

# **Adjunct Faculty Handbook**

Auburn Campus  
197 Franklin Street  
Auburn, NY 13021

Fulton Campus  
11 River Glen Drive  
Fulton, NY 13069

<https://cayuga-cc.edu/>



## Part Two: Additional Resources and Policies for Students, Faculty and Staff

Advisement and Registration	Page 14
Financial Services	Page 14
Placement Testing	Page 15
Learning Commons – Library	Page 15
Learning Commons – Academic Support	Page 16
Office of Accessibility Resources	Page 16
Counseling for Students	Page 17
Employee Assistance Program (EAP)	Page 17
Health Services	Page 18
Human Resources	Page 18
Cayuga Tuition Waiver for Employees and Dependents	Page 18
SUNY Tuition Waiver	Page 19
Stipend Increases	Page 19
Community Education and Workforce Development	Page 20
Grievance Policies and Procedures	Page 21
Sexual Harassment Policy	Page 23



**Diversity** – We work to foster a sense of belonging for all members of our community by

needed. Appointments can be made by contacting the Office of Accessibility Resources at (315) 294-8633 (Auburn) and (315) 593-9323 (Fulton).”

9. Verbatim statement on tutoring availability: “The Learning Commons offers a variety of tutoring services on each campus including: drop-in math and writing peer tutoring support; individual appointments with a professional math or writing specialist; individual peer tutoring appointments for most subjects; study groups; and online tutoring support. Students should complete a tutor request form on the College website or visit or call the Learning Commons for their academic support needs.
10. Faculty are encouraged to include a statement outlining their policy addressing academic dishonesty and plagiarism. In cases of plagiarism or academic dishonesty, an instructor may apply a failing grade which preempts a student’s right to withdraw from the course. To apply the failing grade, the instructor should have indicated the potential consequence of plagiarism or academic dishonesty on the course outline, defined or given examples of same on the course outline, and ensured distribution of the course outline to all students in the class. There must be solid evidence of the alleged plagiarism or academic dishonesty if a failing grade is to be assigned under these circumstances. The decision to assign a failing grade under these circumstances must be made in consultation with the Division Chair.

## **Textbooks and Course Materials**

Selection of textbooks and required course materials is subject to the approval of the Division Chair. Following approval, book orders are processed by the

3067 in Fulton. From an outside line, please dial (315) 255 1743 ext. 2461 in Auburn, or (315) 592-4143 ext. 3067 in Fulton.

Cayuga is among the SUNY campuses that use **Rave Alert System** as their notification system to notify college students, faculty and staff of possible emergencies.

Our Rave Alert notices are intended only for situations involving imminent danger to health or human safety. These may include severe weather, snow closings, utility failure, major road closings, fire or hazardous-material spill in the area, and bomb or weapon threats.

Every Cayuga student and employee has an account in myCayuga, the College's information system. You can use your myCayuga account to sign up for our Rave Alert service. Then, if Cayuga Community College generates a Rave Alert notice, it will be sent to you via the phone (text) and/or e-mail contact information you provide.

It's important to understand that while this service is intended to enhance public safety for the campus community, it does not represent a guarantee. Reliability depends on human factors such as accuracy and timeliness of information, and on technical factors such as cell phone network coverage, in-bound traffic on telephone land lines, and availability of power to the college server and your computer. Students, faculty and staff are encouraged to take advantage of the Rave Alert service as a prudent measure while continuing to exercise normal attention to personal and community safety.

Rave Alert sends notices at no charge; however, your provider's standard charges will apply for carrying text messages sent by Cayuga Rave Alert System.

### **How to Sign Up for RAVE Alert**

A valid Cayuga e-mail address is required. If your Cayuga e-mail account has not been set up you may get an error warning stating you are not eligible to register. Once your Cayuga e-mail account becomes active you should then be able to sign up for the Rave Alert System.

1. Log into your myCayuga account at <https://my.cayuga-cc.edu> using your Cayuga email

## **Evacuation Procedures**

When a fire alarm sounds, or upon notification by appropriate personnel, staff and students should leave the building by the nearest exit, indicated on evacuation exit maps posted throughout campus, and proceed to a safe zone outside and away from all building entryways, roadways, and sidewalks. Do not use elevators in an evacuation. Staff and students may re-enter buildings only after being notified by evacuation marshals or other authorized personnel.

## **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974 protects the rights of students to inspect and review certain education records and prohibits the nonconsensual release of personally identifiable information for such records which is not “directory information.” The college’s FERPA policy can be found at: <https://www.cayuga-cc.edu/students/services/registrar/ferpa/>

## **Scheduled Class Sessions**

To comply with State Education Department and College policies, all scheduled class meetings and laboratories must be held for the full-class period, although a class break of up to fifteen minutes may be allowed during longer classes. Faculty are expected to be present in the classroom or laboratory as scheduled.

It is understood that on occasion, there will be a need for a substitute instructor on a short-term basis. While adjuncts shall be afforded the right to make a recommendation as to who shall be the substitute, Division Chairs shall have the final discretion in this regard. Furthermore, the College shall have the ability to approve activities in lieu of cancelled classes which shall include workshops for students through the Centers for Student Engagement and Academic Advisement.



terms will be accepted and scheduled after the release of the final schedule of classes has been published. For internal room bookings, e-mail Haley Vitale at [Hvitale@cayuga-cc.edu](mailto:Hvitale@cayuga-cc.edu).

## **Class Attendance**

If a student is late, leaves and returns during, or leaves the class before the class is over, they

You shall not be expelled from or be refused admission to an institution of higher education for the reason that you are unable, because of your religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

On-going registration allows students to register well in advance of the beginning of each term. New students may register online or in-person. Returning part-time students may register online, in person, by phone, or email.

## **Withdrawal and Refund**

Students notifying the Registrar's Office of intention to withdraw before the first scheduled class will be entitled to a 100% tuition refund. After this time period, refunds will follow a published schedule, available online.



Incomplete Form, available in MyCayuga, listing the valid reason for not completing all requirements and the terms and conditions set by the instructor to complete the course. Please note: if a student has received a grade of Incomplete at the end of the semester, it will not be possible to change that grade to a W.

All coursework must be completed by the 20% mark of the following 15-week semester; otherwise the incomplete will be changed to F, or the default grade provided by the instructor. In rare cases for certain courses where appropriate (for example, internships that are not offered at the beginning of a semester), an additional extension may be given until the end of the following 15-week semester upon the instructor's approval. Please note that an F grade may result in academic probation or academic dismissal.

Incomplete grade must be completed by:

Fall semester	20% mark of the Spring semester
Spring semester	20% mark of the Fall semester
Intersession	20% mark of the Spring semester
Summer session	20% mark of the Fall semester

Students should be advised to consult the Financial Aid Office if they are seeking an incomplete. Incompletes may have implications for financial aid.

**Grades / Quality Points per credit hour**

A 4.0	A - 3.7	
B+ 3.3	B 3.0	B- 2.7
C+ 2.3	C 2.0	C- 1.7
D+ 1.3	D 1.0	D- 0.7
F 0.0		

**Definitions**

**W-NA** = Assigned/Inputted by faculty during the defined W-NA period to a student who has never attended the class

**W** = Student completes a Schedule Adjustment Form during the defined period (after refund period ends and BEFORE the 60% mark) who no longer wishes to remain in the class. To Withdraw AFTER the 60% mark, the student must complete a Documented Late Course Withdrawal Form and receive faculty approval. Faculty MUST submit approved form to the Registrar's Office no later than last day of classes. Registrar inputs status.

**F** = Assigned/Inputted by faculty during final grading to a student who does not pass the course



To apply for federal assistance, a student (and parents of dependent students) must file the Free



**Inter-Library Loan:** Materials may also be borrowed from either campus using Inter-Campus u Tc 0.m5d5L(B



HelpPeople is strictly confidential and privacy is absolutely guaranteed. This is a voluntary employee benefit.







requirement, the receiving institution will be notified to take appropriate action. If you have questions about this process, please contact Thomas Hanford at [Thomas.Hanford@suny.edu](mailto:Thomas.Hanford@suny.edu)









