



CREDIT

ADJUNCT FACULTY

HANDBOOK

Guidelines and Resources 2023-2024

UPDATED AUGUST 2023



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VISION

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

MISSION

College of the Mainland is a learning-centered comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

VALUES

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

INSTITUTIONAL GOALS

Goal I: Students

Student success is our top priority. College of the Mainland will be the college of choice for our community.

Goal II: Staff, Faculty, and Administrators

Create an environment that retains and attracts administrators, faculty, and staff committed to serving our students.

Goal III: Facilities

Provide a safe, aesthetic environment conducive to learning, while addressing the workforce needs of local business and industry.

COM BOARD OF TRUSTEES

Donald G. Gartman, Chair
Dawn King, Vice Chair
Melissa Skipworth, Secretary
Kyle Dickson
Dr. Verna Henson
Dr. William (Bill) McGarvey
Alan Waters

COLLEGE OF THE MAINLAND ADMINISTRATION

President
Dr. Warren Nichols, 409-933-8271

Vice President for Fiscal Affairs
Dr. David Wesse, 409-933-8351

Vice President for Instruction
Dr. Jerry Fliger, 409-933-8229

Vice President for Student Services
Dr. Helen Brewer, 409-933-8619

INSTRUCTIONAL DEANS

Dean of Instruction
Dr. Rocky Barney, 409-933-8263

Dean of Instruction
Dr. Rebecca Montz, 409-933-8581

DEAN OF STUDENTS

Dean of Students
Dr. Marita Esposito

MAIN CAMPUS

1200 N. Amburn Road
Texas City, Texas 77591
409-938-1211 or 1-888-258-8859
www.com.edu

LEARNING CENTERS

COM Cosmetology Lab/Offices
Mainland City Centre
10000 Emmett F. Lowry Expressway, Texas City, Texas 77591

COM – League City
1411 West Main Street, League City, Texas 77573

COM Lifelong Learning Center
Mainland City Centre
10000 Emmett F. Lowry Expressway, Texas City, Texas 77591

A: GENERAL INFORMATION

COLLEGE CATALOG

The current College catalog is accessible on the COM website at www.com.edu/admissions/catalogs.html. The catalog will provide you with the following information:

- A current academic calendar to use when developing your course document/syllabus
- A description of academic transfer programs, workforce programs, certification programs, continuing education and community services offered by College of the Mainland (COM)
- Descriptions, including prerequisites, for all courses currently offered
- A directory of administrative and instructional department offices
- A campus map identifying buildings and the location of administrative offices, instructional department offices and support services

INSTRUCTIONAL VISION

The Division of Instruction at the College of the Mainland will serve our community by delivering innovative, integrated, and impactful instruction, inclusive of diverse student populations and culminating in student success.

INSTRUCTIONAL GOALS

College of the Mainland is committed to providing quality instruction to meet the educational needs of students and the community. The offering of academic transfer courses, career programs, continuing education, and community service provides educational opportunities for all citizens of the community. Students are provided learning experiences within an environment promoting academic excellence, cultural diversity, and professional growth. The vision and mission of the college encompass a commitment to excellence in instruction to ensure an educated workforce and to enhance the quality of community life. Instructional goals are fundamental to the vision, philosophy and mission of the college. The following instructional goals exemplify the college's commitment to academic excellence:

1. Commitment to excellence in teaching, exceptional student academic performance, and recognition of outstanding achievement;
2. Development and implementation of a comprehensive curriculum essential to student intellectual growth and progress;
3. Creation of a challenging educational environment of quality instruction and faculty members' dedication to professionalism and student academic enrichment;
4. Continuous improvement of academic programs to meet degree and certification requirements;
5. Offering of educational opportunities to the community through continuing educational programs;
6. Recognition and appreciation of multiculturalism and student diversity as an integral part of the educational process;

7. A professional relationship with students and graduates to foster success in educational and career pursuits.

B: EMPLOYMENT POLICIES AND PROCEDURES

The COM Board Policy Manual is available online at <https://pol.tasb.org/Home/Index/497>

HUMAN RESOURCES

Each applicant must submit an application at <https://jobs.com.edu>

Federal regulations require an I-9 form to be completed on the first day of employment but not later than the third day. This can be completed in the Human Resources Department. New employees will receive an email with instructions on completing an online I-9 Form. New employees will also be required to bring their original and unexpired I-9 acceptable documents to the Human Resources Office for verification.

If you have had a break in service of more than one year, some documents and a background check may need to be resubmitted. (All summer sessions will be considered one semester.)

COM ID

Your COM ID will be created in the Administration Building #2. A picture ID is required.

ORIENTATION

It is mandatory that all new adjunct faculty complete the Adjunct Academy (orientation to be qualified to teach as an adjunct at COM).

Each instructional department will complete the orientation of new adjunct faculty by providing:

- Departmental procedures
- Course syllabi
- Facilities tour
- Introductions to department members, the Human Resources Department and administrative personnel
- Overview of available classroom technologies

APPOINTMENTS

All appointments to instruction positions authorized by COM are subject to the acceptance and continuous observance of the rules and regulations of the institution. Those appointed to instructional positions must meet the following requirements:

- Possession of appropriate degrees, graduate hours, certification, licensure, etc., as prescribed by the Southern Association of Colleges and Schools Commission on Colleges
- Recommendation by the department in which the instructor will teach

ADJUNCT FACULTY ASSIGNMENTS

Adjunct faculty assignments will be issued in advance of the class starting date; in some cases, adjunct assignments are issued only after sufficient enrollment is assured. The adjunct assignments will indicate the class to be taught and the payment schedule. If you agree with the information and terms of the adjunct assignment, sign and submit the adjunct assignment no later than three (3) days after receipt. Adjunct assignments will be sent to your COM email. It will come from hrforms@com.edu. All adjunct assignments must be signed by the adjunct faculty — no other individual may sign the adjunct faculty assignment.

The adjunct assignment is not binding until signed by all parties and cannot be processed for payment until we have:

- The returned signed adjunct assignment
- Completed application forms in the Human Resources Department
- A copy of your highest postsecondary degree, certificate or transcript (if teaching in a workforce area)

TEACHING ASSIGNMENTS AND RESPONSIBILITIES

Your input is welcomed and you may ask—or be asked—to attend a department meeting when possible. Your relationship to the department is similar to that of a professional contractor or a consultant and is on a semester-by-semester basis with no guarantee of future employment. Conversely, you are under no obligation to the department or to the College beyond the stipulation of your current adjunct faculty assignment and responsibilities. If you wish to teach the following semester, you should give the department sufficient notice of your availability to do so.

TEACHING LOAD

Adjunct faculty may teach a maximum of 12 contact hours during the Fall and/or Spring semesters and no more than one course in either summer session. The chief academic officer must approve exceptions to the maximum limits. All adjunct assignments are contingent upon sufficient enrollment, course needs, etc. In addition, the college has no obligation to continue employment with an adjunct upon completion of his/her contractual obligation.

CLASS CANCELLATION

You will be notified immediately in the event that the class you are scheduled to teach is canceled due to low enrollment.

PAYCHECKS

Your paycheck will be direct-deposited in your bank account on the 15th day of each month, unless the 15th falls on a holiday or weekend.

COLLEGE REQUIRED TRAINING

The College requires that all employees (anyone receiving a COM paycheck) complete mandatory online training courses every year.

INTELLECTUAL PROPERTY

Intellectual property designates inventions, discoveries, publications or any other work or product conceived of and/or developed by an adjunct faculty member. As outlined in College Policy CT (LOCAL), the College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights.

CAUSES FOR DISMISSAL

Employee conduct that is subject to disciplinary action or dismissal may include, but is not limited to, the following:

- Failure to maintain satisfactory work performances
- Falsification of data
- Neglect of duties or responsibilities
- Smoking in College buildings
- Use of profanity or abusive language
- Fighting or disruptive conduct
- Gambling
- Possession or use of illegal drugs
- Being under the influence of intoxicants
- Abuse of goods and equipment
- Violation of safety policies
- Theft
- Insubordination
- Sexual harassment
- Lack of confidentiality
- Repeated tardiness or absenteeism
- Violation of policy
- Failure to perform the terms of employment
- Professional incompetence
- Conduct involving moral turpitude

C: GENERAL RESPONSIBILITIES: THE ROLE, RIGHTS AND RESPONSIBILITIES OF COM ADJUNCT FACULTY

Faculty members have the principal responsibility for course instruction, student evaluation, curriculum development and academic assessment. You are expected to perform your job satisfactorily and in accordance with local, state and federal policy.

COURSE DOCUMENTS/SYLLABUS

You should distribute a course document/syllabus to your class(es) at the beginning of the semester. Department chairs will provide you with a generic syllabus to use as a model. Also, check with the department to verify any department-specific requirements. Send an electronic copy of your course documents to the department administrative assistant. This file allows your department to help students if it is necessary for you to be absent from a class.

SYLLABI REQUIREMENT

In compliance with SACSCOC, the Texas Higher Education Coordinating Board (THECB), and COM requirements, COM has adopted a standardized syllabi template that all credit faculty must

utilize. The electronic file for this template will be provided to you by the appropriate department chair.

ASSESSMENT RESPONSIBILITIES FOR ADJUNCT FACULTY

All adjunct faculty at College of the Mainland are required to teach and assess student learning outcomes (SLOs). Student learning outcomes for general education courses are mandated by the Texas Higher Education Coordinating Board (THECB) and are listed in the Academic Course Guide Manual (ACGM). These outcomes must be listed in the course syllabus, taught and assessed.

In addition to course-level student learning outcomes, faculty also are required to teach and assess the Core Objectives mandated by the THECB. The Core Objectives must be listed in the course syllabus, taught and assessed. As the Core Objectives vary by discipline, see the department chair for the Core Objectives that are mandated for the courses you teach. Adjunct faculty must create assignments that address the Core Objectives mandated for their courses. Adjunct faculty are not required to submit assessment data related to the Core Objectives as that data will be extracted from the course-level database by the Instructional Assessment Committee.

Student learning outcomes for workforce courses also are mandated by the THECB and are listed in the Workforce Education Course Manual (WECM). These outcomes must also be listed in the course syllabus, taught and assessed.

At the end of every semester, assessment data related to student achievement of the course student learning outcomes must be entered in the Strategic Planning Online (SPOL) assessment database. This applies to all general education and workforce courses. Instructions for inputting assessment data into the database are available by contacting the department chair or program director. Due dates are also available by contacting the department chair or program director, but generally the deadline for inputting assessment data is the same as for submission of end-of-semester course grades.

ABSENCES/EARLY DISMISSAL

The Texas Higher Education Coordinating Board approves classes based on specific contact hours per student. Should you have to miss a class meeting because of an illness or emergency, call the department chair/dual credit coordinator/ high school contact or department administrative assistant as soon as possible. In the event that you will miss a class for an extended period, the department will make an effort to obtain a substitute and adjust your adjunct faculty assignment accordingly. Part-time faculty are allowed one absence per semester, per course, without a reduction in pay.

ACADEMIC CALENDAR

Check the academic calendar each semester for days that the campus is closed. The academic calendar can be found at <https://www.com.edu/admissions/academic-calendar.html>

OFFICE HOURS

At the beginning of the semester, the department administrative assistant will ask you to fill out a class/office hours schedule form. As an adjunct faculty member, you must schedule a minimum of one hour each week per section during which you will be available to meet with students individually.

EMAIL

The campus has an intercampus email system that adjunct faculty members can access off campus through links on the COM website's homepage. Adjunct faculty members are responsible for monitoring their campus email on a regular basis and responding to College-related and student emails. COM email is the official email for College communications and both students and faculty are expected to use COM email for College communications.

PROFESSIONAL IMAGE POLICY — EXCERPT FROM DH (LOCAL)

All employees shall project a professional image to students, parents, visitors, and community members by dressing in a manner appropriate to their working environment, type of work performed, and occasion. Dress and grooming standards shall enhance the image the College District exhibits for the community it serves. Each College District employee shall wear and appropriately display his or her nametag at all College District events that include the public, including but not limited to an employment fair, student recruitment or registration, or when representing the College District off campus.

D: OFFICE LOGISTICS AND SUPPLIES

CLASSROOM ACCESS

If you are having trouble gaining access to the building at your class time, inform the department administrative assistant or department chair. In emergency situations, contact COM police at Ext. 8403 (nonemergency line) or Ext. 8599 (emergency line).

CLASSROOM EQUIPMENT

All instructional classrooms should be equipped with an instructional computer, data projector and screen. Many classrooms also have a document camera. Adjunct faculty should make their classroom equipment preferences known at least three days before a class start date. If additional equipment is needed, make a request at least two days in advance. Email your program area administrative assistant for additional equipment requests.

CLASSROOM MAINTENANCE

You are required to return desks to the same order as they were when class started, erase writing boards, etc., so that classes that follow will find classrooms neat and immediately operational. If there is a problem with cleanliness, heating/ cooling or any other problem, please notify the program area administrative assistant.

COMPUTERS

If you need access to a computer, ask the department administrative assistant if one is available for your use in the

department area. If a computer isn't available in the instructional department suite, there are computers in the COM Library (Learning Resources Center, first floor). Adjunct Suites are located in STEM 323 and ICB 305-4. Work with your administrative assistant for access to the Adjunct Suites in STEM and ICB.

MAILBOXES

You will be assigned a mailbox in the instructional department office. Campus mail is delivered daily on the campus. Check your mailbox for department and COM correspondence each time you are on campus.

OFFICE ASSIGNMENTS/PROGRAM

The department chair will designate an office or other space for you to use during office hours.

OFFICE SUPPLIES

If you need a grade book, board markers, file folders or other miscellaneous supplies, request these items through the department administrative assistant. Do not use permanent markers on white boards/walls.

PHOTOCOPIES

The department administrative assistant will assign you a personal copy code to make copies of class handouts. Please be judicious in your use of the photocopying machine; when possible, use other means, such as your D2L Brightspace Shell to publicize brief announcements and assignments, etc. Check to ensure that you are in compliance with all copyright laws.

Please plan ahead to reduce the department's copying expense. If you can produce a particular document at least a week in advance of distribution, the department administrative assistant can request that the College's contracted printing company make the copies at a lower cost than when you use the photocopying machine.

TEXTBOOKS

The department administrative assistant will lend you desk copies of the required textbooks. These textbooks and any other materials must be returned to the instructional department at the end of the semester.

E: INSTRUCTIONAL POLICIES AND PROCEDURES

INITIAL CLASS ROLLS

On the **first** day of class, review your WebAdvisor (not D2L Brightspace) class rolls of students officially enrolled in your class. Students who are present but are not listed on the roll must go to the Admissions Office.

OFFICIAL CLASS ROLLS

Official class rolls are issued on census day (12th class day of a 16-week term). Census dates are available in the College catalog. Students who have not paid tuition by census day will not be

included on the official class roster. You will be notified when to verify and electronically sign the official class rolls (census rosters).

1. Students who are not on the official class roll cannot attend the class. If the student believes they are not on the roll due to an error, please send them to the Registrar's Office. You may check your rolls in WebAdvisor throughout the semester. (Do not use the D2L Brightspace rolls as your official rolls.) If a student is not on the roll beyond the census date, they cannot remain in the class or receive a grade for the course.
2. Students who are on the roll but have never attended the class may be withdrawn by the instructor at his or her discretion on or before "W" day. If the student remains on the roll beyond the "W" date, they must receive a grade for the course. If you intend to withdraw non-attending students, state this clearly in your syllabus.

ENFORCING PREREQUISITES

A list of prerequisites for each course can be found in the College catalog. For entry-level and developmental courses, the prerequisites may include minimum scores on placement tests. Your department may ask you to check that your students satisfy the prerequisites for your course. The data necessary to determine a student's eligibility is included on his/ her Advisor Worksheet, which you can ask the department administrative assistant to provide you if appropriate. Only the Vice President for Instruction has the authority to waive a prerequisite.

DROP/REINSTATEMENT OF STUDENTS

"W" day (withdrawal day) is the last class day that students can withdraw from a course. Only grades of "A," "B," "C," "D," "F", "FN" or "I" can be given after this date. (See "Final Course Grades" for an explanation of these grades.) Check the College catalog for the current semester's "W" day.

If a student has dropped your class or you withdrew them after the census day, you may later reinstate that student by informing the Registrar's Office in writing. You should agree to reinstate a student only if the student agrees to make up missing work in a timely manner and if, in your judgment, the student has not missed so much work that it would be impossible for the student to complete the course with a passing grade.

SIX-COURSE DROP LIMIT (TEC 51.907)

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or complete withdrawals from the college. Students should fully understand this drop limit before dropping any courses. Students having questions regarding the Six-Course Drop Rule should see an Advisor. For more information on the Six-Course Drop Rule, see TEC 51.907.

STUDENTS WITH DISABILITIES

The mission of Student Accessibility Services at College of the Mainland is to create a welcoming and accessible educational environment that gives students with disabilities the opportunity to participate and benefit from all programs, services and activities. We work with faculty and staff to implement reasonable accommodations for students. Accommodations will only be granted to students who have provided appropriate documentation of their disability and completed the intake process with our office. You should not ask your students whether they have a disability. Additional information can be obtained in the Student Success Center that is located in the Administration Building #2. Students requesting information regarding Accessibility Services can contact a staff member by sending an email to disabilityservices@com.edu.

CLASS ATTENDANCE

Students are expected to attend every class section of all classes for which they are registered. They are not permitted a certain number of misses.

STUDENT CONFIDENTIALITY

COM complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974 (Public Law 90-247, as amended) and any regulations promulgated thereunder. Therefore, any student information (name, address, grades, phone numbers, etc.) obtained by adjunct faculty or College personnel is strictly confidential and may not be divulged for any reason to any person other than the student, including parents and spouses. If a student is hospitalized or otherwise unable to attend your class, this information is to be treated as confidential. This information is protected under state and federal laws and cannot be shared with businesses or given to a student's friend, family member, spouse, parents, etc. Requests should be directed to the Office of Admissions and Records at 409-933-8521

DEALING WITH DISRUPTIVE STUDENTS

Behavior that disrupts the learning environment should not be tolerated. If you feel that you have a disruptive student, discuss it with your department chair. Conduct issues may also be referred to the Dean of Students at Ext. 8131. During evenings and weekends, contact campus police at 409-933-8559.

CHILDREN IN THE CLASSROOM

The campus is an academic workplace. Children are not appropriate in this academic environment and cannot be brought into the classroom.

EXAM PERIODS

COM does not observe separate "exam weeks." Check with your department concerning any designated midterm or final exam periods that your department observes. Most instructors administer final exams on the last or next-to-last class day of the semester. Check the current COM catalog for the semester's "last class day" and "grades due deadline." Note that grades are due in

the Office of Admissions and Records very soon after the last class day (sometimes, for summer or fall classes, on the last class day). Schedule final work so that you can meet the deadline for turning in your grades.

FINAL COURSE GRADES

Final grades for the semester are entered into WebAdvisor. Documentation can be found at <https://www.com.edu/its/employee-support/index.html>. Scroll to WebAdvisor and choose WebAdvisor: Faculty.

You must assign a grade to every student that appears on your grade roll. **Do not leave any blank.** All students on the grade roll must receive a grade.

For students who complete a course, COM awards passing grades of "A," "B," "C," "D" or the failing grade of "F." For students who do not complete the course requirements, COM awards the grades of "W," "I," "F" and "FN."

- A:** The student's work demonstrated superior achievement of course objectives
- B:** The student's work demonstrated outstanding achievement of course objectives
- C:** The student's work demonstrated minimum achievement of course objectives
- D:** The student's work demonstrated marginal achievement of course objectives
- F:** The student's work demonstrated failure to achieve course objectives (Do not put last day of attendance)
- FN:** Failure due to lack of attendance (Last day of attendance required)
- W:** Students who officially withdraw from a course on or before the date specified on the calendar in the College catalog for any reason will receive a "W." Students have a responsibility to ensure that they have properly withdrawn from a course. Ceasing to attend class does not officially withdraw a student from a course.

Students who need to withdraw after the "W" date shown in the catalog because of circumstances beyond their control should confer with the instructor and department chair.

Instructors may, at their discretion, withdraw a student due to inability to maintain the prescribed minimum rate of progress stated in the course syllabus or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Dean of Student Services to ensure that the student discipline process, outlined in the COM Student Handbook, is followed appropriately.

I: The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the

student's control, which result in the student being unable to successfully complete the course within the timeframe of the semester.

An Incomplete Grade may be assigned if, in the judgment of the instructor, the student can complete the course with the minimal instructional assistance and without attending additional class sessions.

An "I" may be assigned only when the following circumstances are met:

- 1) No more than 25 percent of the points possible in the class are still outstanding.
- 2) Passing the course with a 70% or better

Exceptions to these circumstances can be made at the discretion of the appropriate instructional dean.

In cases where an instructor agrees to assign an "I", the instructor must complete the electric "I" Contract form and submit to the appropriate Dean for approval. The student will receive an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than one semester from when grades were assigned). The contract should be signed by student, instructor, department chair and Dean and a copy of the signed "I" Contract will be provided to the student, instructor and department.

After the student has successfully completed the requirements of the "I" contract, the instructor will complete and submit a Change of Grade Form, changing the "I" to the appropriate permanent grade. When the Change of Grade form is used to change an "I" to a letter grade, only the instructor is required to sign the form. If after one year the student fails to complete the requirements of the "I" contract, the "I" will automatically be converted to an "F."

CHANGE OF GRADE FORMS

You retain the prerogative to change a student's final course grade. The most common reason for changing a final course grade is that a student who has been awarded an "I" (incomplete) has subsequently satisfied all course requirements. Another reason may be if you discover that a grade was inadvertently miscalculated. To change a final course grade, complete an electronic Change of Grade Form (the department chair or administrative assistant can provide this for you). These forms are not valid if sent through campus mail. Sign the form electronically and forward to the department chair.

GRADEBOOKS

All faculty are required to keep a permanent record of student attendance and grades for all assigned work for at least one year from the date that grades were assigned. You may request a grade book from the department administrative assistant or you may

keep computer records of assignments and grades. Computer programs should be capable of producing a readily interpreted hard copy. All records should include the weightings given to all assignment types that were used to determine the final course grade. You must submit a copy of your grade records to your department chair each semester.

FIELD TRIPS

Because of the legal liability involving field trips, you must inform and discuss any field trips with the department chair in advance. The Liability of Hold Harmless Agreement - Student Participant form should be completed by each student.

An Emergency Contact Form should also be completed. Also, College procedures must be followed in planning a field trip involving College vehicles.

STUDENT COMPLAINTS

College of the Mainland is committed to providing an educational climate that is conducive to the personal and professional development of each individual. To ensure our commitment, the College has developed procedures for students to address their concerns within the college community. A student who has an unresolved disagreement with a faculty or staff member, another student, a student group, or dissatisfaction with the service received may initiate a complaint without prejudicing his or her status with the College.

HOW DO I BRING FORWARD A COMPLAINT?

It is the goal of College of the Mainland to assist all students in efficiently resolving their concerns. Students may file a complaint to address problems or conditions believed to be unfair, inequitable, or a hindrance to the educational process or the conduct of campus business. Students are encouraged to seek informal resolution of their concerns; however, students who have not been able to resolve their concern informally may file a formal, written complaint. Students should refer to the COM policy or process for specific types of complaints and appeals:

- Discrimination, Harassment and Retaliation - See Board policies [FFDA \(Local\)](#) and [FFDB \(Local\)](#)
- The Financial Aid Probation Appeal Policy is addressed under the Financial Aid section of the Student Handbook.
- Grade Appeal procedures are addressed under the Grade Appeal section of the Student Handbook.
- Student disciplinary action procedures are found in [FMA \(Regulation\)](#).
- Complaints Relating to Faculty: [FLD \(Local\)](#), [FLD \(Legal\)](#), and [FLD \(Regulation\)](#).
- Complaints not related to the issues noted above are addressed in [FLD \(Local\)](#).
- Complaints concerning COM's management or conduct of Title IX, Higher Education Act of 1965 (HEA) programs or the advertising or promoting of its educational programs should be directed to Dr. Sarah David, Title IX Coordinator, , at 409-933-8413.

For assistance in determining the correct procedure to follow or to identify the appropriate dean or supervisor for informal resolution, students can contact the Dean of Students at 409-933-8662.

Should students feel their complaint has not been resolved adequately, they have the right to complain in writing or by telephone to the Texas Higher Education Coordinating Board (THECB) regarding the College's management of Title IX, HEA programs or its advertising, or promoting of its educational programs. Correspondence should be addressed to the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711 or by telephone at 512-427- 6101. Current, former, and prospective students may initiate a complaint with THECB after exhausting the College's complaint/appeal process.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) publishes a Complaint Procedures Against SACSCOC or Its Accredited Institutions. Students, employees or others may initiate a complaint of alleged violations of SACSCOC Principles of Accreditation, the Core Requirements, and policies or procedures, as well as address possible violations of an institution's own policies and procedures. Refer to the policy statement for details on this process at <https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>.

A student shall be informed of his or her right to file a complaint with the U.S. Department of Civil Rights. Contact the Department of Education Office for Civil Rights by telephone at 214-661-9600, by fax at 214-661-9587, TDD: 800-877-8339 or email: OCR.Dallas@ed.gov. By mail: Dallas Office, Office for Civil Rights, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810.

STANDARDS OF STUDENT CONDUCT

College of the Mainland assumes that students eligible to perform on the college level are familiar with the standard rules governing proper conduct and that they will observe these rules. COM accepts the concept that where its interests as an academic community are involved, the legal and ethical authority of the institution should be asserted and maintained.

Student rights and responsibilities are described in [FLB \(Local\)](#) policy on the College website.

These include Scholastic Dishonesty, Disorderly Conduct, Prohibited Conduct, compliance with Federal, State, and Local Law, Prohibited Weapons, Drugs and Alcohol, Debts, Disruptions, Behavior Targeting Others, Property, Directives, Gambling, Tobacco, including E-Cigarettes and oral tobacco, Sexual Misconduct and Misuse of Technology.

The College prohibits Discrimination, Harassment, and Retaliation.

[FFDA \(Local\)](#) - addresses complaints of sex and discrimination, sexual harassment, sexual assault, and retaliation targeting students.

[FFDB \(Local\)](#) - addresses complaints of discrimination, harassment, and retaliation based on race, color, religion, national origin, age, or disability targeting students.

Discipline

A student shall be subject to discipline, up to and including suspension, in accordance with [FM \(Legal\)](#) and [FMA \(Local\)](#) if the student violates any Board policies or procedures or policies and procedures of any college district program:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Discipline and Penalties

When a student engages in conduct that violates the law, he or she is subject to college disciplinary action in addition to any action taken by a law enforcement agency or court of law. The Dean of Students shall consider and take appropriate disciplinary action when violation of law, college rules and regulations, and other breaches of conduct by students are reported. The Dean of Students shall attempt to ensure the best interests of the offending student(s) and the College are served by making use of College counseling and other available resources as appropriate.

Alleged misconduct committed by a student is reported to the Dean of Students within a reasonable time, not to exceed ten College business days from the date college faculty and staff knew or should have known that the incident occurred.

For procedures related to student discipline see [FMA \(Local\)](#) and [FMA \(Regulation\)](#).

Student complaints regarding procedures addressing discipline procedures are found in [FLD \(Local\)](#), [FLD \(Exhibit A\)](#) and [FLD \(Exhibit B\)](#).

GRADE APPEAL

An academic appeal is a formal request brought by a student to change a final grade. A request to change a final grade or to challenge a penalty within the student grade appeal process must be made within six months of the assignment of the final grade.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not a basis for an academic appeal. The student must provide evidence that the instructor unfairly applied grading practices or violated College policy.

Procedure for Grade Appeal Student Rights:

Students have a right to a clear explanation (from the instructor, department chair, or dean, as appropriate) of actions taken by the instructor, such as how a final grade was calculated or how their actions violated the academic honesty policy.

Step One:

Before a student may bring an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with the appropriate Department Chair to determine if a resolution can be reached.

Step Two:

If after meeting with the department chair a resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the appropriate Instructional Dean. If the Instructional Dean determines that there is insufficient evidence that the instructor unfairly applied grading practices or violated College policy, he/she shall communicate this in writing to the student. The decision of the Instructional Dean is final.

General Provisions

The Dean of Students will ensure that appropriate documentation is maintained, that the rights of all parties involved are protected and that all timelines of appeal are followed. Timelines presented are for the long semesters. Grade appeals initiated during the summer semesters will begin review during the following fall semester. All time limits set for this appeal process may be extended by mutual consent of parties involved. Grade appeal records shall remain confidential unless permission is given by the student to release such information. Grade appeal records shall be maintained on file for three years after the completion of the appeal process in the Dean of Students Office.

CLASSROOM STANDARDS AND ETHICS

You are encouraged to maintain a positive environment of learning that does not allow any individual in the classroom to:

- Discriminate against any person on the grounds of race, color, national origin, religion, sex, age, marital status, physical or mental handicap or political affiliation
- Engage in sexual harassment by participating in coercive or repeated unsolicited and unwelcome verbal comments, gestures or physical contacts of a sexual behavior in a COM class or during COM business to control, influence or effect the career, salary or job of a student
- Display discourtesy or disrespect to a member of the public when acting in an official capacity
- Use intoxicating beverages or narcotic drugs on College or off-campus property or use such beverages or drugs at any time or place to the extent that it adversely affects performance of official duties

- Solicit, make collections, canvass for the sale of any article or distribute or post literature, advertising matter or any other graphic matter in any space occupied by COM or off-campus sites
- Solicit money from, or sell tickets to, persons for the benefit of any organization
- Provoke or harass other employees or students or make unwarranted criticism or accusations against other employees or student.
- Conduct counseling and/or therapy in the classroom. The demonstration of description of therapy techniques is acceptable-not the practice. If you are in doubt about the introduction of a particular therapeutic technique, discuss it first with the department chair.
- Solicit in the classroom or recruit students for business, investment or commercial enterprises.
- Establish any private business relationship between adjunct faculty and student within the calendar dates of the course

F: STUDENT POLICIES

ACADEMIC HONESTY POLICY

Students are expected to be honest in all academic endeavors. Students will adhere to the following Academic Honesty Policy. Any student violating this policy will be reported to the Dean of Students and shall be subject to discipline and /or suspension.

- Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by COM board policies.
- Scholastic dishonesty shall include, but not be limited to cheating, plagiarism and collusion.
- “Cheating” shall include, but not limited to:
 1. Copying from another student’s test or class paper;
 2. Using test materials not authorized by the person administering the test;
 3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
 4. Knowingly using, buying, selling, stealing or soliciting in whole or in part, the contents of an event intended to be graded;
 5. Substituting for another student, or permitting another student to substitute for one’s self, to complete any event intended to be graded;
 6. Falsifying documentation submitted for purposes of obtaining a grade or course credit; and
 7. Altering the contents of a test or any assigned grades.
- “Plagiarism” shall be as the appropriating, buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

- “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

BEHAVIOR

Student behavior that interferes with the planned teaching-learning process or adjunct faculty evaluation of student work may be a manifestation of underlying personal or group problems and deserves your full attention before the implementation of any disciplinary procedures. When, in your judgment, a student’s continued attendance will disrupt class activities, you may request that the student leave the class.

COM has established certain rules and regulations under the premise that an educational institution has the responsibility to regulate student behavior and conduct that tends to impede, obstruct or threaten the legal rights of others on campus, or the achievement of the mission and vision of the College. To create a positive climate for learning, students are expected to be familiar with and to abide by all rules and regulations. These rules and regulations are available in the online Student Handbook. Students who believe their rights have been violated because of the investigative or disciplinary actions may file an appeal according to the student discipline process outlined in the Student Complaints section of the Student Handbook. Complaint forms can also be found on the Dean of Students website <https://www.com.edu/dean-of-students>.

” – COM Catalog, 2023-2024.

“Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course syllabus, or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Dean of Students to ensure that the student discipline process, outlined in the Student Handbook, is followed appropriately.” – COM Catalog 2023-2024.

You should contact the department chair regarding any behavioral concern with a student, but to take disciplinary action, you must report the concern to the Dean of Students at the main College campus. For more information see the COM Student Handbook.

CELL PHONES

You may want to address cell phone use in the course syllabus.

COMPUTERS AND OTHER ELECTRONIC DEVICES

You have the discretion to determine whether or not you will allow students to bring their personal laptops and other electronic devices into the classroom. Your position on this topic should be stated in your course syllabus.

G: COURSE AND INSTRUCTOR EVALUATIONS

STUDENT COURSE EVALUATIONS

Each semester, your students will participate in the campuswide course evaluation process. All students will complete the evaluation process online. You may not be present during the evaluation. You may request the results of your class evaluation from the department chair after they have been tabulated. Your department will provide further information on the process.

CLASSROOM OBSERVATION OF ADJUNCT FACULTY

College accreditation policies mandate that all faculty (full- time and adjunct) be evaluated on a regular and systematic basis and that these results be used to improve teaching and program effectiveness. Each instructional department has developed an appropriate method for evaluating the performance of its faculty members. Evaluation may include classroom visits, departmental-initiated student evaluation forms, the completion of course objective forms, etc. Ask your department chair about current departmental policy. Observations will be scheduled in advance. Documentation of these observations and results will be maintained in the adjunct faculty file folder.

H: PROFESSIONAL DEVELOPMENT

Professional Development activities are available to adjuncts on campus throughout the year.

I: ADDITIONAL RESOURCES

THE BOOKSTORE

(EXT. 8239)

Texas Book Company offers the faculty and staff a 10 percent discount off regular retail prices for any merchandise excluding sundries, software, textbooks and already-discounted items.

Bookstore Hours:

Monday-Tuesday	8 a.m. – 6 p.m.
Wednesday – Thursday	8 a.m. – 5 p.m.
Friday	8 a.m. – 2 p.m.

Summer Hours:

Monday-Thursday	8 a.m. – 4 p.m.
Friday	8 a.m. – 1 p.m.

BEHAVIORAL INTERVENTION TEAM (BIT)

Dr. Darita Esposito or Michelle Brezina (8124)

The BIT has been established to provide a coordinated, systematic response to students whose behavior is disruptive to the campus community. Our goal is to support student success, and promote the overall health, safety and welfare of the students and members of the college community. Contact Michelle Brezina (ext. 8124) for details.

To make a BIT referral, please visit <https://www.com.edu/counseling/bit-incident-report.html> to submit a referral form. If you would like additional information regarding the Behavioral Intervention Team, feel free to contact Michelle Brezina mvaldes1@com.edu for additional information.

BENEFITS AVAILABLE TO ADJUNCT FACULTY

- Use of the library facilities
- 10 percent discount at the bookstore (see Bookstore section for details)
- COM email accounts

CAREER SERVICES (EXT. 8618)

The Career Services Department assists students who need help in the career decision-making process. Tools available include:

- Career assessments and exploration
- Employment search assistance
- Career readiness skill development
- Resume and cover letter writing and review
- Mock interviews
- Career fairs, workshops, and related career events

COMMUNITY RESOURCE CENTER:

With access to the right resources and services, our students and community thrive and are better equipped to meet their personal and educational goals. The goal of the Community Resource Center is to bridge the gap between access to these services and serve as a critical conduit to enhance the quality of life across our school community.

<https://www.com.edu/community-resource-center/index.html>

EDUCATIONAL TECHNOLOGY SERVICES

The Educational Technology Services Department is located on the second floor of the Industrial Careers Building. Educational Technology Services supports all instructional departments by providing support for distance learning and classroom technology.

Educational Technology Services Department facilitates:

- Distance learning
 - Faculty and student technical support for COM's course management system
 - Online course design/development assistance
 - Training in COM's course management system
 - Online Course Review
- Classroom instructional technology support
 - Audiovisual troubleshooting
 - Digital recording instruction
 - Preventative equipment maintenance – data projectors and document cameras
 - Operation of event spaces on campus
 - Acquisition of instruction related technology
 - Audiovisual presentation development assistance
 - Sound booth access
 - Equipment checkout

CLASSROOM INSTRUCTIONAL TECHNOLOGY

Most classrooms have a data projector mounted in the ceiling with a wall or ceiling-mounted viewing screen, and a document camera. If your classroom does not have the technology you need, or if the technology in your classroom needs service, submit a support ticket outlining your needs to mediaservices@com.edu or call 409-933-8634.

Should you need special instructional equipment, submit a request outlining your needs to mediaservices@com.edu or call 409-933-8634. Requests for video work require at least a week's notice. Please note that, if possible, we ask for at least 10 business days of lead time for events and video recordings, and two business days lead time for other equipment checkout. This ensures that we have what you need and who you need ready exactly when you need. Some emergency requests can be accommodated within four hours. The Educational Technology Services Department is staffed from 7:30 a.m. to 7:30 p.m. Monday through Thursday and 7:30 a.m. to 5 p.m. on Friday during the fall and spring semesters. Summer hours vary and are based on college operating hours.

The instructor computer workstation (CPU, monitor, keyboard, mouse and speakers) are supplied and maintained by Information Technology Services. To report a problem with the instructor workstation, submit an ITS support ticket at: <https://helpdesk.com.edu>.

DISTANCE LEARNING SUPPORT

If you want to teach a course in an online format, including Internet or hybrid, you are required to complete training in the proper use of COM's course management system. You must complete a workshop, which is available online. The workshop must be completed prior to receiving a course development shell. To sign up for training, submit a support ticket at <http://de-support.com.edu/requests>, send an email to DL-DistanceEducation@com.edu, or call 409-933-8453 for emergency support.

All new Internet or hybrid courses must successfully complete the Online Course Review process before the course can be taught for the first time. Information about the Online Course Review process can be found in the current DE Faculty Handbook published at <http://edtech.com.edu/faculty/> (Some disciplines have master courses available. Contact your department chair for more information.)

The Educational Technology Services Department can provide training in:

- Desire2Learn Brightspace – course management system
- Respondus – test-generating software
- Respondus Monitor – AI online test monitoring
- Study Mate – interactive learning-activity-generator (works with Respondus)
- SoftChalk Cloud – a tool to create attractive and interactive web pages

- D2L Brightspace: Bongo – lecture capture and synchronous virtual classroom
- TurnItIn – plagiarism check tool

Distance education support is available from 7:30 a.m. to 6 p.m. Monday through Thursday and from 7 a.m. until 5 p.m. on Friday during the fall and spring semesters. Summer hours vary and are based on College operating hours. Staff members will provide assistance in developing distance education courses or technology used in the creation or management of online courses.

COMPUTER LAB INFORMATION

Computer Lab: Library

The library computer lab, located on the main floor of the library, provides COM students with access to the internet, commonly used academic software, and college-level databases. Lab Assistants in the library computer lab are available to help and assist in basic programming and computer science courses. The COM Library Lab is open to COM students, faculty, staff, and community members. www.com.edu/computer-labs/library-computer-lab.html.

THE TUTORING CENTER (8703)

Industrial Careers Building, Room 109

<https://www.com.edu/tutoring>

The Tutoring Center offers writing, math and science tutorials free of charge to all COM students, as well as a computer lab with free printing and a quiet work environment. The Tutoring Center is open six days a week during the fall and spring semesters. Hours during the fall and spring are Monday – Thursday, 8 a.m. – 8 p.m., Friday, 8 a.m. – noon, and Saturday, 9 a.m. – 1 p.m. Hours for the spring mini and summer will vary depending on course offerings and tutor availability.

Please check with the Tutoring Center for updated hours and a list of courses in which tutors can assist. For more information on any of the services please contact the Tutoring Center at 409-933-8703, visit the Tutoring Center webpage at <https://www.com.edu/tutoring> or email tutoringcenter@com.edu

Writing Tutorials

COM's writing tutors offer one-on-one tutoring sessions for students on any phase of the writing, reading or oral presentation process. Writing tutors can also assist with resumes, cover letters, and college admissions letters. There are two study rooms available to practice/record speeches or practice mock interviews. The Tutoring Center provides a space with a computer, monitor, lectern, and recording equipment where students can practice speeches, presentations and job interviews.

Although students may walk-in for help or quick questions, they are encouraged to make an appointment. Students can make appointments online, by phone, or in person. Instructions on how to make an appointment can be found at www.com.edu/tutoring and

you can schedule an appointment on WCONLINE at <https://com.mywconline.com/>.

Math and Science Tutors

COM's math and science tutors offer walk-in face-to-face, and appointment based tutoring services. Most math tutors can help with the math courses offered at COM, but not all of them tutor every COM math course. Science tutoring is subject to availability. If a science tutor is available for your course, this service is available on a walk-in basis. Appointments are not required to work with a math or science tutor, but appointment slots are available. For online tutoring with a COM math or science tutor, an appointment is required. Instructions on how to make an appointment can be found at <https://www.com.edu/tutoring>. You can schedule an appointment on WCONLINE at <https://com.mywconline.com/>.

Appointment based scheduling for math and science is subject to change with the availability of tutors. Please contact the Tutoring Center at (409) 933-8703 or tutoringcenter@com.edu for more information.

Online Tutoring

Online Tutoring COM offers online tutoring with COM tutors through WCONLINE during normal business hours, based on availability. Please go to <https://com.mywconline.com/> to view the current schedule and make an appointment with a COM tutor.

Additional online tutoring is available in a variety of subjects, 24/7 through NetTutor. NetTutor is accessible via D2L Brightspace, located under the Course Resources drop-down menu. Please go to the following webpage for more information <https://www.com.edu/tutoring/online-tutoring>.

Most NetTutor services are provided in real-time. The Online Writing Lab service may take up to 24 - 48 hours for feedback.

LIBRARY (EXT. 8448)

COM Library offers a number of services to our faculty. These include library instruction for your classes, placing materials on reserve, selecting books, embedding a librarian in your online course, creating course guides and more. In addition, you and your students can access the college level resources that you love. Books, eBooks, articles, streaming media and primary sources are available. Databases can be accessed off campus 24/7 from our database page with your COM Account. Library guides are a great one stop resource designed to help your students find the best resources for research projects and learn how to use library resources. Students can get help with research, citations, library resources or techy help via chat, tweet, text, phone or they can ask us face-to-face. Your students can use study rooms, find places to read, charge devices, and even de-stress with puzzles, chess, backgammon and more. To access resources online and get more information, go to <https://libguides.com.edu/FacultyResources>.

Library hours may vary during interim or in times of emergency. Go to <https://libguides.com.edu/hours> for the latest library hours.

Standard Library Hours:

Fall, Spring, Summer

SCHOLARSHIPS (EXT. 8508)

WWW.GIVE.COM.EDU

Many scholarships are available to COM students via an online application system (<https://www.com.edu/paying-for-college/scholarships.html>). Refer students to the Foundation Office located in the Doyle Family Administration Building, Suite 219 . There are specific deadlines, so students should check on scholarships as early as possible.

A license holder may carry a concealed handgun on or about their person while on College District property or in any buildings or properties owned, leased, or rented by the College District except in areas that have been designated as free zones with proper signage. For further information about gun free zone locations, Campus Carry policy, and campus safety, please see the following link, <https://www.com.edu/campus-carry>. A video addressing Campus Carry and weapons guidelines can be found on COM's home page at www.com.edu.

This policy applies to faculty, staff, students, visitors, and individuals and organizations doing business on behalf of the College District or while on the College District premises or properties owned, leased, or rented by the College District. In accordance with law, this policy shall not apply to commissioned peace officers.

J: CAMPUS POLICE

NON-EMERGENCY 409-933-8403 OR EXT. 8403

The COM Police Department provides security for the College facilities and assistance to students, faculty, and staff 24 hours a day, seven days a week. COM PD officers regularly patrol campus parking lots. The police officers of College of the Mainland function under the authority of the Texas Code of Criminal Procedure and the Texas Education Code with police authority jurisdiction in any county where COM owns or controls property or may operate.

COM PD is responsible for the enforcement of Federal law, Texas law, Local law, Traffic law, and College policy.

EMERGENCY 409-933-8599 OR EXT.599

Please immediately report the following activity to the campus police:

- Suspicious activity or individuals.
- Criminal activity.
- Personal injuries and medical emergencies. (If medical emergencies are life threatening please contact 911 first and then contact the campus police at 409-933-8599 or EXT. 599.)
- Vehicular accidents that occur on campus.

Please program the campus police phone numbers into personal cell phones and familiarize yourself with exits and fire extinguishers.

College of the Mainland is a tobacco-free campus, which includes electronic and all smoking devices.

CAMPUS CARRY

As of Aug. 1, 2017, Texas community colleges are required to comply with Senate Bill 11, commonly known as the “campus carry” bill. Individuals holding a license to carry (LTC), formerly concealed handgun license, will have the legal right to carry a concealed handgun onto community college campuses; however, openly carrying a firearm on a college campus is illegal. Please take note that storing handguns in personal vehicles on campus is allowed.

PARKING PERMITS

You will be required to place a parking permit on your vehicle. Go to the Help Desk in the Administration Building #2 or WebAdvisor to start the process to obtain a parking permit. Go to: www.com.edu/police for temporary parking permits.

K: COLLEGE CLOSURE INFORMATION

Only the president of the College of the Mainland can authorize the closing of the Campus. Official notification of campus closure may come through the following sources:

- College of the Mainland Emergency Notification System: COM Alert

While other sources including social media and broadcast news may have information about school closings, the source listed above is considered official. In the event there is a discrepancy, the source above will be considered accurate.

- Students: Any class day missed as a result of an emergency closing will be rescheduled as appropriate. Contact your instructor for information regarding your specific circumstance.
- Employees: Will always be notified via a COM Alert regarding temporary cancelations or campus closings.

During non-school hours: Notification will be issued through official sources listed above.

L: FIRE DRILLS/ALARMS

Fire drills will be scheduled at various times throughout the school year.

EVACUATION OF THE BUILDING

The orderly evacuation of a building during an emergency depends on early warning and employee awareness of proper evacuation procedures.

- All building occupants shall immediately evacuate the building when the fire alarm sounds. Occupants should not assume the alarm is a false one.
- All building occupants shall continue to evacuate the building even if the alarm stops.
- Building occupants shall use the nearest safe exit when evacuating the building.
- Building occupants shall ensure that all interior doors are closed (no need to lock).
- Building occupants should always use the stairs during an evacuation, whether an emergency or drill. Anyone needing assistance with stairs should wait on the exterior landings of stairwells in areas marked "Area of Rescue". Elevators shall not be used during the evacuation. If the power in the building fails, an occupant will be trapped inside the elevator.
- A supervisor or faculty member shall designate an outside location for occupants to assemble following the evacuation.

All building occupants will remain outside of the building until such time as they are authorized by the Drill Coordinator or COM Police to go back into the facility.

ADJUNCT FACULTY RESPONSIBILITIES

Prior to exiting the building, faculty members are responsible for ensuring that all students in your class have evacuated.

- Faculty members shall establish a safe location at least one hundred feet from the building being evacuated and in an area where evacuees will not be endangered by emergency vehicles.
- Once there, faculty members may release students or retain them depending on the time of evacuation relative to the end of class and the needs of the course.
- If a faculty member is aware that a student is unaccounted for, the faculty member shall immediately notify fire department personnel or COM Police officials.
- Students with disabilities limiting their mobility shall notify the faculty member of each class they will be attending and discuss how they may be assisted during an emergency evacuation. Faculty members shall ensure assistance is provided to the student.
- If anyone on an upper floor is unable to make a safe exit due to a mobility or other impairment, that individual may wait on the exterior stairwell landing in a drill or evacuation. The faculty or staff member from that area must immediately notify fire personnel or drill commander of the individual in need of assistance.

COMPLETION OF THE DRILL/EVACUATION

When the Drill Coordinator or COM Police is certain that all occupants have evacuated the building where the drill or evacuation is being conducted, the fire alarm will be silenced, reset and the occupants may be permitted to re-enter the building.

