

instruction section III

3.1 field studies

Purpose

Field studies are educational activities that have been developed to provide participating students and teachers opportunities to learn and teach through visits to other areas of the state, the United States and/or foreign countries.

Field studies consist of separately identified credit-bearing courses recommended by the District and are offered as valid educational experiences with a definite educational goal rather than as “guided tours.” Well planned and organized field studies courses will provide the students the unique opportunities to learn the skills and knowledge of a discipline while familiarizing themselves with the setting in which the event(s) or circumstances have occurred.

Definition of Field Studies

1. Individual credit-bearing courses in which the course material is covered while on the planned trip, except for limited pre- and post- meetings held at the college.
2. Conducted apart from the college in another part of the state, United States, and/or in a foreign country.
3. Intended to be self-supporting financially: students will be assessed costs for transportation, lodging, food, related other expenses and may be required to pay an additional field studies fee to defray instructor or other expenses. Expenses may be substantial for some field studies courses.
4. Courses that are distinct from field trips and are separate and apart from travel opportunities organized by interested parties that do not generate course credit hours after the completion of the trip.

Approval Authority

The Vice Chancellor for Academic Affairs and Student Development is responsible for approving a field studies course prior to the course being offered. Student travel outside of the United States must also be approved by the Vice Chancellor for Academic Affairs and Student Development. Any expenditure of district resources must be consistent with college/district fiscal office approval, within the adopted budget, consistent with any applicable administrative regulations and standard business/procurement procedures.

[AMENDED July 12, 2001 per the approved process for Administrative Regulations](#)

[ADOPTED into Governance, September 24, 1996](#)

[AMENDED Motion No. 8894](#)

[AMENDED Motion No. 8895](#)

[AMENDED Motion No. 8896](#)

[Founding Source:](#)

[Governing Board Minutes, October 9, 1979, Motion No. 4349](#)

Business /Travel Processes

1. Requirements in the purchasing procedures manual are applicable to field studies programs after approval by the Vice Chancellor for Academic Affairs and Student Development. To allow for sufficient time for participant sign-up and to meet

deposit deadlines, programs that require a formal bid process (based on estimated dollar value) require a 6-12 month lead time to complete the purchasing process.

2. Students shall pay all field studies course fees prior to departure through the college cashier's office. Students are responsible for any medical expenses incurred resulting from the field studies course. Students must sign an assumption of risk and release of liability form prior to departure of the field studies program (form available at www.dist.maricopa.edu1/legal/asumrisk.html).
3. The Maricopa Community College District will refund all deposits as specified in the refund policy in the literature announcing the course.
4. Vice Chancellor approval should be secured prior to being submitted to purchasing.
5. Any district equipment (e.g., computing equipment, lab equipment, office equipment, cameras, musical instruments, audio/visual equipment, etc.) to be used for field study purposes must be authorized and documented consistent with administrative regulations related to check-out or loan of equipment.

AMENDED July 12, 2001 per the approved process for Administrative Regulations

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, October 9, 1979, Motion No. 4349

3.2 copyright regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

<http://www.maricopa.edu/legal/ip/students.htm>

AMENDED through the Administrative Regulation approval process, August 18, 2008

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, December 12, 1989, Motion No. 7144

3.3 academic advising

1. Mission

The primary purpose of academic advising is to assist students in their pursuit of meaningful educational programs that will help them in fulfilling their life goals, including career considerations.

Furthermore, advising assists the institution in program and policy development or modification by providing information gained from the relationship between advisors and students.

2. Program

Services to individual students should include providing accurate information; assisting students in realizing academic capabilities and in developing an educational plan consistent with their life goals and objectives; and when appropriate, making referrals to other institutional or community support services.

Services to the college should include providing information to the institution, college and/or academic department about students, their educational needs, successes, aspirations, and problems in order to strengthen programs and services. Academic advisors will also be an information resource to college faculty and staff regarding programs, policies and procedures.

Each institution will identify delivery methods appropriate to its individual needs.

3. Organization and Administration

Each institution will select, define and administer an academic advisement program/model.

The academic advising system will be fully integrated into other processes of the institution.

4. Human Resources

Each institution will provide adequate leadership and qualified staff to attain the purposes and goals of its academic advising program.

5. Funding

The budget request will address staffing and other costs to ensure that quality advisement services are available to all students. A good faith effort will be made to fund those activities at a reasonable level.

6. Facilities

Adequate facilities will be conveniently located, and geographically and/or technologically accessible to students, faculty and staff. The environment must be conducive to the psychological and physical comfort of both the student and the staff.

7. Ethics

All persons involved in providing advising services must be aware of and comply with the provisions contained in the District Code of Ethics and other Board policies.

8. Facilities
Adequate facilities will be conveniently located, and geographically and/or technologically accessible to students, faculty and staff. The environment must be conducive to the psychological and physical comfort of both the student and the staff.
9. Training
Initial training for all employees who are delivering academic advising services should be uniform and coordinated on a district-wide basis. The training should include components on requisite advising information, interpersonal aspects of advising, and purpose and intent of advising. Ongoing campus-based updates will be available to advising staff.
10. Evaluation
A systematic program review and evaluation of the academic advising program will be developed and implemented every three years, with periodic reports to the Governing Board. Results of these regular evaluations must be used in revising and improving the program goals and their implementation.

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, September 24, 1991, Motion No. 7655

3.4 taping of faculty lectures

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, March 26, 1991, Motion No. 7530

3.5 course substitution for students with documented disabilities

The Governing Board recognizes the need to accommodate students with documented disabilities to the greatest degree possible without compromising the disabled student's course of study or the integrity of any student's degree. The Governing Board authorizes the concept of course substitutions as a means of accommodation under limited circumstances and directs the establishment of an ADA Academic Council to be named by the Chancellor or his/her designee for the purpose of considering course substitutions for students with documented disabilities. Further, the Board directs the Chancellor or his/her designee to develop procedures that address the circumstances under which a disabled student may request a course substitution and the process for requesting same.

3.6 distribution of course syllabus

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, December 13, 1994, Motion No. 8338

The MCCCDC strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
- Title, prefix, course number and section number(s)
- Academic term and year, e.g., Fall 2007
- Course description and/or overview
- Course objectives
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts and materials
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

ADOPTED through the Administrative Regulation approval process, December 8, 2006

3.7 enrollment irregularities

Scope of Coverage

This regulation covers all MCCCDC colleges, centers, and offices. Enrollment irregularities are enrollment practices that might reflect falsified enrollment or might reflect nepotism. Examples might include residential or adjunct faculty members enrolling in courses they instruct; employees enrolling in multiple courses taught at the same time that are not open-entry/open-exit courses; enrollment in multiple courses taught that overlap in time and that are not open-entry/open-exit courses; employees enrolling in a course taught by a relative; employees enrolling in a course for the sole purpose of making it "go" (i.e., not be canceled).

General Standards

1. As a steward of public funds, the District must protect against falsified enrollments or questionable enrollments by its employees.

2. Notwithstanding exceptions granted as permitted in this regulation, enrollments that are not permitted by employees include the following: enrollment in a course taught by oneself; enrollment in multiple courses taught at the same time that are not open-entry/open-exit courses; enrollment in multiple courses taught that overlap in time and that are not open-entry/open-exit courses; enrollment in a course taught by a relative; enrollment and subsequent withdrawal for the sole purpose of making a class “go” (i.e., not be canceled); faculty who knowingly teach a relative, whether that person is a District employee or not.
3. When employees are enrolling in a credit or Skill Center course taught at the Maricopa Community Colleges and paying with a Maricopa Community Colleges tuition waiver, employees must submit declarations to the Vice Presidents of Academic Affairs and Student Affairs. The employee declarations shall be submitted in advance of the start of the course. Approval to take the course shall be subject to approval of the Vice Presidents for Academic Affairs and Student Affairs, after consultation with the respective President of the college.
4. The Vice Chancellor for Academic Affairs shall be responsible for establishing processes as appropriate to allow for appeals. The appeal process shall be carried out within a week of the reported enrollment irregularity. In addition, information on any denials to take a course shall be forwarded to the Vice Chancellor for Academic Affairs for the establishment of any other processes as appropriate to review denial decisions.
5. All instructors of credit or Skill Center courses shall submit declarations each semester identifying any potential enrollment irregularities. The instructor declarations must be submitted no later than five days after the start of the class (or the first class, if a late start). Review of potential irregularities shall be conducted by the Vice Presidents for Academic Affairs and Student Affairs, after consultation with the respective President of the college.
6. Information on the college’s review of potential enrollment irregularities shall be forwarded to the Vice Chancellor for Academic Affairs who shall be responsible for reviewing the college decisions to ensure consistent application of this regulation.
7. Standardized written procedures to check that questionable enrollments are not occurring will be developed and adhered to. These procedures shall be submitted to the Chancellor. Procedures shall include reviews by each college each semester of employee and dependent tuition waivers in order to determine that employees and their dependents have not enrolled in courses taught by departmental members.
8. Each college President shall annually submit to the Chancellor a report that documents its written procedures and compliance with the terms of this regulation. The Chancellor shall annually share these reports with the Governing Board. Each college president shall be required to correct weaknesses in their practices within a timeframe set by the Chancellor.
9. Violation of this regulation could lead to disciplinary action, including termination.
10. Notwithstanding section B of this regulation, the Chancellor or his/her designee may allow a student to enroll in a class taught by a relative of the student only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student’s enrollment in the class will nevertheless be maintained.

11. Definitions

- A. "Relative" includes a parent, step-parent, parent-in-law, brother, stepbrother, sister, stepsister, spouse, son, stepson, daughter, stepdaughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, great-grandchild, aunt, uncle, cousin, niece and nephew of the employee or the employee's spouse. A "relative" also includes a domestic partner of an employee, and a relative (as that term is defined herein) of such domestic partner.
- B. "Employee" means a person employed by the Maricopa County Community College District, and includes, but is not limited to, any Governing Board-Approved employee, Skill Center employee, specially funded employee, one-year-only employee, one-semester-only, student employee, and person employed under a Special Services Employment.

ADOPTED by the Governing Board on February 27, 2007, Motion No. 9408

AMENDED by the Governing Board on January 22, 2008, Motion No. 9435

3.8 mcccc institutional review board (irb)

Purpose

The Maricopa County Community College District (MCCCD) strives to be a proactive higher education institution that encourages faculty and staff to engage in research and grant projects that are integral to carrying out the mission of student learning and quality instruction. MCCCD takes seriously the responsibility to safeguard those individuals (students, employees or community) who may be the participants in research projects. MCCCD must also comply with changing federal guidelines for human subjects research, as the district receives considerable funding for programs and projects through federal grant monies. To this end, an MCCCD Institutional Review Board (IRB) administrative regulation will help MCCCD to identify, assess and manage any potential risks associated with conducting research with human subject participants.

Roles and Responsibilities

The Vice Chancellor of Academic Affairs is the responsible agent for oversight of the MCCCD IRB process, and shall establish the appropriate training requirements and procedures to comply with federal regulations. These procedures will be designed to: avert potential harm to students or employees if they are asked to participate in human subjects research; ensure that human subjects research conducted in the district (colleges, district office, skills centers, district) is in compliance with federal regulations; minimize risk to the reputation of those conducting the research/grant project and to that of the district; and, minimize risk for litigation against faculty, staff and district.

The MCCCD IRB will ensure that human subjects research activities conducted under the oversight of the organization will be conducted in accordance with applicable federal law and regulations that include but are not limited to Federal Regulations (45CFR46, 160 and 164, and 21CFR56), applicable Arizona state statutes and regulations, the principles of The Belmont Report, and MCCCD policy and regulations.

The MCCCD IRB will have the authority to:

1. approve or disapprove all human subjects research conducted by individuals within the organization;
2. suspend or terminate research not conducted in accordance with the regulations, statutes and principles or IRB requirements or that has been associated with unexpected, serious harm to subjects.

Research that has been approved by the MCCCD IRB may be subject to further appropriate review and approval or disapproval by officials of the institution. However,

those officials may not approve the research if the MCCCC IRB has disapproved it, per federal regulations (45CFR46.112 and 21CFR56.112).

Review Board Composition

The Vice President of Academic Affairs (VPAA) at each college shall identify the chair and co chair of the college research review committee as well as the other committee members. Most colleges will have faculty member and a research director serve as chair/co-chair (a model suggested by the VPAA Council) to provide complementary experience and perspective. It has been recommended that the college committee consist of several people, including instructional, research and administration/staff that have experience and training in conducting research.

The college committee chair will serve as the college rep to the MCCCC IRB. The co-chair will serve as alternate on the IRB in the absence of the college chair.

The Vice Chancellor for Academic Affairs (and staff) will review the recommendations for college chairs to ensure that the MCCCC IRB meet the federal guidelines for IRB composition (e.g., mix of gender, ethnicity, discipline). The IRB also requires an external member.

Annual Review

Each year the IRB will provide a report to the CEC and Governing Board that includes a review of the progress and outcomes of the MCCCC IRB and recommendations to improve the process.

[AMENDED through the Administrative Regulation approval process on August 18, 2008.](#)

[ADOPTED through the Administrative Regulation approval process on June 19, 2007.](#)

3.9 domesticated animals on campus

Recommendation

To implement a formal administrative regulation that addresses instances where animals are permitted on campus. This item would take the place of language titled "Pet Policy" that presently appears in student handbooks and instead be placed within the INSTRUCTION SECTION of the administrative regulations.

Responsibilities

Animals, including pets, are prohibited on campus with the exception of service animals as defined by the Americans with Disabilities Act (ADA), and service-animals-in-training that are part of a certified or accredited program that is recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; animals for instructional purposes as approved by the appropriate district or college authority, and working dogs used by a law enforcement agency for law enforcement purposes. Animals in training must be clearly identified (i.e., wearing a vest) and prior permission of the college's administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student.

The ADA defines service animals as those that are individually trained to provide assistance to any individual with a disability. If animals meet this definition, they are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. This does not include animals for emotional support. Service animals and service animals in training shall be leashed and remain under the owner's or caretaker's control at all times.

Animals that are used specifically to further an instructional purpose as part of a college or district program are permitted at the college and may also be kenneled at that location. These animals shall be kenneled and handled in such a way that does not pose a danger to any person on campus. Any injuries resulting from interaction with these animals shall be reported immediately to the College Public Safety Department

for documentation. Injuries may also be subject to reporting with the Maricopa County Animal Care and Control

ADOPTED through the Administrative Regulation approval process, September 23, 2008