed by a person who:
 - is a current or former spouse or intimate partner of the Complainant under the

⁷ For purposes of this Procedure, violence is defined as intentionally or recklessly causing the Complainant physical, emotional, or psychological harm. Legitimate use of violence for self-defense is not chargeable under this Procedure because the purpose is safety, not harm. Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

family or domestic violence laws of Pennsylvania or a person similarly situated to a spouse of the Complainant;

- is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- shares a child in common with the Complainant; **or**
- commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Pennsylvania.

6) Stalking:

- Engaging in a course of conduct on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person⁸ to:
 - fear for the person's safety, or
 - the safety of others; or
 - suffer substantial emotional distress

For purposes of this definition, a “course of conduct” requires that there be more than one incident and the conduct must be directed at a specific person. Stalking can occur in person or using technology, and the duration, frequency, and intensity of the conduct should be considered. Stalking tactics can include, but are not limited to watching, following, using tracking devices, monitoring online activity, unwanted contact, property invasion or damage, hacking accounts, threats, violence, sabotage, and attacks. Merely annoying conduct, even if repeated, is a nuisance, but is not typically chargeable as stalking.

In the context of stalking, a Complainant is not required to obtain medical or other professional treatment and counseling is not required to show substantial emotional distress.

D. Sexual Exploitation:

- An individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above.
- For their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating

⁸ Reasonable person is an objective standard meaning a person in the Complainant's shoes (having similar characteristics/demographics to the Complainant).

sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography

- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- Creating or disseminating images or videos of child sexual abuse material

E. Retaliation

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or College Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Civil Rights and Sexual Misconduct Reporting & Response Procedure, including an Informal Resolution Process, or in any other appropriate steps taken by the College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue violations against those who make materially false statements in bad faith in the course of a resolution under this Procedure. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

F. Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of TIXC in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an agreement achieved through informal resolution
- Intentional failure to comply with mandated reporting duties as defined in this Procedure
- Intentional interference with the Title IX Resolution Process, including but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or party
- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the College; or publicly disclosing a party's personally identifiable information without authorization or consent.⁹

The following sanction ranges apply for Prohibited Conduct under this Procedure.

- **Discrimination:** warning through expulsion or termination.
- **Discriminatory Harassment:** warning through expulsion or termination.
- **Quid Pro Quo Harassment:** warning through expulsion or termination.
- **Hostile Environment Harassment:** warning through expulsion or termination.
- **Rape:** suspension through expulsion or termination.
- **Fondling:** warning through suspension (termination for employees).
- **Incest:** warning through probation.
- **Statutory Rape:** warning through suspension (termination for employees).
- **Stalking:** probation through expulsion or termination.
- **Dating/Domestic Violence:** probation through expulsion or termination.
- **Sexual Exploitation:** warning through expulsion or termination.
- **Bullying:** warning through expulsion or termination.
- **Endangerment:** warning through expulsion or termination.
- **Hazing:** warning through expulsion or termination.
- **Retaliation:** warning through expulsion or termination.
- **Unauthorized Disclosure:** warning through expulsion or termination.
- **Failure to Comply/Process Interference:** warning through expulsion or termination.

Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative conduct record.

This Procedure does not apply to grade-related disputes or other complaints of an academic nature

⁹ Nothing in this section restricts the ability of the Parties to: obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Procedure), consult with their family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

that fall within the scope of the College's Academic Complaint Procedure, 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.

V. 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. This Procedure is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. 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.

VI. PREGNANCY AND RELATED CONDITIONS

The College does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). The College prohibits members of the College community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

A. Information Sharing Requirements

Upon a disclosure of pregnancy or related condition, any College employee should also make a referral to the TIXC. The purpose of this referral is only to ensure that students are made aware of their rights under TIXC. Such referrals may be made by email to civilrights@ccac.edu or by utilizing the [Civil Rights/Title IX Incident Report Form](#). College employees are also required to provide the student with the TIXC's contact information and communicate that this person can help take specific actions to prevent discrimination and ensure equal access to the College's education program and activity.

Upon notification of a student's pregnancy or related condition, the TIXC will contact the student and inform the student of the College's obligations to:

- Prohibit sex discrimination

- Provide reasonable modifications
- Allow a voluntary leave of absence
- Ensure lactation space availability
- Maintain a Resolution Process for alleged discrimination
- Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purposes.

If applicable, the TIXC will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

B. Reasonable Accommodations for Students

Students who are pregnant or are experiencing related conditions are entitled to Reasonable Accommodations to prevent sex discrimination and ensure equal access to the College's education program and activity. Any student seeking Reasonable Accommodations must contact the TIXC to discuss appropriate and available Reasonable Accommodations based on their individual needs. Students are encouraged to request Reasonable Accommodations as promptly as possible, although retroactive modifications may be available in some limited circumstances. Reasonable Accommodations are voluntary, and a student can accept or decline the offered Reasonable Accommodation. Not all Reasonable Accommodations are appropriate in all contexts.

Examples of Reasonable Accommodations include:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- A larger uniform or other required clothing or equipment
- Other changes to policies, practices, or procedures determined by the TIXC

In situations such as clinical rotations, performances, labs, and group work, the College will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student, to the extent possible, to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and the College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The TIXC will assist with plan development and implementation as needed.

Information about pregnant students' requests for modifications will be shared with faculty and

staff only to the extent necessary to provide the Reasonable Accommodations.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The TIXC will refer such students to the Office of Disability Resources and Services.

C. Reasonable Accommodations for Employees

Employees who are pregnant or are experiencing related conditions are entitled to Reasonable Accommodations to prevent sex discrimination and ensure equal employment opportunities and access to the College's programs and activities. Any employee wishing to request Reasonable Accommodations must contact the Office of Human Resources to discuss appropriate and available Reasonable Accommodations based on their individual needs. The Office of Human Resources will consult with the TIXC as appropriate and necessary.

D. Certification to Participate

A student may not be required to provide health care provider or other certification that the student is physically able to participate in the program or activity, unless:

- 1) The certified level of physical ability or health is necessary for participation;
- 2) The College requires such certification of all students participating; and
- 3) The information obtained is not used as a basis for pregnancy-related discrimination.

E. Lactation Space Access

The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others. Location and further information about lactation spaces can be found on the College's Title IX website.

F. Leave of Absence

1) Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their health care provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.

To the extent possible, the College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began.

Continuation of students' scholarship, fellowship, or similar College-sponsored funding during the leave term will depend on the students' registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar College-supported funding by exercising their rights under this Procedure.

2) Employees

Information on employment leave can be found by contacting the Office of Human Resources. If an employee, including a student-employee, is not eligible for leave under the employee leave procedures because they either (1) do not have enough leave time available under that procedure, or (2) have not been employed long enough to qualify for leave under that procedure, they are eligible to qualify for pregnancy or related condition leave under Title IX. Pregnancy and related conditions will be regarded as a justification for a leave of absence without pay for a reasonable period of time. Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without a negative effect on any employment privilege or right.

VII. ONLINE HARASSMENT AND MISCONDUCT

College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the College's education program and activities, or when they involve the use of College's networks, technology, or equipment.

Although the College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to the College, it will engage in appropriate means to address and mitigate the effects. These means may include use of the Resolution Process to address off-campus conduct whose effects contribute to limiting or denying a person access to the College's education program or activity.

Nothing in this Procedure is intended to infringe upon or limit a person's right to free speech. Any online posting or other electronic communication by students, including technology-facilitated bullying, stalking, harassment, etc., occurring completely outside of the College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this Procedure when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the College only when such speech is made in an employee's official or work-related capacity, as detailed in the *Employee Manual* or otherwise determined by the Office of Human Resources.

VIII. INCLUSION RELATED TO GENDER IDENTITY/EXPRESSION

The College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees. The purpose of this Procedure is to have the College administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender-diverse, may confront as they navigate systems originally designed around the assumption that gender is binary.

Discrimination and harassment on the basis of gender identity or expression are prohibited by the College. If a member of the College community believes they have been subjected to discrimination, they should follow the appropriate reporting process described herein.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering can often be resolved with an apology. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a violation of College policy if the effect is greater than *de minimis* harm. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen. Unintentional deadnaming can be addressed by an apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Procedure should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the College community

When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, the College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, the College will offer remedial solutions or enforce its *Nondiscrimination Policy* while also respecting the rights of all members of its community.

IX. REPORTING

Prompt reporting of Prohibited Conduct is encouraged, because facts often become more difficult to establish as time passes. A *Report* provides notice to the College of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the TIXC to provide information, resources, and supportive measures. A *Complaint* provides notice to the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint.

The College will take prompt and appropriate action in response to all reports in order to address the Prohibited Conduct, prevent its recurrence and address its effects. Any person, including a third party or witness, may report Prohibited Conduct in person, by mail, by telephone, or by e-mail to any member of the Civil Rights & Title IX Team using the contact information listed below 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.

Reporting carries no obligation to initiate a Complaint, and in most situations, the College is able to respect a Complainant's request to not initiate a Resolution Process. However, there may be

circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the College may need to initiate a Resolution Process unilaterally. If a Complainant does not wish to file a Complaint, the College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by reporting, as that allows the College to discuss and/or provide supportive measures.

A. Online and Anonymous Reporting

CCAC maintains an online reporting system to receive complaints of Prohibited Conduct, including reported incidents of Title IX/Sex-Based 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. The Civil Rights/Title IX Incident Report Form can also be used to submit an anonymous report, with the exception of Mandated Reporting obligations outlined in subsection D below. Anonymous reporting typically limits the College's ability to fully investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous reports.

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

The College has appointed the Civil Rights & Title IX Team, comprised of the following individual(s), to coordinate the College's compliance with federal, state, and local civil rights laws and ordinances:

Alyssa R. Pietropaolo, J.D.
Civil Rights Compliance Officer
Title IX Coordinator (TIXC)/ADA 504 Coordinator
Office of Diversity, Equity & Inclusion
Allegheny Campus, Byers Hall 318
808 Ridge Avenue
Pittsburgh, PA 15212
412.237.4542
apietropaolo@ccac.edu

Zachary Hodgerson, B.A.
Civil Rights Investigator
Deputy Title IX Coordinator
Office of Diversity, Equity, & Inclusion
Allegheny Campus, Byers Hall 316
808 Ridge Avenue
Pittsburgh, PA 15212
412.237.4535
zhodgerson@ccac.edu

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Procedure; and monitoring the effectiveness of this Procedure and related processes to ensure an education and employment environment free from discrimination, harassment, and retaliation.

The College recognizes that allegations under this Procedure may include multiple forms of discrimination and harassment as well as violations of other College policies; may involve various combinations of students, employees, and other members of the College community; and may require the simultaneous attention of multiple College departments. Accordingly, all College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

C. 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 | Fax: (202) 453-6012
TTY#: (800) 877-8339 | Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Philadelphia Office, Office for Civil Rights

100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541 | Fax: 215-656-8605
TTY: 800-877-8339 | Email: OCR.Philadelphia@ed.gov

Equal Opportunity Employment Commission (EEOC)

Pittsburgh Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
1-800-669-4000 | Fax: 412-395-5749
TTY: 1-800-669-6820
Fax:

Pennsylvania Human Relations Commission (PHRC)

Pittsburgh Office
301 Fifth Avenue Suite 390, Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
TTY: 412-565-5711
<http://www.phrc.pa.gov/Pages/default.aspx>

D. Mandatory Employee Reporting Responsibility

All College employees, including faculty, staff and administrators, are Mandated Reporters and thus required to promptly report, with some limited exceptions, any known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately. Mandated reporting is required regardless of whether the employee receives information directly or through a third party. The College is required to conduct a prompt, thorough and impartial investigation of Prohibited Conduct regardless of whether or not a Complaint is filed. Supportive measures may be offered as the result of such disclosures without formal College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of this Procedure and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Procedure.

A Mandated Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Procedure is not required to report their own experience, though they are, of course, encouraged to do so.

E. 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 number 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, 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.

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through the Resolution Process, to the extent that information is the work product of the College (meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a Complaint). It is also a violation of College Procedure to publicly disclose work product or a party’s personally identifiable information without authorization or consent.

Notwithstanding the foregoing, the College cannot guarantee absolute confidentiality with respect to reports received under this Procedure. As described in Section D 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.

If the Complainant does not wish to file a Complaint, the TIXC, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a

Complaint themselves. To make this determination, the TIXC will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the College cannot ensure equal access without initiating a Complaint. The TIXC will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to proceed with initiation of a Complaint;
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of discrimination would occur if a Complaint is not initiated
- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence
- The age and relationship of the Parties, including whether the Respondent is a College employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individual
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- Whether the College could end the alleged discrimination and prevent its recurrence without initiating its Resolution Process.

If deemed necessary, the TIXC may consult with appropriate College employees, and/or conduct an individualized safety and risk analysis to aid their determination whether to initiate a Complaint.

When the TIXC initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation under this Procedure. However, the College's ability to investigate and respond to the reported conduct may be limited in such a circumstance; 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.

F. Community-Based Confidential Reporting Sources

To enable Complainants to access support and resources without filing a Complaint, Complainants may speak with individuals unaffiliated with the College without concern that policy will require them to disclose information to the institution without permission. 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.

Allegheny Health Network Counselor

CCAC has partnered with Allegheny Health Network to make licensed and confidential therapists available to students on campus and online. In order to meet with one of the AHN therapists, please contact the CCAC Counseling Office for a referral. Please note that availability is limited, and while the AHN therapists are confidential resources, **CCAC Counselors are considered mandated reporters**, and would be obligated under this policy to make disclosures of potential policy violations

to the TIX.

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

The College does not employ any confidential employees and all employees are considered Mandated Reporters under this Procedure. Specifically, counselors employed by the College are not considered confidential employees. However, confidential employees at partner agencies or programs, such as mental health therapists with the Chill Project or other Allegheny Health Network therapists are not considered College employees and do not fall under this Procedure as Mandated Reporters.

Additional community-based and/or confidential resources can be found in the College’s [Sexual Violence Outreach & Awareness Guide](#) and the [Surviving Domestic Violence Resource Guide](#).

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 additional appropriate law enforcement authorities.

College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

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 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. Time Limits on Reporting

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

Acting on reports or complaints significantly impacted by the passage of time (including, but not

limited to, the rescission or revision of this Procedure) is at the Administrator’s discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

I. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Procedure are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or Resolution Process can be subject to discipline under appropriate College policies.

J. Amnesty

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to make a report to College officials or participate in Resolution Processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

To encourage reporting and participation in the process, the College maintains a practice of offering Parties and witnesses amnesty from minor conduct violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

X. FEDERAL TIMELY WARNING & STATISTICAL REPORTING OBLIGATIONS

The College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community. The College will make every effort to ensure that a Complainant’s name and other identifying information is not disclosed, 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*.

In addition, certain institutional officials have a duty to report the following for federal statistical reporting purposes under the Clery Act:

1. All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
3. Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking
4. Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with Safety & Security for publication in the *Annual Security Report* and daily campus crime log.

XI. SUPPORTIVE MEASURES

The College will offer and implement appropriate and reasonable supportive measures to all Parties upon notice of alleged 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 to deter Prohibited Conduct.

The TIXC or designee promptly makes supportive measures available to the Parties upon receiving a report or 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 TIXC will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

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/occupational 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)
- No Contact orders
- Altering work arrangements for employees or student-employees
- Safety planning
- Persona Non Grata (PNG)/No Trespass orders
- Timely warnings
- 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

Violations of no contact directives or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Procedure.

The Parties are provided with a timely opportunity to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the TIXC. An impartial employee other than the employee who implemented the supportive measures¹⁰ who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. The College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the TIXC.

XII. EMERGENCY REMOVAL

The College can act to remove a Respondent entirely or partially from its education program or activities, or employment, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and in conjunction with the Behavioral Intervention Team (BIT)/Care Team, Human Resources, Safety & Security, and/or other members of College leadership, as appropriate, to perform a risk analysis and make a determination based upon standard, objective threat assessment procedures. Violation of an emergency removal under this Procedure will be grounds for discipline, which may include expulsion or termination.

A. Students

Prior to an emergency removal, the College will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the TIXC will meet, either virtually or in person, with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

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 or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the TIXC determines it is equitable to do so.

The Respondent may provide information, including expert reports, witness statements,

¹⁰ In most cases, the Vice President and Chief Diversity, Equity, & Inclusion Officer will serve in this capacity.

communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the TIXC for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The TIXC will communicate the final decision in writing, typically within three (3) business days of the review meeting.

B. Employees

When the Respondent is an employee, existing provisions outlined in the *Employee Manual* for interim action are typically applicable instead of the above emergency removal process. Procedures for unionized employees can be found by contacting the Office of Human Resources.

XII. INDEPENDENCE AND CONFLICTS OF INTEREST

The TIXC manages the Civil Rights and Title IX Team and acts with independence and authority, free from bias and conflicts of interest. The TIXC oversees all resolutions under this Procedure. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the TIXC, contact the Vice President & Chief Diversity, Equity, and Inclusion Officer. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Pool member should be raised with the TIXC.

XIII. STANDARD OF PROOF

The College uses the preponderance of the evidence standard of proof when determining whether a policy violation occurred under this Procedure. This means that the College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

XIV. REVISION OF THIS PROCEDURE

This Procedure supersedes previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for Title IX/Sex-Based Harassment incidents occurring before August 1, 2024. The TIXC reviews and updates these policies and procedures regularly as needed. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

COMPLAINT AND RESOLUTION PROCESSES

1. OVERVIEW

The College will act on any report or complaint of a potential violation of the *Nondiscrimination Policy* that is received by the TIXC or any other Mandated Reporter by applying the Resolution Processes below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or other Prohibited Conduct as involving students, staff, administrators, faculty members, volunteers, independent contractors or third Parties. Unionized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

Process A/Title IX will address complaints alleging Title IX/Sex-Based Harassment Offenses.

Process B/Civil Rights will address complaints alleging Discrimination, Discriminatory Harassment, Retaliation, and other Prohibited Conduct that does not otherwise fall under the Title IX regulations and are on the basis of actual or perceived membership in a protected class.

2. REPORT / COMPLAINT

Upon receipt of a report, a Complaint, or knowledge of an alleged Policy violation, the TIXC will initiate a prompt initial evaluation to determine the College's next steps. The TIXC will contact the Complainant/source of the report to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

3. COLLATERAL MISCONDUCT

Collateral misconduct is defined to include potential violations of other College policies not incorporated into the *Nondiscrimination Policy* or these Procedures that occur in conjunction with alleged violations of this Procedure, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations under this Procedure, to be resolved jointly. In such circumstances, the TIXC may consult with College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of TIXC. All other allegations of misconduct unrelated to incidents covered by this Procedure will typically be addressed separately through procedures described in the student, faculty, and staff handbooks and collective bargaining agreements.

4. INITIAL EVALUATION

The TIXC conducts an initial evaluation typically within seven (7) business days of receiving Report/Complaint/Knowledge of alleged misconduct. The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the *Nondiscrimination Policy* under these Procedures.
- If the conduct may not reasonably constitute a violation of the *Nondiscrimination Policy*, the matter is typically dismissed from this process, consistent with the dismissal provision in

these procedures. It may then be referred to another process, if applicable.

- Determining whether the College has jurisdiction over the reported conduct.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the Resolution Processes, including a supportive and remedial response, an Informal Resolution option, or the applicable Resolution Process described below.
- Determining whether the Complainant wishes to make a Complaint.
 - If the Complainant indicates they wish to initiate a Complaint, the TIXC will help to facilitate the Complaint, which will include working with the Complainant to determine whether the Complainant wishes to pursue a supportive and remedial response, and/or Informal Resolution, or the applicable Resolution Process described below.
 - If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the TIXC), though the Complainant can elect to initiate one later, if desired.
- Notifying the Respondent of the Resolution Processes, including a supportive and remedial response, an Informal Resolution option, or the applicable Resolution Process described below, if a Complaint is made.
- If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the TIXC will assess whether the matter is suitable for Informal Resolution and refer the matter, accordingly.

5. DISMISSAL

The College may dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- The College is unable to identify the Respondent after taking reasonable steps to do so
- The College no longer enrolls or employs the Respondent
- A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the TIXC declines to initiate a Complaint. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.
- The College determines the conduct alleged in the Complaint would not constitute a policy violation, if proven

Upon any dismissal, the College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the College will also notify the Respondent of the dismissal.

a. Appeal of Dismissal under Title IX

For Process A/Title IX matters only, the dismissal decision is appealable by any party as follows: The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal. The TIXC will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the TIXC must then provide the Respondent with a Notice of Investigation and Allegations (NOIA) and will notify the Respondent of the Complainant's appeal with an

opportunity to respond.

Throughout the dismissal appeal process, the College will:

- Implement dismissal appeal procedures equally for the Parties;
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint;
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal; and
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was decided;
- The TIXC, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

b. Appeal of Dismissal Procedure

Upon receipt of a dismissal appeal in writing from one or more Parties, the TIXC will share the petition with the other party and provide three (3) business days for other Parties to respond to the request. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. This appeal will be provided in writing to the other Parties, and the TIXC, who will be invited to respond in writing. At the conclusion of the response period, the TIXC will forward the appeal, as well as any response provided by the other Parties to the Dismissal Appeal Officer for consideration.

The Dismissal Appeal Officer may consult with the TIXC and/or legal counsel on questions of procedure or rationale for clarification, if needed. The TIXC will maintain documentation of all such consultation.

If the Request for Appeal does not provide information that meets the grounds in this Procedure, the request will be denied by the Dismissal Appeal Officer, and the Parties, their Advisors, and the Administrator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Procedure, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the TIXC, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has seven (7) business days to review and decide on the appeal, though extensions can be granted at the discretion of the TIXC, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

6. COUNTER-COMPLAINTS

The College is obligated to ensure that the Resolution Process is not abused for retaliatory purposes. Although the College permits the filing of Counter-Complaints, the TIXC will use an initial evaluation, described above, to assess whether the allegations in the Counter-Complaint are made in good faith. When Counter-Complaints are deemed not to have been made in good faith, they will not be accepted for processing under this Procedure and may themselves be treated as prohibited retaliatory and may constitute a policy violation.

Counter-Complaints determined to have been reported in good faith will be processed using the applicable Resolution Process below. At the TIXC's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

7. ADVISORS

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. Parties should be aware that 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 Decision Maker.

The College maintains a pool of trained Advisors. **For Process A/Title IX matters only**, the TIXC will assign a trained Advisor to any party upon request. The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.

The TIXC should be provided the name of any Advisor prior to any meeting, interview or hearing. A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the TIXC with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

As a public entity, the College fully respects the Weingarten rights of employees, meaning that for Parties who are entitled to union representation, the College will allow them to have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors.

a. Advisor Role in the Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their Advisee unless given specific permission to do so by the TIXC or designee.

The Parties are expected to ask and respond to questions on their own behalf throughout the Resolution Process. Although the Advisor generally may not speak on behalf of their Advisee, the Advisor may consult with their Advisee, either privately as needed, or by conferring during

any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

If a party requests that all communication be made through their Advisor instead of to the party, the College may refuse that request at the discretion of the TIXC and/or may agree to copy both the Party and their Advisor on all communications.

b. Advisor Expectations

The College generally expects an Advisor to adjust their schedule to allow them to attend College meetings/interviews/hearings when planned, but the College may accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by the College. Advisors are expected to advise their Advisees without disrupting proceedings.

Any Advisor who oversteps their role as defined by this Procedure, who shares information or evidence in a manner inconsistent with procedure, or who refuses to comply with the College's established rules of decorum, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including the College requiring the party to use a different Advisor. The TIXC will determine how to address the Advisor's non-compliance and future role.

c. Records Shared with Advisors under Process A/Title IX

For Process A/Title IX matters only, Advisors are entitled to the same opportunity as their Advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence. As such, Advisors are expected to maintain the confidentiality of the records the College shares with them. Advisors may not disclose any College work product or evidence the College obtained solely through the Resolution Process for any purpose not explicitly authorized by College.

Accordingly, Advisors may be asked to sign Confidentiality Agreements. The College may decline to share materials with any Advisor who has not executed a Confidentiality Agreement. The College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's confidentiality expectations.

8. RESOLUTION OPTION OVERVIEW

The College offers three Resolution Process options under this Procedure:

- Informal Resolution
- Process A/Title IX Administrative Resolution
- Process B/Civil Rights Administrative Resolution

The Resolution Process selection considers the Parties' preferences but is ultimately determined at the TIXC's discretion. Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with College Policy.

9. INFORMAL RESOLUTION

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the TIXC or designee at any time prior to a final determination, or the TIXC may offer the option to the Parties, in writing. The College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

The College offers four categories of Informal Resolution:

- a. **Supportive Resolution.** When the TIXC can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- b. **Educational Conversation.** When the TIXC can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
- c. **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating College policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and College are agreeable to the resolution terms.
- d. **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Alternative Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution Process will not be considered in the Administrative Resolution, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the TIXC has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution Process.

Before initiation of an Informal Resolution Process, the College will provide the Parties with a Notice of Allegations that explains:

- The allegations;
- The requirements of the Informal Resolution Process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution Process and to initiate or resume the College's Resolution Process;
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only

- on the Parties;
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution Process will preclude the Parties from initiating or resuming the Resolution Process arising from the same allegations
- What information the College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

a. Supportive Resolution

The TIXC will meet with the Complainant to determine which reasonable supportive measures may be available to restore or preserve the Complainant's access to the College's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the TIXC may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the TIXC does not initiate a Complaint.

b. Educational Conversation

The Complainant(s) may request that the TIXC address their allegations by meeting with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the TIXC may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of recurrence of any behaviors that may not align with College policy.

c. Accepted Responsibility

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for all alleged Policy violations, the ongoing process will be paused, and the TIXC will determine whether Informal Resolution is an option.

If Informal Resolution is available, the TIXC will determine whether all Parties and the College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the TIXC implements the accepted finding that the Respondent is in violation of College Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Alternative Resolution

The institution offers a variety of Alternative Resolution mechanisms to best meet the specific

needs of the Parties and the nature of the allegations. Alternative Resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the TIXC or other appropriate College officials; and other forms of resolution that can be tailored to the needs of the Parties. Some Alternative Resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an Alternative Resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an Alternative Resolution Process.

The TIXC may consider the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the Parties:

- The Parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the Alternative Resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in Alternative Resolution (e.g., time, staff, etc.)

The TIXC has the authority to determine whether Alternative Resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the Alternative Resolution Process. The TIXC will determine whether additional individual or community remedies are necessary to meet the College's compliance obligations in addition to the Alternative Resolution.

The Administrator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the Agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the Agreement, etc.). The results of Complaints resolved by Alternative Resolution are not appealable.

If an Informal Resolution option is not available or selected, the College will initiate or continue an investigation and subsequent Resolution Process to determine whether College policy has been

violated.

10. ADMINISTRATIVE RESOLUTIONS

The College utilizes two processes to administratively resolve complaints under this Procedure. During the initial assessment stage, the TIXC will determine whether the conduct falls within Process A or Process B. Process A will be utilized for Title IX matters, and Process B will be utilized for all others complaints of discrimination and harassment based on protected class.

Sections 11 and 12 below will outline procedures for Process A/Title IX and Process B/Civil Rights Administrative Resolutions and appeals. The following subsections a-h are applicable to any Administrative Resolution Process.

a. Notice of Investigation and Allegations

Prior to an investigation, the TIXC or designee will provide the Parties with a detailed written Notice of Investigation and Allegations (NOIA). Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to identify to the TIXC, in advance of the interview process, any conflict of interest that the Investigator(s) may have
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share College work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that the College's Procedure prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations during the Resolution Process

- A link to the College’s informational brochure and resources, as required under VAWA (Process A only)
An instruction to preserve any evidence that is directly related to the allegations
- A statement that Parties who are members of a union are entitled to union representation throughout the process

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(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, the notification will be presumptively delivered.

b. Resolution Timeline

The College will make a good faith effort to complete the Resolution Process as promptly as circumstances permit, and will communicate regularly with the Parties to update them on the progress and timing of the process. Upon request, the Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or witnesses, College breaks, and/or health conditions. The College will promptly resume its Resolution Process as soon as feasible. During such a delay, the College will implement and maintain supportive measures for the Parties as deemed appropriate.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the College reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Procedure and the opportunity to participate in the Resolution Process.

c. Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the TIXC, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The TIXC will vet the assigned Investigator(s), Decision-maker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the TIXC will determine whether the concern is reasonable and supportable. If the source of the conflict of interest or bias is the TIXC, concerns should be raised with Vice President and Chief Diversity, Equity, and Inclusion Officer.

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged

in a policy violation and evidence that supports that the Respondent did not engage in policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

d. Witness Role and Participation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the College's investigation and Resolution Process. Student witnesses and witnesses from outside the College community cannot be required to participate but are encouraged to cooperate with College investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via Zoom or, in limited circumstances, by telephone. The College will take appropriate steps to ensure the security/privacy of interviews. Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

e. Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible. Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of College policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

f. Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

g. Investigations

All investigations strive to adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, among other things.

The College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

h. Withdrawal or Resignation Before Complaint Resolution

1) Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the College, the Resolution Process may continue, or TIXC may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation. Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the TIXC has discretion to dismiss the Complaint. The Registrar and appropriate offices will be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to College unless and until all sanctions, if any, have been satisfied.

2) Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process will proceed, absent their participation, to a resolution. In addition, the Office of Human Resources maintains authority to enforce any applicable sections of the *Employee Manual*. If an employee Respondent withdraws from the College with unresolved allegations pending, the Resolution Process may continue, or TIXC may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the College in any capacity. The Office of Human Resource and the Registrar will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the College. The records retained by the TIXC will reflect that status.

i. Pool of Trained Administrators

The College will maintain a pool of trained administrators. Members of the Pool are trained

annually, and can serve in the following roles, at the discretion of the TIXC:

- Advisor to Parties
- Informal Resolution Facilitator
- Hearing Facilitator or Panel Member
- Decision-maker for challenges to emergency removal and supportive measures
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

The TIXC appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, the College may also designate permanent roles for individuals in the Pool.

j. Sanctions

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested. The sanctions described in this Procedure are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

1. Students Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- Educational Sanctions: A mandate 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.

- **Restrictions:** A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- **Probation:** An official sanction for violation of College policy, providing for more severe disciplinary sanctions. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Separation from the College, or one or more of its facilities, for a definite period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. During a College-wide suspension, the student is banned from College property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.
- **Expulsion:** Permanent separation from the institution. The student is banned from College property, and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- **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 as a sanction if the student is found responsible for violating College policy.
- **Other Actions:** In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

2. Employees

Responsive actions and/or disciplinary sanctions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Verbal or Written Warning
- Performance Improvement Plan/Management Process
- Enhanced Supervision, Observation, or Review
- Required Training or Education
- Probation
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension/Administrative Leave with or without pay
- Termination
- **Other Actions:** In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during

the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made. If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a “show cause” meeting on the justification for doing so must be permitted within two (2) business days of implementation.

Employee Respondents that are part of a labor union maintain any rights outlined in the collective bargaining agreement.

k. Long-term Corrective Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the TIXC may implement additional long-term remedies or actions with respect to the Parties and/or the College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence. The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College ability to provide these services.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the TIXC, certain long-term supportive measures may also be provided to the Parties even if no policy violation is found. When no policy violation is found, the TIXC will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

l. Failure to Comply with Sanctions and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Panel or Decision-maker or the Informal Resolution agreement. Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College. A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the TIXC’s satisfaction.

m. Recordkeeping

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*.

n. Accommodations and Support During the Resolution Process

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's Resolution Process. Anyone needing such accommodations or support should contact the TIXC, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

The College will also address reasonable requests for support for the Parties and witnesses, including: language services/interpreters; access and training regarding use of technology throughout the Resolution Process; and other support as deemed reasonable and necessary to facilitate participation in the Resolution Process.

11. PROCESS A - TITLE IX /SEX-BASED HARASSMENT

Process A will be utilized to resolve complaints alleging Title IX/Sex-Based-Harassment Offenses.

a. Investigation

Once an investigation is initiated, the TIXC appoints an Investigator(s) to conduct it. These Investigators will be trained, whether internal or external to the College community.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the TIXC, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential violation of College policy.
- Work with the TIXC, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.

- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

At the conclusion of the investigation, the Investigator will write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, party and witness interviews, and provides all relevant evidence. The Investigator shall provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period. The Investigator may share the investigation report with the TIXC and/or legal counsel for their review and feedback.

b. Resolution Process

The TIXC will assign a Decision-maker/Hearing Panel from the Resolution Process Pool or other trained individuals either internal or external to the institution. Process A consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable). Once the Decision-maker receives and reviews the file, they can recommend dismissal to the TIXC, if they believe the grounds are met.

Matters proceeding under Process A will proceed as follows:

- The TIXC provides the Draft Investigation Report to the Decision-maker/Hearing Panel and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
 - The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.
 - For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an Appendix to the report).
- Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose follow-up questions to be asked by the Investigator.
- The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last such round permitted, unless leave is granted to extend, by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the investigation report with the TIXC and/or legal counsel for their review and feedback.
- The Final Investigation Report and investigation file will then be provided to the TIXC.

The Parties will be updated regularly on the timing and any significant deviation from this typical timeline.

c. Determination

The TIXC will provide the Decision-maker with the Final Investigation Report (FIR) and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.

The Decision-maker will review the FIR, all appendices, and the investigation file. If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.

Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:

- To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded and shared with the Parties.
- At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded and shared with the Parties.

The Decision-maker will then apply the preponderance of the evidence standard and make a determination on each of the allegations and, if applicable, any attendant sanctions.

Prior to a determination, the TIXC will also provide the Parties an opportunity to submit a written impact and/or mitigation statement. The TIXC will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a policy violation, the Decision-maker will request the Impact Statements from the TIXC and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.

The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary. The Parties will be notified of any delays. Within ten (10) business days of the conclusion of the Resolution Process, the TIXC provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged policy violation, any applicable sanctions that the College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent the College is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to take to request an appeal, and when the determination is considered final if neither party appeals.

The TIXC will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification 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 or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

d. Appeal

The Parties' have equal rights to appeal the determination. The TIXC will designate a three-member Appeal Panel, or a single Appeal Decision-maker chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process. If a panel is used, a voting Chair of the Appeal Panel will be designated by the TIXC.

i. Appeal Grounds

Appeals are limited to the following grounds:

- A procedural irregularity that could change the outcome
- New evidence that could change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
- The TIXC, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that could change the outcome

In situations where the sanction is suspension, expulsion, or termination: Parties may additionally appeal on the grounds that the sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent.

ii. Request for Appeal

Any party may submit a written request for appeal ("Request for Appeal") to the TIXC within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Panel or Decision-maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Procedure, the request will be denied and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Procedure, then the Appeal Panel Chair or Decision-maker will notify all Parties and their Advisors, the TIXC, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the TIXC, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Panel Chair or Decision-maker will forward all

responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will also be reviewed to determine if it meets the grounds in this policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the TIXC, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Panel Chair or Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Panel or Decision-maker, who will promptly render a decision.

iii. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeals Panel or Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence standard.

An appeal is not an opportunity for the Appeal Panel or Decision-makers to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s). The Appeal Panel or Decision-maker may consult with the TIXC and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The TIXC will maintain documentation of all such consultation.

iv. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the TIXC (as in cases of bias), the Appeal Panel or Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the College is permitted to share under federal or state law.

Written notification 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 or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the available appeal grounds.

12. PROCESS B - CIVIL RIGHTS

Process B will be utilized to address complaints alleging Discrimination, Discriminatory Harassment, Retaliation, and other Prohibited Conduct that does not otherwise fall under the Title IX regulations.

a. Investigation

Once an investigation is initiated, the TIXC appoints an Investigator(s) to conduct it. These Investigators will be properly trained, whether internal or external to the College's community. The TIXC or designee may serve as the Investigator.

For Process B investigations, the Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the TIXC, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential violation of College policy.
- Work with the TIXC, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.

- Provide the Parties with regular status updates throughout the investigation upon request.

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

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 note that and may make any appropriate inferences therefrom.

b. Resolution Process

At the conclusion of the investigation, the Investigator will write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, party and witness interviews, and addresses any remaining relevant evidence. Under Process B, the Investigator will then apply the preponderance of the evidence standard and make a determination on each of the allegations and, if applicable, any attendant sanctions.

c. Determination

The Investigator, serving as Decision-Maker, provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged policy violation, any applicable sanctions that the College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent the College is permitted to share under federal or state law.

The notification will also detail the Parties' right to appeal if applicable, the grounds for appeal, the steps to take to request an appeal, and when the determination is considered final if neither party appeals.

The Investigator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification 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 or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

d. Appeal

The Parties' have equal rights to appeal the determination. The TIXC will designate a three-member Appeal Panel, or a single Appeal Decision-maker chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process. If a panel is used, a

voting Chair of the Appeal Panel will be designated by the TIXC.

i. Appeal Grounds

Appeals are limited to the following grounds:

- A procedural irregularity that could change the outcome
- New evidence that could change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
- The TIXC, Investigator(s) or any other administrator involved in the determination had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that could change the outcome

ii. Request for Appeal

Any party may submit a written request for appeal (“Request for Appeal”) to the TIXC within five (5) business days of the delivery of the Notice of Outcome.

If the Request for Appeal does not provide information that meets the grounds in this Procedure, the request will be denied and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Procedure, then the Appeal Panel Chair or Decision-maker will notify all Parties and their Advisors, the TIXC, and, when appropriate, the Investigator(s) and/or the Decision-maker.

All other Parties and their Advisors, the TIXC, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Panel Chair or Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will also be reviewed to determine if it meets the grounds in this Procedure and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the TIXC, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Panel Chair or Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Panel or Decision-maker, who will promptly render a decision.

iii. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeals Panel or Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence standard.

An appeal is not an opportunity for the Appeal Panel or Decision-makers to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s). The Appeal Panel or Decision-maker may consult with the TIXC and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The TIXC will maintain documentation of all such consultation.

iv. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the TIXC (as in cases of bias), the Appeal Panel or Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the College is permitted to share under federal or state law.

Written notification 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 or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the available appeal grounds.

13. 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.

14. STATEMENT OF PARTIES' RIGHTS

Under these Procedures, the Parties have the right to:

- An equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, retaliation, and Other Prohibited Behaviors, when reported in good faith to College officials.
- Timely written notice of all alleged violations, including the identity of the Parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policy violation and procedures, and possible sanctions.
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants) by updating the Notice of Investigation and Allegation(s) (NOIA) as needed to clarify potentially implicated Policy violations.
- Be informed in advance of any College public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- Have all personally identifiable information protected from the College's release to the public without consent, except to the extent permitted by law.
- Be treated with respect by College officials.
- Have College Policy and these procedures followed without material deviation.
- Voluntarily agree to resolve allegations under this Policy through Informal Resolution without College pressure, if Informal Resolution is approved by the Title IX Coordinator.
- Not be discouraged by College officials from reporting discrimination, harassment, retaliation, and Other Prohibited Behavior to both on-campus and off-campus authorities.
- Be informed of options to notify proper law enforcement authorities, including on-campus Safety & Security, and the option(s) to be assisted by the College in notifying such authorities, if the party chooses. This also includes the right to not be pressured to report.
- Have allegations of violations of College policy responded to promptly and with sensitivity by College officials.
- Be informed of available supportive measures, such as counseling, advocacy, health care, student financial aid, visa and immigration assistance, and/or other services, both on-campus and in the community.
- A College-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct covered by these Procedures.
- Be informed of available assistance in changing academic and/or employment situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur for this option to be available. Such actions 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
 - Perona Non Grata (PNG) orders
 - Timely warnings
 - 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
- Have the College maintain supportive measures for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the College's ability to provide the supportive measures.
 - Receive sufficient advance written notice of any College meetings or interviews involving another party, when possible.
 - Identify and have the Investigator(s) and/or Decision-maker question relevant available witnesses, including expert witnesses.
 - Provide the Investigator(s)/Decision-maker with a list of questions that, if deemed relevant and permissible by the Investigator(s)/Decision-maker, may be asked of any party or witness.
 - Have Complainant's inadmissible sexual interests/prior sexual history or any Party's irrelevant character evidence excluded by the Decision-maker.
 - Access the relevant evidence obtained if requested and to respond to that evidence.
 - A fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
 - Regular status updates on the investigation and/or Resolution Process.
 - Have reports of alleged policy violations addressed by Resolution Process Pool members who have received relevant annual training as required by law.
 - A Decision-making panel that is not single-sex in its composition, if a panel is used.
 - Preservation of confidentiality/privacy, to the extent possible and permitted by law.
 - Meetings, interviews, and/or hearings that are closed to the public.
 - Petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
 - Be able to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
 - Apply the appropriate standard of proof to make a Finding and Final Determination after an objective evaluation of all relevant and permissible evidence.
 - Be present, including presence via remote technology, during all testimony given and evidence presented during any hearing.

- Be promptly informed of the Resolution Process finding(s) and sanction(s) (if any) and be given a detailed rationale of the decision (including an explanation of how credibility was assessed) in a written outcome letter delivered to the Parties simultaneously (without undue delay).
- Be informed in writing of when a College decision is considered final and any changes to the Final Determination or sanction(s) that occur post outcome letter delivery.
- Be informed of the opportunity to appeal the Resolution Process finding(s) and sanction(s), and the procedures for doing so in accordance with the College grounds for appeal.
- For Title IX/Sex-Based Discrimination Complaints:
 - Receive a copy of all relevant and permissible evidence obtained during the investigation, subject to privacy limitations imposed by federal and state law and be given a reasonable time to review and comment on the evidence.
 - The right to receive a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed, and to have at least seven business days to review the report prior to the determination.
 - Be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
 - Have an impact and/or mitigation statement considered by the Decision-Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- A fundamentally fair resolution as defined in these procedures.

BASED ON THE ATIXA 2024 ONE POLICY, ONE PROCEDURE (1P1P) MODEL.

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APPENDIX A DEFINITIONS

The following Definitions apply to the Civil Rights & Sexual Misconduct Reporting and Response Procedure.

- **Advisor.** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process.
- **Appeal Decision-maker.** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the grounds for appeal are met, and directs responsive action(s), accordingly.
- **Bullying.** Repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant, that is not speech or conduct that is otherwise protected by the First Amendment, on the basis of actual or perceived membership in a protected class.
- **Coercion.** Unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person's consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, or retaliation under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination or harassment or under the Policy and who was participating or attempting to participate in the College's education program or activity at the time of the alleged discrimination, harassment or retaliation.
- **Complaint.** An oral or written request to the College that can objectively be understood as a request for the College to investigate and make a determination about the alleged Policy violation(s).
- **Consent.** Knowing, and voluntary, and clear permission by word or action to engage in sexual activity. Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.
 - For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if

- someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to be kissed back.
- Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.
 - Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.
 - Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.
 - Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on the Recipient to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.
 - Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.
- ***Decision-maker.*** The person or panel who hears evidence, determines relevance, and makes the Final Determination of whether College policy has been violated and/or assigns sanctions.
 - ***Education Program or Activity.*** Locations, events, or circumstances where the College exercises substantial control over the context in which the discrimination, harassment, and/or retaliation occurs and also includes any building owned or controlled by a student organization that the College officially recognizes.
 - ***Employee.*** A person employed by Recipient either full- or part-time, including student employees when acting within the scope of their employment.
 - ***Final Determination.*** A conclusion by the standard of proof that the alleged conduct did or did not violate College policy.
 - ***Finding.*** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).

- **Force.** The use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).
- **Hazing.** Any act or action which does or is likely to endanger the mental or physical health or safety of any individual as it relates to an individual’s initiation, admission into, or affiliation with any College group or organization, and is based on actual or perceived membership in a protected class.
- **Incapacitation.** A state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.
 - This Procedure also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances
 - Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.
 - If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.
- **Informal Resolution.** A resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a Final Determination in the Resolution Process.
- **Intimidation.** Implied threats or acts that cause another person a reasonable fear of harm.
- **Investigator.** The person(s) authorized by College to gather facts about an alleged violation of the Nondiscrimination Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report. Under Process B, the Investigator also serves as the Decision-Maker.
- **Knowledge.** When College receives a report or Notice of conduct that reasonably may constitute harassment, discrimination, or retaliation in its Education Program or Activity.

- ***Mandated Reporter.*** A College employee who is obligated by College policy to share Knowledge, Notice, and/or reports of discrimination, harassment, and/or retaliation with the Title IX Coordinator.¹¹ All CCAC employees are Mandated Reporters under Title IX.
- ***Notice.*** When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of discriminatory, harassing, and/or retaliatory conduct.
- ***Parties.*** The Complainant(s) and Respondent(s), collectively.
- ***Pregnancy or Related Conditions.*** Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
- ***Process A.*** The Administrative Resolution Process utilized to address complaints alleging Title IX/Sex-Based Harassment Offenses.
- ***Process B.*** The Administrative Resolution Process utilized to address complaints alleging Discrimination, Discriminatory Harassment, Retaliation, and other Prohibited Conduct that does not otherwise fall under the Title IX regulations.
- ***Prohibited Conduct.*** Conduct and offenses outlined in Section IV of the Civil Rights & Sexual Misconduct Reporting & Response Procedure.
- ***Protected Characteristic/ Class.*** Any characteristic for which a person is afforded protection against discrimination and harassment by law or the College Nondiscrimination Policy.
- ***Reasonable Accommodation(s).***
 - 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.
 - 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 may aid a Decision-maker in determining whether the alleged discrimination, harassment, or retaliation occurred, or in determining the credibility of the Parties or witnesses.
- ***Remedies.*** Typically, post-resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the College's Education Program and Activity.

¹¹ Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility under this Policy.

- ***Resolution Process.*** The investigation and resolution of allegations of Prohibited Conduct under this Procedure, including Informal Resolution and Administrative Resolutions under Process A and Process B.
- ***Respondent.*** A person who is alleged to have engaged in conduct that could constitute discrimination based on a protected characteristic, harassment, or retaliation for engaging in a protected activity under this Procedure.
- ***Sanction.*** A consequence imposed on a Respondent who is found to have violated this Procedure.
- ***Sex.*** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- ***Student.*** Any person who has gained admission.
- ***Supportive Measures.*** 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 to deter Prohibited Conduct.
- ***Title IX Coordinator.*** The person with primary responsibility for overseeing and enforcing the College’s Nondiscrimination Policy under this Procedure. The term Title IX Coordinator or “TIXC” also includes their designee(s).

RELIGIOUS OBSERVANCE PROCEDURE FOR STUDENTS

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

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

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| <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. 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

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| <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; 3/16/2020; 3/1/2021 |

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

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| <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;¹²
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;¹³ 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;

¹² 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.

¹³ 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

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

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

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|-----------------------------------|--|
| <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 or by [calling 1-800-932-0313](tel: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

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

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

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

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

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

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

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 |
|--|---|-------------------------------------|---------------|
| INSTITUTIONAL RECORDS / BOARD OF TRUSTEES | | | |
| 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 |
| LITIGATION/LEGAL | | | |
| 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 |
| FINANCIAL RECORDS | | | |
| 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 |
| ACCOUNTS PAYABLE / RECEIVABLE | | | |
| 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 |
| EDUCATIONAL FOUNDATION | | | |
| 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 |
| CONTRACTS / PURCHASE ORDERS | | | |
| 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 |
| PROFESSIONAL SERVICES CONTRACTS | | | |
| 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 |
| REAL ESTATE / FACILITIES | | | |
| 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 |
| INSURANCE / RISK MANAGEMENT | | | |
| 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 |
| MEDICAL RECORDS | | | |
| Health Career Health Records (initial and update forms) | Permanent | Academic Dean for Program | 3 |
| STUDENT SERVICES | | | |
| 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 |
| WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION | | | |
| 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 |
| FINANCIAL AID | | | |
| 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 |
| EMPLOYEE / HUMAN RESOURCE RECORDS | | | |
| 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 |
| EMPLOYEE RECORDS | | | |
| 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 |
| COMPLIANCE REPORTS/RECORDS | | | |
| 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 |
| GRANTS | | | |
| 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 |
| PUBLIC SAFETY RECORDS | | | |
| 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 |
| CIVIL RIGHTS / TITLE IX COMPLAINTS AND RELATED RECORDS | | | |
| 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) | |
| ACADEMIC PROGRAM / ACCREDITATION RECORDS | | | |
| 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 |
| PAYROLL RECORDS | | | |
| 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 |
| FACULTY/ACADEMIC AFFAIRS | | | |
| 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 |
| "P" 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 |
| INFORMATION TECHNOLOGY SERVICES | | | |
| 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.

| Lectures: Classroom/Faculty Instruction and Outside Student Work | | | | | |
|---|---|---|--|--|----------------------------|
| 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.

| Laboratory: Classroom/Faculty Instruction and Outside Student Work | | | | | |
|---|---|---|--|--|----------------------------|
| 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.

| Studio: Classroom/Faculty Instruction and Outside Student Work | | | | | |
|---|---|---|--|--|-----------------------------|
| 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.

| Activity: Classroom/Faculty Instruction and Outside Student Work | | | | | |
|---|---|---|--|--|----------------------------|
| 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.

| Skilled Classroom/Lab: Classroom/Faculty Instruction and Outside Student Work | | | | | |
|--|---|---|--|--|----------------------------|
| 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**.

| Clinicals or Externships: Clinical Experience and Outside Student Work | | | | | |
|---|---|---|---------------------------------------|---|------------------------------|
| 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.

| Fieldwork or Practicum: Practicum experience and Outside Student Work | | | | | |
|--|---|---|---------------------------------------|---|------------------------------|
| 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.

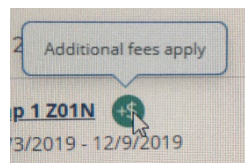
Librarians will serve as support for all faculty wishing to incorporate OER into a course section. Among the support provided by designated librarians are maintaining the CCAC OER (Lib)Guide, assisting faculty in the location and curation of OER content, and facilitating OER training.

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

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

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

(800) 890-9494

Motion Picture Licensing Corporation

www.mplc.com

(800) 462-8855

Swank Motion Pictures, Inc.

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

Broadcast Music, Inc. (BMI)—www.bmi.com

SESAC, Inc.—www.sesac.com

FINANCIAL AID

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|-----------------------------------|--------------------------------|
| <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

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

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 30th 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

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

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

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

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:

| Office | Types of Records |
|---|--|
| 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

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

| ACTION | DATE |
|--|---------------------|
| 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-Brushston 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

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|-----------------------------------|--|
| <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* crime¹⁴ 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,

¹⁴ 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 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, Subozone).

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 personal 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

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

PA Virtual Training Network – https://www.pavtn.net/media/20734/story_html5.html

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.narcn.com/?target=resources> that is specific to the Naloxone kits provided to me.

(Individual receiving Naloxone)

(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

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 | | AGE | | RACE/ETHNICITY OF THE VICTIM | | | |
| Male Female Unk. | | | | 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 | Metadone | 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? | | IF YES, BY WHOM? (Check all that apply.) | | | |
| Yes No | | 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 | | Combative | | Responsive and Angry | |
| Responsive and Alert | | Responsive but Sedated | | 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 | |
| Automatic Defibrillator | | Yelled | | Shook the Person | |
| Other (specify) _____ | | | | Chest Compressions | |
| | | | | Oxygen | |
| 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.



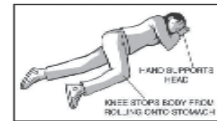
2 Give NARCAN Nasal Spray

- 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, 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, or call 1-800-FDA-1088.
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SURVEILLANCE CAMERA GUIDELINES

| | |
|-----------------------------------|--|
| <i>Policy Reference(s):</i> | VI.01 |
| <i>Responsible Department(s):</i> | Facilities Office; Executive Director of Emergency Management |
| <i>Approval Date:</i> | 1/2/2019 |
| <i>Revision Date(s):</i> | 7/1/2021; 7/1/2024 |

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.

| POSITION(S) | LOCATION(S) FOR VIEWING | REMOTE ACCESS | EXPORT VIDEO OPERATOR(S) |
|--|-------------------------------------|--------------------------|--------------------------------------|
| 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.¹⁵ 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

¹⁵ 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 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 https://www.ccac.edu/Human Resources Forms and Documents.aspx |
| 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

| | |
|-----------------------------------|----------|
| <i>Policy Reference(s):</i> | VII.01 |
| <i>Responsible Department(s):</i> | ITS |
| <i>Approval Date:</i> | 4/3/2023 |
| <i>Revision Date(s):</i> | |

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/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 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 ____ 3rd 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.

Identify all individuals with knowledge of the conduct about which you are complaining:

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:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Date Submitted:

| | | |
|-----------|-----------|-----------|
| | | |
| MM | DD | YY |

| | |
|----------------------------|-------------------------|
| Name: | Campus Location: |
| CCAC Email Address: | |

| | | |
|---|---|--------------|
| Term of Accommodation Requested: | Circle One: Fall Spring Summer | Year: |
|---|---|--------------|

| | |
|--------------------------------------|---|
| Department/Instructor's Name: | Course Number, Name and Section: |
|--------------------------------------|---|

| 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)

**GROUNDS 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):

| | | |
|--|--|--|
| | | |
|--|--|--|

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; 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:

| | |
|------------------------|--------------------|
| DATE: | CAMPUS: |
| COURSE/SECTION: | BUILDING: |
| TIME: | INSTRUCTOR: |

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.

Prospective Student Signature

Date

Parent/Guardian Signature
(required if student is under 18)

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:

Signature

Print Name

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.*

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) \$_____.

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, my.ccac.edu, 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.