ACADEMIC ISSUES AND PROCEDURES

CLASSROOM MANAGEMENT

Course Syllabi Requirements
On the first day of classes, faculty will provide each student a course syllabus which must include the information on the Master Course Syllabus. The syllabus must include:

- Instructor's name
- Information on how students may contact the instructor (e-mail address, telephone number, office number and times of availability)
- Course prefix and number, title, and description
- Course outline and objectives
- Textbooks and materials required
- Grading criteria
- Attendance policy
- Emergency conditions statement
- ADA accommodations

Holidays, exam times, withdrawal dates, and assignment deadlines may be added.

After distribution to the students, the syllabi for each course taught must be submitted to the department chair who will maintain it on file for at least two (2) years.

Faculty who use any type of computer technology in their teaching should be aware of the policy on Acceptable Use of College Information Technology (Seminole State College Policy 1.140) and should inform students that illegally copying and/or distributing software will not be tolerated. Any student using college facilities to create or distribute illegal copies of software will be immediately reported to the Office of Student Activities, Athletics, and Judicial Affairs. Students informing other students of where to obtain illegal copies of software will also be reported to the Office of Student Activities, Athletics, and Judicial Affairs. Students should be notified through the course syllabus of this policy. Once faculty become aware of this situation, the college could become legally liable if the faculty member fails to take the above action. The Director of Student Life is the contact point for referrals.

Class Length
Class length is shown on the course schedule and on the faculty load sheet with designated beginning and ending times. In order to maintain maximum student interaction and learning, faculty are required to comply with those times.
**Class Rosters**
Please access the class roster each day for each class. Continue to access it for each class through the drop/add period. There are many students adding and dropping classes until the very last day.

Students must be enrolled (registered & paid) before instructors can allow them to attend class. If a student does not appear on the class roster, the instructor should request a copy of the student’s registration printout. If the student is not on the roster and does not have a printout, the instructor must send the student to the Registrar office to obtain a printout. Do not allow a student to temporarily 'sit-in' on your class without being enrolled.

Students who changed last names (marriage/divorce) and whose name is not correct on your roster should be sent to the Records Office for correction. The Records Office requires a legal document (driver's license, marriage license, or court document) for verification.

Please check for students who may be auditing your class. These students are designated by the letter "X." The deadline for the student to audit OR to change from audit to credit is the last day of the add/drop period.

**Class Rosters and Grade Rosters Validation**

At the beginning of each term, faculty members will be asked to validate their class and grade rosters. The purpose of this validation is to make sure that only registered students attend classes. Students whose names do not appear in the roster must be referred to the Registrar’s office. To validate your class rosters, follow these easy steps:

1. Log on to [MySeminoleState.edu](http://MySeminoleState.edu)
2. Under the Employee Tools section, click on the "Faculty Center"
3. Click on the class roster of the section you want to validate
4. Click on the “Validate Class Roster” button
5. Select the appropriate validation statement that applies and enter the Student name(s) if applicable
6. Click the SAVE button

Class Rosters must be validated before grade rosters are validated. Instructors have to follow the same steps to validate grade rosters. For questions, please contact the Registrar office at 407-708-2481.

**Easy Steps to record a “No Show”**

A "No Show" is a student who has not physically attended a face-to-face class or has not logged into an online class by the date published by the Registrar. “No Shows” must be recorded by the deadline (date is based on federal regulations regarding the disbursement of Title IV (PELL) funds to students.
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1. Log on to MySeminoleState.edu
2. Under the Employee Tools section, click on the "Faculty Center"
3. You may need to change the term. If so, click the “Change Term” button, select the appropriate term and click Continue.
4. Find the correct class and click the Grade Roster button by that class.
5. The names of your students along with the input areas for grades and the last dates of attendance should appear. If your roster does not appear, please contact Christine Broeker (407) 708-2396 and your schedule builder or your department chair.
6. If a student appears on your roster who has not attended, please select W4 from the drop down menu. Make sure that the roster status is set on “not reviewed”. Once the W4 is entered and you tab out of the field, the area for last date of attendance should appear; if it does not, click on “Save.” It will then appear. The last date of attendance should be the day before classes began.
7. If the student is in their 3rd attempt (computer will have flag), the computer will not accept a withdrawal (W4, W3, W2, or W1). The State of Florida mandates that the professor MUST give the student an "F" and provide the last date of attendance (day before the term begins). The last date of attendance alerts the auditor that the student was given an "F" for non-attendance and that the student was a "No Show" because the last date of attendance was the day before the term began.
8. After all W4 grades have been entered with the appropriate last dates of attendance, KEEP the approval status of "not reviewed." MAKE A COPY of your W4 grades and then go to the bottom of the page and click on "SAVE."
9. If you do not get an error message (e.g., no last date of attendance), then your roster has been successfully submitted as “not reviewed”. If the student starts attending within the W4 removal period announced by the Registrar, you may simply reinstate the student. To remove a W4, click the arrow from the drop down box and select the blank selection at the top. It is a valid selection, and it will remove the W-4 and the last date of attendance when you click the SAVE button.

Exceptions to the ADD/DROP Deadline
This procedure will be implemented the first business day after the drop/add period has ended. Listed are “exceptions” to the add/drop deadline.

1. Business Office (payment of fees), Financial Aid or Scholarship complications:
   a. Aid or scholarship requires full-time schedule but whose class was cancelled by the college. Student must add courses from Term B. No further registrations are allowed in Full Term or Term A.
   b. Student who has been attending class (as documented by daily class attendance log) and was dropped from class without the student’s knowledge due to financial aid circumstances MAY (if *college error)
be added to the class provided the instructor gives permission in writing (signed and dated) and provides a copy of the attendance log.

* **College Error:** The exceptions made on the basis of a ‘college error’ must include documentation such that any other student having the same circumstance and requesting to drop/add will be treated the same.

2. Course section cancelled by the college
   - All course sections must be cancelled by the last day of drop/add. Students who cannot add classes before the close of business on the last day of drop/add MUST register into Term B. No additional registrations into the Full or Term A classes after the close of business on the last day of drop/add.

3. Misplaced student in English and Mathematics
   - Determination of the misplacement should be made during the first two weeks of classes, i.e., roster check of students who have not met the proper prerequisites.
   - Change must be approved by department chair and dean in writing (signed and dated) and submitted to the Office of Enrollment Services.

4. Student attending community chorus and community Orchestra
   - Add must be approved by department chair in writing (signed and dated) and submitted to the Office of Enrollment Services within the first two weeks.

5. Co-op students.
   - Add must be approved by program coordinator in writing (signed and dated) and submitted to the Office of Enrollment Services.

6. A student attending a class that meets for the first time on the final evening (or weekend courses) of drop/add and wishes to drop or add another course.
   - Student may drop course during the next business day. They may add course from Term B. No further registrations are allowed in Full Term or Term A.

If students requesting to enter late do not satisfy one of the above agreed upon exceptions, no exception will be granted.

After the drop/add period, the student may not receive a refund for a course for which they are unhappy or dissatisfied. By state statute, a student may only petition to receive a refund for the following reasons (students may acquire a Petition for Administrative Record Change at the Registrar’s Office):

a. Illness of Self – with specified documentation from a physician
b. Death in Immediate Family – with official death certificate or announcement and document showing relationship
c. Involuntary Call to Active Military Duty – with military orders
d. Other emergency circumstance or extraordinary situation which can be demonstrated through documentation that the circumstance or extraordinary situation is beyond the student’s control and prevents the student from attending class.
Instructor Absences (Seminole State College Policy 2.330P)
The college makes every effort to ensure that students' educational experiences have minimal disruptions. When an instructor is late or absent from class(es) the instructor must notify the appropriate department chair or director and provide written procedures and assignments for the classes to be missed.

Student Absences (Seminole State College Policy 3.060)
An instructor may withdraw students who are absent ten percent (10%) of the scheduled class time. Instructors should make students aware of the consequence of poor attendance so that students have an opportunity to change behavior. The decision to withdraw a student should be made considering the circumstances and the content missed. Students are not entitled to a refund should an instructor withdraw them. However, a student may be readmitted at the discretion of the professor.

A student who has to be absent because of jury duty or court-mandated appearance needs to contact the appropriate instructors in advance of the absence in order that a plan for making up missed work can be made.

When observance of religious holidays of students' own faith interferes with admission and registration, attendance in class, class activities, examinations, and official ceremonies, and class work assignments, students are required to notify instructors, counselors, or other appropriate personnel in advance of such absences. Students are held responsible for material covered during their absences, with reasonable time provided to complete make up assignments. When practical, major class assignments, major examinations, and official ceremonies shall be scheduled on other than major religious holidays. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedure.

In distance learning courses (online, video, media-based courses, etc.), professors define expected interaction within the course and/or other students and expected use of the class website and/or media. The professor may withdraw from the course any student who is not interactive or responsive in a timely manner, as specified by the professor, in distance learning courses.

For further information, see The Student Attendance Policy (3.060) under Policies and Procedures.

Faculty Recording of Student Attendance (Seminole State College Procedure 4.090 based on Seminole State College Policy 3.060)
Faculty will take attendance in a print recoverable form, such as, but not limited to, grade book, daily attendance log, student sign-in sheet, electronic format
attendance, interaction records for distance learning courses, etc. Departments may add additional requirements or designate the format when necessary.

Faculty will be responsible for verifying the accuracy of class rolls and providing the registrar's office with signed documentation as required.

Faculty will sign and turn in their course attendance records to their department office at the conclusion of the course. Department offices will retain course attendance records for a minimum of three full academic years.

**Grade Policies (Seminole State College Policy 4.090)**

**Faculty Responsibility**
The assignment of grades is the right and responsibility of the faculty member. It is the policy of the Board that grading practices are consistently and fairly applied in the awarding of grades to students. The President or designee shall establish procedures to ensure that grades are related to the objectives and methods of each course while allowing sufficient flexibility to the faculty for differences in courses and instruction. Faculty members shall be responsible for explaining grading practices to the students at the beginning of each course.

**Grades (From page 64 of Seminole State College Course Catalog 2009-2010)**

- A: Excellent
- B: Good
- C: Average
- D: Passing
- F: Failure
- I: Incomplete
- W1: Student Initiated Withdrawal
- W2: Faculty Withdrawal of Student
- W3: Administrative Withdrawal of Student
- W4: Faculty Withdrawal of Student who never attended class (No-Show)
- X: Audit
- SP: Satisfactory Progress
- U: Unsatisfactory Progress

An incomplete may be given in courses where the student has not completed the required course work by the end of the term. To award this grade, the student must present to the instructor valid reasons for not having completed the course requirements. Course work must be completed during the first thirty (30) days from the first day of the next term, otherwise, the "I" grade will be changed to an "F". The student is not eligible for graduation or honors list until all "I" grades have been removed from the academic record. The "I" grade may also affect eligibility for financial aid.
Student Withdrawals
A student desiring to withdraw from a course after the add/drop period should initiate withdrawal procedures by completing the Withdrawal Form. Withdrawals are not official until the completed form is given to the Office of Enrollment Services. Withdrawal deadlines are published in the official College Catalog Academic Calendar Section. Students should be aware that a reduction in course load may jeopardize the student's athletic eligibility, financial aid, veteran's benefits, standards of progress, or student visa status.

Faculty have the right to withdraw a student from class for "no shows" or excessive absences as determined by the established departmental guidelines and within the deadline set by the Registrar. Students taking a course for the third time may not be withdrawn by the instructor nor can the student withdraw themselves. If a student stops attending, the instructor must provide the earned grade, e.g., “F.”

Submission of Grades
Faculty may not add any student’s name to the final class roll/grade sheet. If a student has attended but does not appear on the final class roll/grade sheet, the instructor must complete the following steps before the end of the next term:

1. Document the student’s attendance via grade book, daily attendance log, student sign-in sheet, etc.
2. Write a letter of explanation of how this occurred, include the student’s grade, and sign.
3. Procure signature of approval from the appropriate department chair and dean on the faculty’s letter of explanation, and
4. Submit to the registrar for signature of implementation. The Registrar’s office will contact the student and allow him/her to pay for the course. The instructor’s assigned grade for the course will be recorded.

Grades must be submitted on time. Instructors should refer to the grade submission process and follow deadlines posted in the Seminole State catalog. Grade change cards must be submitted after the deadline has past. “NG” will be posted to the student’s transcript and will remain until the grade change card is processed (processing time may be five business days).

Grade Changes
To assign a grade or to change a grade after the deadline, instructors must complete a grade change form and deliver it to the Student Records Office no later than one semester after the course ended. The grade change forms are available in the Student Records Office or Department Office Supervisor's Office. Students may not submit grade change forms.
Grade changes should reflect what actually happened in the class. For example, students will sometimes pressure professors to change a grade of “W” to an “F.” Typically, this is for financial aid purposes. If the student withdraws and does not complete the necessary number of hours, then they may lose financial aid eligibility; however, if they receive an “F” they will not. This holds true for International Students who must complete full-time enrollment to remain eligible to stay in the U.S., they too may ask for a “W” to be changed to a “F.” Make sure that if you are audited by the Federal government that you can ethically support the grade change.

**Grade Appeals (Seminole State College Policy 4.0300)**

Ordinarily, an instructor’s grades are permanent once they have been submitted to the Enrollment Services Office, usually on the final day of the term. A student who asserts that there are grounds upon which to request a change in grade may file a grade appeal according to the Grade Appeals Procedure 4.0300.

Grade appeals must be filed before the expiration of the term following the term in which the grade was received. Grade appeals filed after that time will not be heard.

**Limits on Course Repeats**

Florida State Board of Education administrative rules limit the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100% refund deadline (add/drop period).

A student may have only three (3) attempts per course, including the original grades, repeat grades, and withdrawals. Upon the third attempt, the student is assessed the full cost of instruction, is not permitted to withdraw, and receives a grade for the course. The student may petition to waive the full cost of instruction due to extenuating circumstances or financial hardship by requesting an "Exemption from Full Cost of Instruction" form at the Office of Enrollment Services.

**Disciplinary Procedures and Student Rights**

Violations of the standards of conduct contained herein and in the College catalog will be treated as College disciplinary matters. In certain cases or situations, the application of civil or criminal law will also apply.

Disciplinary Sanctions:
1. Warning: A written reprimand to the student that repetition of said act will be cause for further disciplinary action; copies of which will be placed in College judicial files.
2. Disciplinary Probation: Placing the student(s) on warning that a repetition of this or other misbehavior will be grounds for more serious disciplinary action and also may include exclusion from certain College activities.
3. Restitution: Reimbursement or payment for damage to, or misappropriation of property.
4. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
5. Dismissal: Permanent termination of student status.
6. Other: Other types of discipline as set forth in College regulations and consistent with the incident involved (i.e. letter of apology to aggrieved parties, community service, repair of damages, anger management seminar, etc.)

Responsibility to Carry Out Disciplinary Procedures:
The Judicial Officer is designated by the President of the College as the staff member of the College, under the direction of the Vice President for Student Success, as having primary responsibility for the administration of student discipline, including the investigation of alleged student violations of the College’s standards of conduct. Alleged violations of student regulations, or other student misconduct, shall be referred to the Judicial Officer or designated representative, by any member of the College community. The Judicial Officer or designated representative will immediately investigate the charges submitted and may require that the charges be presented in writing. The Judicial Officer or designated representative shall take whatever steps are necessary to determine probable foundation for the alleged charges. Deliberate care shall be taken to provide for due process and to ensure that students receive fair and equitable treatment and are clearly aware of all their rights.

Disciplinary Procedures:
1. Alleged violations of student regulations or other misconduct are to be referred to the Judicial Officer or designated representative by any member of the College community.
2. The charges will be investigated by the Judicial Officer or designated representative, and after careful consideration of the facts, the Judicial Officer will determine the degree of disciplinary action to be taken, if any. If extenuating circumstances exist, the Judicial Officer of designated representative may temporarily suspend a student from attending classes and bar the student from campus, pending the outcome of a judicial hearing.
3. If a formal judicial complaint is to be filed against a student, the student will be notified, in writing, of the nature of the charges against him and the date and place of the hearing with the Judicial Officer of designated representative.
4. The student will be notified, in writing, of the disciplinary action to be taken by the College, if any, as soon as possible following the hearing.
5. Action of the Judicial Officer or designated representative may be appealed to the Vice President for Student Success.

Appeals to the Vice President for Student Success (the following procedures are to be followed):
1. The appeal must be made in writing within five College working days after notification to the student. The appeal must be sent to the Vice President for
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Student Success. There are three grounds for appeal: (a) improper procedure had been followed in the original hearing; (b) new, relevant evidence unavailable to the student at the time of the original hearing can be presented; or (c) the sanctions recommended by the original Judicial Officer were excessive.

2. A judicial Appeals Board composed of three College faculty or staff members will be selected by the Vice President for Student Success to review the case, reach a decision concerning the alleged violations, and determine the appropriate sanctions.

3. The student will be notified, in writing, of the date and place of the appeal hearing. The notice will also inform the student of his right to appear at a fair and impartial hearing, present relevant evidence and witnesses on his behalf, and the opportunity for cross-examination. At this hearing, the student has the right to a representative of his choice and any fee charged by such a representative shall be the student’s responsibility. This representative may act only in an advisory capacity to the student and will not be permitted to otherwise participate in the hearing.

4. The Judicial Officer or designated representative will be present at the appeal hearing to present testimony, evidence, and witnesses on behalf of the College.

5. Upon conclusion of the appeal hearing, the Appeals Board will provide the student and the Vice President for Student Success with written notification of its decision. This notification will include the findings of fact regarding the alleged violation(s) and the degree of disciplinary action.

6. If the student wishes to challenge the findings of the Appeals Board, he or she must appeal to the Vice President for Student Success in writing within five College working days after notification to the student. The Vice President for Student Success will review the facts of the case and findings of the Judicial Appeals Board and make a decision regarding the disposition of the student’s case. The actions and/or sanctions imposed by the Vice President are final and shall constitute final agency action of the College.

Re-admission:
Student(s) under suspension may reapply after the specified time period identified in the suspension notice. Students who have been dismissed may request re-admission to the College after a period of one calendar year from dismissal notice. Such requests must be made to the Vice President for Student Success in writing. A record of previous disciplinary action shall be admissible in subsequent disciplinary proceedings against the same student.

Standards for College Credit Students:
Students are responsible for remaining in good academic standing. Acceptable academic standing requires all students to maintain an overall grade point average (GPA) of 2.00 or higher. Successful students are those who demonstrate commitment to class preparation and completion of course requirements. Students who maintain a 2.00 GPA or higher and continue their academic program toward graduation will remain in good academic standing and meet the Standards of
Academic Progress. Please refer to the College catalog for more detailed academic information.

Important Definitions:
1. "Overall-Hours Earned" means the total credit hours earned since entering college, including hours credited from previously attended institutions.
2. "Term Hours Earned" means the total number of credit hours each session for which a student earned a passing grade.
3. "Term Hours Attempted" means the total number of credit hours for which a student has enrolled in a given session.
4. "Overall Grade Point Average (GPA)" means the grade point average for all work attempted since entering college, including work from all previously attended institutions.
5. "Term Grade Point Average (GPA)" means the grade point average for all work attempted for a given session.

Other Important information
- All student overrides into closed classes must be approved by the program manager or department chair. The person approving the override should sign (print name and provide signature) and write “override class limit” on the Registration Form.

- Every faculty member has access to the current Academic Calendar which is located on the College Academic Calendar web page: http://www.seminolestate.edu/catalog/calendar/college/ and is listed at the beginning of Seminole State College’s Catalog (a current Seminole State Catalog may be requested from the Enrollment Services Office, ext. 2028). The calendar provides grade submission dates, dates for recording “no shows,” faculty report days, holidays, and beginning and ending dates. Additionally, the catalog is inclusive of current policy/procedure, program requirements, admissions criteria, course prerequisites, etc.

- It is the responsibility of all college staff to be knowledgeable of the Family Education Rights of Privacy Act (FERPA). Please refer to the FERPA Guidelines (Appendix F) and the FERPA web page: http://www.seminolestate.edu/registrar/ferpa.php Please plan to attend annual FERPA training as it is scheduled. FERPA Law changes periodically and new criteria should be learned.

Exam Schedule
An exam week is not scheduled at Seminole State; therefore, instructors schedule final exams at their discretion.
Make-Up Testing
The Make-Up Testing Center supports the teaching-learning process by providing alternate testing opportunities for students unable to take a scheduled classroom test because of one or more of the following reasons:

- personal, family or work emergencies
- a medical emergency
- a documented disability identified by the Disability Support Services Office

Only a Seminole State faculty member has the authority to authorize a make-up test. All make-up tests must be created and scheduled via the TIM system. The Make-up Testing Center cannot accept requests via phone, e-mail or in person. Center staff may NOT test entire classes.

Make-Up Testing Center
Sanford/Lake Mary Campus (407) 708-2020
Altamonte Springs Campus (407) 404-6136
Oviedo Campus (407) 971-5096

Referrals for Special Learning Needs
Students who are not demonstrating success in the classroom should be referred to the Counseling office. Behaviors as tardiness, absence, failure on assignments or exams, and inappropriate behaviors are some of the characteristics that indicate that counseling intervention is recommended. Students indicating that they have a disability, including a learning disability, should be referred to the Office of Disability Support Services on the Sanford/Lake Mary campus and to the Assessment Testing Office on the Altamonte and Oviedo campus. Students who have indications of a learning disability can have a complete educational assessment through the Assessment and Testing Office and Disability Support Services, although in most cases a referral to the Counseling Department will provide assessment by a counselor prior to referral to Assessment for a complete psycho-educational evaluation. Students may also be referred to a counselor for career counseling, study skills and test anxiety; after assessment, the counselor may refer the student to the Assessment and Testing Office for additional evaluation. All campuses provide services for those with special learning needs.

Sanford/Lake Mary Campus (407) 708-2109
Altamonte Springs Campus (407) 404-6005
Oviedo Campus (407) 971-5014

Accommodation of Disabled Students (Seminole State College Policy 1.075)
It is the policy of the Board of Trustees to provide reasonable accommodation for students with disabilities. Seminole State College is committed to the full and total inclusion of all individuals and to the principle of individual empowerment.
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The Board authorizes the Disability Support Services office to develop procedures for providing reasonable accommodation to students with disabilities, including but not limited to:

a. Procedures that specify the process for reasonable substitution of any requirement for admission to the college, admission to a program of study, entry to upper division, or for graduation, when the inability to meet requirements due to disability does not constitute a fundamental alteration of the nature of the program.

b. Procedures that provide students with opportunities to assume responsibility for their education and to share with the college responsibility for identifying appropriate accommodations.

c. Procedures to provide appropriate course substitutions and testing accommodations and waivers.

d. Procedures to increase the chances that persons with disabilities will not, on the basis of disability, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities.

Academic Integrity (Seminole State College Policy 3.010 and Seminole State Catalog, 2009-2010, p. 58)

As a member of the Seminole State College community, a student is expected to be honest in all of his or her academic coursework and activities. Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation, and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work submitted by students is assumed to be the result of their own thought, research, or self-expression. Further, when students borrow ideas, wording, or organization from another source, he must acknowledge that fact in the appropriate manner. A student who shares his work for the purpose of cheating on class assignments or tests violates the college standard of academic integrity and is subject to disciplinary action.

When cheating or plagiarism has occurred, the instructor may take academic action ranging from denial of credit for or assigning a grade of "F" on a specific assignment, examination, or project, to assigning a grade of "F" for the course. The student may also be subject to further sanctions such as disciplinary probation, suspension or dismissal from the college.

A student may appeal the issuance of a failing grade or disciplinary action in writing. The section entitled "Academic Policies and Procedures" published in the general
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College catalog outlines the procedures to take when academic dishonesty is alleged.

Classroom Control (Student Rights and Responsibilities – Seminole State College Policy 3.010)
Maintaining classroom control is the responsibility of the faculty member; however, no student should be allowed to stay in a class if student behavior in any way adversely jeopardizes the progress of the class. The Student Handbook (which students are given during orientation) and the Seminole State Catalog (pgs. 45-49 Seminole State Course Catalog 2009-2010) define the standard of conduct for students. Faculty should refer disciplinary problems on the Sanford/Lake Mary Campus to the Assistant Director of Student Life at ext. 2678. Disciplinary problems at the satellite campuses should be referred to the appropriate campus Dean of Students. Student Discipline Form is found in Appendix G.

Student Privacy Rights (Seminole State College Policy 3.040)
A student's health and medical records, disciplinary records, required student and family financial income records, transcript or student permanent academic records, and student placement records shall be open to inspection only by the student or the parents or guardian of a student under the age of 18 and such members of the professional staff of the college as have responsibility for working with the student.

The contents of a student's record are considered confidential and may not be released to third parties without the written authorization of the student. The Family Educational Rights and Privacy Act of 1974 provides this protection to all student records.

College employees or individuals contracted by the college are considered "school officials" and may have access to student records without the authorization of the student. These employees must have a "legitimate educational interest" when accessing any student record.

College employees who have access to student records may not release any portion of these records to third parties, including parents, without the authorization of the student. Third parties seeking access to student records should be directed to contact the Director of Enrollment Services and Registrar.

Duplication of Classroom Materials

The Print Shop
The Print Shop is located in Building F, Room 004 on the Sanford/Lake Mary campus and is available for faculty use when preparing documents of 11 copies or more, including tests, classroom handouts, proposals, etc. Hours are 7 a.m. to 7 p.m. Mondays through Thursdays and 7 a.m. to 4 p.m. on Fridays. Printing requests must be submitted through the TIM system, which is accessible from any
web enabled computer. A TIM request number must be attached to your order. Check with your department secretary for pick up and delivery procedures of your print shop order. Forms for printing are available on all campuses.

At the Oviedo Campus, instructors needing printing services should have their requests to the Office Supervisors, located in the Faculty Office Suites, at least 2-3 days prior to the date copies are needed. These instructors may also use the Sanford/Lake Mary Print Shop services directly, if they prefer to do so.

Only clean original copies printed in black ink on 8 1/2" x 11" white paper will be accepted for copying. Requests will not be accepted if originals have paste-ups, are printed on colored paper, are in blue ink or pencil, or have heavy black borders (caused by photo copying machines).

The copy center has a full color copier and can copy originals up to 11" x 17". The departmental charge for color copies, any size, is .20 or .23 cents per copy depending on the type of paper (paper or card stock). There is a labor charge factored in against the cost of the materials. This is added to the cost on every job. The copy center can also create color or black and white transparencies. The departmental charge for color is .85 cents and for black and white .37 cents each.

**Copyrighted Material**
Unauthorized reproduction of copyrighted material is illegal and will be refused unless it meets the specifications of new copyright regulations or it is accompanied by written permission from the publisher. (Consult Copyright and Fair Use in the Library section of this Handbook for additional information).

**Regular Orders**
Since print demands are great, we ask that you allow a two-day turnaround time when possible. We offer a quick copy service to cover emergency situations.

**Quick Copy Service (24-hour turnaround)**
Instructional materials, exams, administrative papers and other such jobs for which there is an immediate need when submitted one day will be completed no later than 4:00 p.m. the next day. In order to maintain the one-day turnaround, jobs are limited to no more than 200 copies. All personnel are requested to help maintain the quick copy service by submitting only those materials for which there is an unavoidable, immediate need. Evening instructors can get "while you wait" copies after 4:00 p.m. at the Sanford/Lake Mary Campus.

**Night Service**
A drop box is located at the door to the Print Shop for the convenience of evening employees. Night instructors at Oviedo may leave copy requests in the faculty offices.
Special Requests
Work needing special papers, inks, or large quantities should be planned well in advance to allow time for paper and/or ink orders to be filled.

Copy Machines
Employee ID numbers must be entered for some photocopy machines. On the Sanford/Lake Mary campus, you may get your department code from your department chair or department office supervisor. At the Altamonte Campus, you may get your code from Sherry Wilson or Lynn Rudd. No copy codes are necessary at the Oviedo Campus.

Please ask your department office supervisor for photocopy machines’ locations. You are urged to help us maintain our copiers in good working order by limiting reproduction to 10 copies per page or no more than 50 copies maximum. Copying is limited to Seminole State College and instructional business only.

If the copier is not working properly, discontinue use immediately and report the problem to your department office supervisor before 4:30 p.m. You may request copies from the Print Shop from 4:30 p.m. to 7:00 p.m.