

Adjunct Faculty Handbook

“Transforming Lives Through Quality Learning Experiences”



ARKANSAS STATE
UNIVERSITY
B E E B E

BEEBE • HEBER SPRINGS • LRAFB • SEARCY

2015-2016

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ASU-BEEBE Mission, Vision, and Core Values

Mission

Transforming lives through quality learning experiences.

To accomplish the University's Mission we will:

Mission Component 1: Offer a core curriculum of courses in which students will acquire the basic foundation of learning.

Mission Component 2: Offer associate degrees which will prepare students for transfer into baccalaureate programs.

Mission Component 3: Offer associate degrees and certificates that enable students to enter the workforce.

Mission Component 4: Provide adult and developmental education programs for underprepared students.

Mission Component 5: Provide economic and workforce development activities to support the needs of business and industry.

Mission Component 6: Provide non-credit opportunities to enhance the cultural and educational well-being of our constituents.

Mission Component 7: Provide meaningful opportunities for students to enhance their learning capabilities outside of the classroom.

Mission Component 8: Partner with programs such as Advanced Studies and Regional Career Centers to provide additional learning opportunities.

Mission Component 9: Provide assistance to students through academic support, student services, and institutional support.

Mission Component 10: Make baccalaureate degrees available through traditional methods and innovative technology.

Vision

With 10,000 credit and 5,000 non-credit students, Arkansas State University-Beebe will become a comprehensive university of choice that enriches lives and equips students to become life-long learners capable of achieving excellence within an ever-changing global society.

Core Values

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of access, diversity and global awareness, integrity, and excellence.

- **Integrity:** We Value integrity by having honesty and truthfulness in the consistency of our actions, methods, and principles.
- **Diversity and Global Awareness:** We value diversity and global awareness by assisting our students and employees to increase their exposure to and understanding of our diverse local, state, and global societies and their impact on cultural and economic well-being.
- **Excellence:** We value continuous improvement and strive for excellence by accomplishing our tasks with distinction.
- **Access:** We value access to educational opportunities by providing multiple locations and diverse programs and delivery methods.
- **Student Centered:** We value a student-centered culture by focusing on the needs, abilities, interests, and education of our students as our highest priority.

Arkansas State University-Beebe Contacts

(Area Code 501)

Dr. Richard Counts (wrcounts@asub.edu) Division Chair of Math and Science	882-8804 (W) 442-8208 (C)
Ms. Teddy Davis (tldavis@asub.edu) Division Chair of Education and Social Sciences	882-8873 (W) 882-6177 (H)
Ms. Rhonda Durham (rsdurham@asub.edu) Director of Distance Learning (Online courses)	882-4442 (W) 350-4782 (C)
Dr. Dennis Humphrey (djhumphrey@asub.edu) Division Chair of English and Fine Arts	882-4406 (W) 288-4125 (C)
Mr. Michael Troop (mltroop@asub.edu) Interim Director of Advanced Technology and Allied Health	882-8811 (W) 858-8033 (C)
Mr. Bob Mitchum (rlmitchum@asub.edu) Division Chair of Business and Agriculture	882-8847 (W) 329-1516 (H)
Mr. Carroll Moody (cmoody@searcy.asub.edu) Director of Occupational Technology	207-6206 (W) 724-6432 (H)
Ms. Nancy Shefflette (nashefflette@asub.edu) Director of LRAFB Degree Center	882-4581 (W) 268-1439 (H)
Dr. Chris Boyett (cboyett@hebersprings.asub.edu) Vice Chancellor for ASU-Heber Springs	362-1125 (W) 206-2685 (C)
Office of Academic Affairs	882-8830
Abington Library	882-8976
Human Resources	882-8967
Learning Center	882-8867
Payroll Office	882-8931
Switchboard	882-3600

University Calendar

The University is closed on the following recognized holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving break, and Christmas break.

Dates are subject to change. Please see current class schedule for any calendar revisions. The Little Rock Air Force Base Center of ASU-Beebe offers classes on an alternative schedule, including 8-, 10-, and 16-week classes. The calendar may be viewed on the website at www.asub.edu.

Additionally, online courses are offered during the traditional fall and spring semesters as well as in summer terms and in an 8-week format throughout the year. The 8-week courses run on the following schedule: Term I – August to October; Term II - October to December; Term III - January to March; Term IV - March to May; Term V - May to July.

FALL 2015

March 16.....	Returning student registration begins
July 31	Early (Pre-registration) payment due
August 16	Fall tuition and fee payment due
August 17.....	Day and Night classes begin
August 17-21	Change of schedule permitted
August 21.....	Last day to register or add courses
August 22	Saturday classes begin
August 31	Census Date
September 7	Labor Day Holiday
October 12-16	Mid-semester grade report period
October 16	Last day to audit a course
October 15	Graduation application deadline
October 19	Spring registration begins
November 18	Last day to withdraw from a class or the semester
November 23-28	Thanksgiving Break
December 4	Fall Commencement
December 3-8	Final Exams
December 10	Grade reports due

SPRING 2016

October 19	Returning student registration begins
January 10	Spring tuition and fee payment due
January 11	Day and Night classes begin
January 11-15	Change of schedule permitted
January 16	Saturday classes begin
January 17.....	Last day to register or add courses
January 18	Dr. Martin Luther King, Jr. birthday observed
January 26	Census Date
March 7-11	Mid-semester grade report period
March 11	Last day to audit a course
March 14.....	Fall and Summer registration begins
March 15	Graduation application deadline
March 21-26	Spring Break
April 20.....	Last day to withdraw from a class or the semester
April 28	Spring Certificate Commencement
April 29	Spring Degree Commencement
April 30	Heber Springs Spring Commencement
April 28- May 3	Final Exams
May 5	Grade reports due

SUMMER 2016

March 14 Returning student registration begins

INTERSESSION

May 10 Intersession tuition and fee payment due
May 11 Classes Begin
May 12 Last day to register or add courses
May 18 Last day to audit a course
May 20 Last day to withdraw from a class or the semester
May 26 Final Exams
May 31 Grade Reports Due

FIRST SUMMER TERM

May 30 First Summer tuition and fee payment due
May 31 Classes begin
June 1 Last day to register or add courses
June 13-15 Mid-semester grade report period
June 15 Last day to audit a course
June 27 Last day to withdraw from a class or the semester
June 30 Final Exams
June 29-30 Online Proctored Final Exams
July 5 Grade Reports Due

TEN WEEK TERM

May 30 Ten week tuition and fee payment due
May 31 Classes begin
June 1 Last day to register or add courses
June 28-July 5 Mid-semester grade report period
July 4 Independence Day Holiday
July 5 Last day to audit a course
July 29 Last day to withdraw from a course or the semester
August 5 Final Exams
August 9 Grade Reports Due

SECOND SUMMER TERM

July 4 Second Summer tuition and fee payment due
July 6 Classes begin
July 7 Last day to register or add courses
July 18-21 Mid-semester grade report period
July 21 Last day to audit a course
August 2 Last day to withdraw from a class or the semester
August 5 Final Exams
August 4-5 Online Proctored Final Exams
August 9 Grade Reports Due

EIGHT WEEK TERMS 2015-2016

Term I

March 14 Returning student registration begins
August 17 Classes begin
August 18 Last day to register or add courses
September 8-15 Mid-semester grade report period
September 15 Last day to audit a course
September 25 Last day to withdraw from a class or the semester
October 9 Final Exams
October 8-9 Online Proctored Final Exams
October 13 Grade Reports Due

Term II

March 14 Returning student registration begins
October 12 Classes begin
October 13 Last day to register or add courses
November 2-10 Mid-semester grade report period
November 10 Last day to audit a course
November 20 Last day to withdraw from a class or the semester
December 8 Final Exams
December 7-8 Online Proctored Final Exams
December 10 Grade Reports Due

Term III

October 19 Returning student registration begins
January 11 Classes begin
January 12 Last day to register or add courses
February 1-8 Mid-semester grade report period
February 8 Last day to audit a course
February 19 Last day to withdraw from a class or the semester
March 4 Final Exams
March 3-4 Online Proctored Final Exams
March 8 Grade Reports Due

Term IV

October 19 Returning student registration begins
March 7 Classes begin
March 8 Last day to register or add courses
March 29-April 5 Mid-semester grade report period
April 5 Last day to audit a course
April 20 Last day to withdraw from a class or the semester
May 3 Final Exams
May 2-3 Online Proctored Final Exams
May 5 Grade Reports Due

Term V

March 14 Returning student registration begins
May 31 Classes begin
June 1 Last day to register or add courses
June 20-27 Mid-semester grade report period
June 27 Last day to audit a course
July 12 Last day to withdraw from a class or the semester
July 26 Final Exam
July 26 Online Proctored Final Exams
July 28 Grade Reports Due

FALL 2015

FINAL EXAMINATION SCHEDULE

THERE IS NO DEAD DAY INCLUDED IN THE SCHEDULE.

Regular Class Meeting TimeExam Time

Wednesday, December 2

Night Classes.....Regular Class Period

Thursday, December 3

8:00 TR.....8:00-9:50

11:00 TR.....10:00-11:50

2:45 TR.....2:00-3:50

Night Classes.....Regular Class Period

Friday, December 4

7:00 MWF7:00-8:50

9:00 MWF.....9:00-10:50

11:00 MWF.....11:00-12:50

1:00 MWF1:00-2:50

3:00 MWF3:00-4:50

Saturday, December 5..... Regular Class Period

Monday, December 7

8:00 MWF.....8:00-9:50

10:00 MWF10:00-11:50

12:00 MWF.....12:00-1:50

2:00 MWF2:00-3:50

4:00 MWF.....4:00-5:50

Night Classes.....Regular Class Period

Tuesday, December 8

9:30 TR.....9:30-11:20

1:15 TR12:00-1:50

4:15 TR.....3:00-4:50

Night Classes.....Regular Class Period

CLASSES THAT MEET MORE THAN THREE DAYS PER WEEK WILL FOLLOW MWF SCHEDULE.

ALL OTHERS THAT DO NOT FIT THIS SCHEDULE WILL BE TUESDAY, DECEMBER 8, FROM
8:00 AM – 9:50 AM.

SPRING 2016

FINAL EXAMINATION SCHEDULE

Regular Class Meeting TimeExam Time

Wednesday, April 27

Night Classes.....Regular Class Period

Thursday, April 28

8:00 TR.....8:00-9:50

11:00 TR.....10:00-11:50

2:45 TR.....2:00-3:50

Night Classes.....Regular Class Period

Friday, April 29

7:00 MWF7:00-8:50

9:00 MWF.....9:00-10:50

11:00 MWF.....11:00-12:50

1:00 MWF1:00-2:50

3:00 MWF3:00-4:50

Saturday, April 30.....Regular Class Period

Monday, May 2

8:00 MWF.....8:00-9:50

10:00 MWF10:00-11:50

12:00 MWF.....12:00-1:50

2:00 MWF2:00-3:50

4:00 MWF.....4:00-5:50

Night Classes.....Regular Class Period

Tuesday, May 3

9:30 TR.....9:30-11:20

1:15 TR12:00-1:50

4:15 TR.....3:00-4:50

Night Classes.....Regular Class Period

CLASSES THAT MEET MORE THAN THREE DAYS PER WEEK WILL FOLLOW MWF SCHEDULE.

ALL OTHERS THAT DO NOT FIT THIS SCHEDULE WILL BE TUESDAY, MAY 3, FROM
8:00 AM – 9:50 AM.

Welcome

Welcome to Arkansas State University-Beebe! We are very happy to have you as an adjunct faculty member this semester/term and we are looking forward to working with you. We have prepared this brief handbook to provide you with essential instructional information and acquaint you with our institutional goals and procedures.

ASU-Beebe has a long history dating back to 1927 when the institution was created as the Junior Agricultural School of Central Arkansas. The institution joined the Arkansas State University system in 1955 and today is one of the leading providers of higher education in Arkansas. ASU-Beebe is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604.

We strongly believe in the value of a qualified cadre of part-time faculty. Because your experiences may be different from those of the typical ASU-Beebe faculty member, you bring diversity and provide an extra dimension to our instructional programs. Your experiences and background will enable you to share in unique ways with our students and provide a practical education complete with your personal experiences in the workforce.

We are a learning-centered institution committed to providing our students with a first-rate higher education. Our primary goal is to take students with varying backgrounds and engage them in a high-quality educational experience that will broaden their horizons as well as prepare them to transfer to a four-year institution or to fulfill other educational goals. In short, as a faculty member your primary emphasis should always be to ensure that student learning is occurring in your classroom.

At ASU-Beebe, you will encounter a diverse student body with widely varying interests. We have had students ranging in age from sixteen to seventy. Some are very confident; others have not "found themselves" academically. You can be the key factor in their development. While our course syllabi require that certain areas be covered, we hope that you will be creative in discovering strategies for achieving course objectives. The needs of individual students in your course may require that you cover the same amount of material in differing ways; however, it is vital that you cover all of the topics in the syllabus.

We hope that you will enjoy your experience at ASU-Beebe and will never hesitate to let us know if we can be of assistance to you. Again, welcome, and thank you for bringing your expertise and energy to our university.

ASU-Beebe Faculty Handbook

The ASU-Beebe Faculty Handbook is the official handbook for faculty and is approved by the ASU Board of Trustees. The Adjunct Faculty Handbook is a supplement designed to assist adjunct faculty in their position.

Campus Police and Security Telephone Numbers

Evening instructors have some special concerns with safety and security. The emergency numbers for each campus are as follows:

- **Beebe Campus Police Office**
 - 882-8851 or 8851 (using a campus telephone)
 - 288-3071 (Cell)

- **Heber Springs**
 - 362-1234

- **Little Rock Air Force Base (Building 1490)**
 - 73221 or 987-3221(cellular) Crime Stop
 - 911 Ambulance
 - 117 Fire

- **Searcy**
 - 911 Police or Fire Department

Emergency Alert System

ASU-Beebe has an Emergency Alert System that is designed to send voice, text, and e-mail messages that notify users of the following emergency situations:

- Tornado Warnings
- Building Evacuation
- Campus Evacuation
- Lockdown (Lockdown covers the type of situation where there is a threat of violence, such as an active shooter).

You are automatically enrolled in the Emergency Alert database upon employment. ASU-Beebe strongly recommends your participation in order to increase your personal safety. If you wish to opt out of the program, you may do so by accessing your demographic data in Campus Connect and removing your phone number from the database. Please be advised that you will still receive official messages via e-mail. Further, removal of your contact information may hamper your receipt of important messages in a timely manner.

Academic Freedom and Responsibility

Arkansas State University-Beebe acknowledges the principles set out in the 1940 AAUP statement of academic freedom which includes a firm commitment to intellectual honesty, freedom of inquiry and expression, respect for the dignity of each individual, and receptiveness to constructive change. www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm

Arkansas State University-Beebe recognizes that academic freedom is essential to the development of knowledge and understanding and encourages and protects freedom of inquiry in the responsible and lawful pursuit of these goals through research and publication and through teaching, learning, and discussion in academic endeavors. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the University and their position as men and women of learning. They should not represent themselves, without authorization, as speaking for Arkansas State University-Beebe

Salary

Salary for part-time instructors is currently established at a maximum of \$550.00 per credit hour taught. For example, a three (3) credit hour course will yield \$1650.00. There are no fringe benefits, and part-time instructors are not members of the Faculty Senate. Part-time instructors are not tenured. Adjunct faculty members teaching **concurrent classes** during the regular school day as part of their normal high school teaching load receive no direct compensation from Arkansas State University-Beebe.

Salary shall be paid in regular twice-monthly installments during the time period of employment. Checks will be directly deposited; due to time constraints, payment may not necessarily begin on the first pay date after the term begins. For additional information, please call the payroll office at (501) 882-8931 or 882-8831.

New employees should complete payroll data at the time of employment. The Office of Human Resources should be contacted regarding the necessary forms. **You will need to complete paperwork in the Office of Human Resources as soon as you are hired.** In addition, if you are employed by another state agency or higher education institution at the same time you are teaching for Arkansas State University-Beebe, you must complete a concurrent employment form. Please see Human Resources for the appropriate paperwork.

If your personal information (name, address, etc.) changes, contact Human Resources as you will be required to complete a new W-4 form.

Role of the Division Chair and Directors

ASU-Beebe is organized by academic divisions. A chair or director heads each division and is responsible for the work of all faculty in that division except at the Heber Springs campus. **At Heber Springs, faculty report directly to the Vice Chancellor for Heber Springs and the appropriate division chairs.** The division chair or director is the person with whom you will probably work most closely; in addition you may work with a faculty mentor within your discipline.

The division chair or director will provide you with the following necessary items: your textbook, your syllabus, your grade book, and your Campus Connect login. You should provide your chair with a copy of your final exam. All final exams are expected to be comprehensive. They are to be given during the specified time and not early. Students should not be exempted from the final exam. The chair or director can also provide you with access to the faculty handbook, student handbook, and university catalog if you need to check on a procedure. The Student Handbook and current university catalog may be accessed on-line at www.asub.edu. Perhaps the most important item you will receive from your chair or director is the course syllabus. A sample syllabus is included in this packet. The purpose of the syllabus is to ensure that all instructors will provide basically the same body of information in a given course regardless of where, when, or by whom it is taught. Please discuss with your chair or director any questions regarding these items. Your course syllabus must include a statement on compliance with the Americans with Disabilities Act. **Take great care in crafting your syllabus as it plays a key role in settling student disputes.**

Statement of Disability Services for ASU-Beebe, LRAFB, ASU-Searcy, and ASU-Heber Springs campus syllabi:

Accommodation Statement: It is the policy of ASU-Beebe to accommodate students with disabilities, pursuant to federal law and state law. Any student with a disability, who would like to request accommodations, should contact Tisha L. Marzewski, Coordinator of Disability Services at 501-882-8906 at the ASU-Beebe campus. Documentation review and accommodations for all ASU-Beebe system students with disabilities are authorized by the Counselor/Coordinator of Disability Services.

Campus Connect

Campus Connect is ASU-Beebe's web-based Student Information System. You will see the system referenced multiple times in this handbook. There are instructions in the back (Appendix E and F) for logging into the Campus Connect system along with midterm and final grade posting instructions.

Email

ASU-Beebe student email is the official means of communication with students on all campuses. Important university-related information will be sent to individual ASU-Beebe student email accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings. The ASU-Beebe student email system can be accessed at outlook.office365.com

Classroom Expectations

Part-time instructors are expected to be available to assist students at least fifteen minutes before class and fifteen minutes after class on matters relating to ongoing class work.

Instructors are expected to meet every scheduled class and laboratory for the length of time scheduled unless other arrangements are made with the division chair or director, or if the chair or director is not available, the Vice Chancellor for Academic Affairs. Continuity is of critical importance. It is hoped that you will not have to miss a class. One class meeting in the evening is the equivalent of three regular classes. If you do have to be away, it is vital that your class is covered if at all possible. If you know you must miss a class, make arrangements well in advance for a qualified responsible person to cover the class. Leave a fairly specific lesson plan for this person. In case of illness or emergency necessitating an absence, please contact the division chair or director; if the chair or director cannot be reached, please call the Vice Chancellor for Academic Affairs. Please remember that faculty members do not have vacation leave. The faculty handbook, available from the division chair or director, contains the policy on faculty absence. Even if you are making alternative plans for your class, let your chair or director know if you will not be meeting at the usual hour or place. Some part-time instructors give students their home or office telephone number; use your own judgment in this matter.

Evaluation of Instruction

Student evaluations are performed every fall semester for all full-time and part-time instructors employed by ASU-Beebe. Additional evaluations may be done during the spring or summer semesters at the request of the division chair, director, or the instructor.

Course Syllabi

Faculty members are required to provide to the Vice Chancellor for Academic Affairs, their Academic Division Chair or Director, and their students a syllabus of each course taught. This material shall be submitted to the Vice Chancellor for Academic Affairs via the Academic Division Chair or Director. The Vice Chancellor for Academic Affairs shall keep these syllabi on file and available for perusal by members of examining teams for accrediting agencies. Course syllabi must be approved by the Academic Division Chair or Director to ensure course objectives are taught. The university template for the syllabi must be followed when developing course syllabi. The syllabi should be submitted to the Academic Division Chair or Director electronically.

Student Class Attendance

The following establishes the attendance policy for all ASU-Beebe classes:

Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement.

When absences from class are excused, the student may be allowed to make up work with no penalty. The responsibility for initiating make up work rests with the student. Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence. Absences may be excused by the instructor for the following reasons:

- A. Illness of the student that is certified by a physician or, in the judgment of the instructor, is serious enough to warrant an excuse;
- B. Other personal demands, which, in the judgment of the instructor, are serious enough to warrant an excuse;
- C. External interference judged by the instructor to be legitimate and unavoidable through normal precaution;
- D. Institutional functions for which the staff sponsor provides written notice to the faculty prior to the function.

If an instructor considers the absence unexcused, the student may request review of that judgment by the Division Chair or the Vice Chancellor for Academic Affairs. This request is to be made immediately following any question about the absence. **A student may miss, excused or unexcused, no more than twice the number of lectures, laboratory sessions, or other regularly scheduled class activities that are normally scheduled during a one-week period.** In determining whether a student should receive a failing grade, consideration should be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to absences from class.

To report a student for excessive absences, the instructor will access Campus Connect and select **Drop/Exc. Absences**. Please select the students from this roster that you wish to report for excessive absences. This information will be submitted electronically to the Registrar's Office and the student will be graded with "WX". The student will be notified of this action. The instructor must provide written authorization, preferably email to the Registrar's office, for the student to be re-instated.

Prior to the census date of each semester, all instructors are required to submit students that have never attended or never participated (online courses) to the Registrar's Office. The Registrar's Office will notify you of the appropriate date to submit this report. The instructor will access Campus Connect and select **Certify Roster**. Please select the students from your roster that you wish to report for non-attendance. This information will be submitted electronically to the Registrar's Office and per University policy, the student will be either dropped from the course or given a grade of "WX." The student will be notified of this action. The instructor must provide written authorization, preferably email to the Registrar's office, for the student to be re-instated.

Inclement Weather

Occasionally, classes will be dismissed for inclement weather. Each campus or location (Beebe, Heber Springs, Searcy, and LRAFB) in conjunction with the Vice Chancellor for Academic Affairs determines if a campus or location will be closed for inclement weather. Announcements will be made on the ASU-Beebe's website, television stations and local radio stations. ASU-Beebe's Emergency Alert System will also send out notifications of campus closings to its participants in times of inclement weather. Please check with your campus or location to determine where these announcements will be made. If in doubt as to whether a class will meet, please call your chair or director, campus or location contact, or the campus switchboard. Instructors are not authorized to cancel classes themselves in cases of inclement weather. In most cases, do not assume that classes are cancelled when local public schools close.

Academic Integrity

Academic integrity is expected of all students. Violation of this policy is a serious breach of conduct and may result in severe disciplinary penalties. Violation of the academic integrity policy includes cheating and plagiarism: for example, copying tests or assignments, giving or getting unauthorized help on tests, using unauthorized aids during tests, possessing tests without permission of the instructor, purchasing papers or assignments, using the ideas or words of another person without proper documentation, using a class assignment for credit in more than one class without consent of the instructors, or committing any other act of academic dishonesty.

Discipline:

Faculty members may respond to cases of cheating and/or plagiarism in any of the following ways:

Cheating:

1. Allow the testing progress to continue without interruption, informing the offending student about the offense – and award a failing grade on the test – “F” if a letter grade is used or zero if a numerical grade is used;
2. Seize the test of the offending student and give a failing grade on the paper,
3. Give the offending student a failing grade in the course;
4. Recommend disciplinary sanctions. (See the current edition of the *Student Handbook* for procedural details at www.asub.edu.)

Plagiarism:

1. Return the paper or other item for rewriting: the grade may be lowered;
2. Give a failing grade on the paper or other item – “F” if a letter grade is used or zero if a numerical grade is used;
3. Give the student who plagiarized a failing grade in the course;
4. Recommend disciplinary sanctions.

NOTE: Academic divisions may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

Grading System

The grades of A, B, C, and D are passing grades and entitle the student to receive credit for a course. A grade of “F” is given when the quality of work done by a student is too low to warrant credit for the course, or when a student withdraws unofficially (i.e., fails to fill out the proper forms and secure permission to withdraw).

Grades are reported at the end of the semester/term and instructors are required to report grades at midterm. Be sure to maintain the privacy of students’ grades. No grades are to be given out by phone. Because of FERPA, grades are not to be given out to any person other than the student without the student’s written consent (not even to the student’s parents or spouse). These confidentiality procedures apply even if the student is a minor. It is better not to post grades; if grades are posted, use code names or random numbers. The Family Educational Rights and Privacy Act, or FERPA, prohibits the use of names, social security numbers or student ID numbers or any portion of the above for these postings.

Grade books are to be kept accurately, labeled clearly on the front cover and at the top of the listing for each class, and turned in to the division chair or director at the end of your employment. For each class listed, give the exact title, the course number, and the line and section numbers. In the front of your grade book or at the bottom of the roll page, explain your system of grading so that another person would be able to look at your grades and explain them to students. Please note that online instructors keep their grade books electronically.

Grades are to be entered on-line, via Campus Connect, at the end of the semester/term and at other required times. Please be very careful to determine which students have dropped and which students have just stopped coming to class. Students who have dropped officially receive a “W” which will already be in the system; students who just stop coming should receive an “F” and the accurate last date of attendance will be entered along with the “F” grade. If a student must receive an Incomplete (I), the Request to Complete Course Form can be found on the Academic Affairs portion of the website (www.asub.edu) and must be completed and approved prior to the end of a semester/term. Incompletes are given only when very serious problems arise late in the semester. The conditions a student must meet to get an Incomplete are located in the current ASU-Beebe catalog which may be accessed on-line at www.asub.edu.

Drop/Withdrawal Policy

During the open registration period, students wishing to add or drop courses may do so on Campus Connect by accessing the *Register for Courses* link.

Students wishing to drop a class after the open registration period will do so through Campus Connect by clicking on *Forms*→*Individual Course Drop* link. Students must complete the *Individual Course Drop Request* form and obtain all signatures before they will be allowed to access this option. Once the student has completed this step, the request to drop the class will be sent to the Registrar’s Office where the request will be processed and graded with a “W” grade. Students wishing to drop another course later in the semester/term must complete another *Individual Course Drop Request* form.

Refunds will be made according to the Refund of Fees schedule that appears in this catalog. Dropping a class may be requested up to the published deadline on the academic calendar.

Note: Prior to the census date of each semester or term, students dropping a course will be removed entirely from the course and the course will not appear on the student’s transcript. After the census date, students dropping a course before the published deadline will be given a grade of "W" and the grade will appear on the student’s transcript. (See university calendar for appropriate deadline dates and refund schedule.) Students who stop attending a course without following the appropriate procedure to drop will receive a failing grade.

Students wishing to completely withdraw (drop all courses) from the current semester/term after the open registration period must first contact their academic advisor for clearance to do so. Once cleared, students may request to withdraw through Campus Connect by clicking on the *Withdrawal Form* link. Once the on-line request form is completed, the form will be sent electronically to the Registrar’s Office where the withdrawal request will be processed. Refunds will be made according to the Refund of Fees schedule that appears in the university catalog. Withdrawals from the semester may be requested up to the published deadline on the academic calendar.

Grade Appeals

Grade appeals must be made within eight weeks following the end of the semester.

The steps for **appealing a grade** are as follows:

1. The student must first speak with the instructor of the class to attempt to resolve the appeal.
2. If an agreement cannot be reached, the student must then speak with the appropriate division chair for the course.
3. If an agreement still cannot be reached at this point, the student should obtain a grade appeal form from the Office of Academic Affairs, complete the form, and return it to the Office of Academic Affairs along with any supporting documentation.

The Vice Chancellor for Academic Affairs will review the information on the form, investigate, and make a ruling. The decision of the Vice Chancellor for Academic Affairs shall be final.

Office of Academic Affairs
State Hall, Room 201
501.882.8830

Informal Student Complaint Procedure

If a student feels that an institutional error has been made or a member of the University's faculty/staff has not acted fairly or properly, the student should schedule a meeting with the employee concerned in an attempt to resolve the complaint informally. If the complaint is not resolved at this level, the student should meet with the employee's supervisor to attempt to resolve the complaint. The student shall initiate the informal process within thirty (30) calendar days of the incident by scheduling a meeting with the appropriate faculty or staff member.

Formal Student Grievance Procedure

If a complaint is not resolved through the informal process, the student may then submit a written grievance to the Office of the Vice Chancellor for Student Services. Grievances will be limited to those made formally in writing and signed by the student. The written grievance must include:

- a. Date and details of the alleged violation;
- b. Any available evidence of the alleged violation;
- c. A description of the efforts to informally resolve the complaint;
- d. Names, addresses, and phone numbers of witnesses to the alleged violation;
- e. The requested remedy to the alleged violation.

The Vice Chancellor for Student Services will send the grievance to the appropriate vice chancellor who is obligated to investigate. The appropriate vice chancellor will then consult informally with the student and the appropriate University personnel, including the individual against whom the grievance has been made, to attempt to resolve the grievance.

If a mutually agreeable resolution is not reached, the appropriate vice chancellor will send the grievance to the University Hearing Committee (Academic or Non-Academic). The University Hearing Committee will review the written grievance and will either determine that there are no grounds for the grievance, or schedule a hearing. Should the investigation result in the conclusion that a hearing should be held, the student shall meet with the University Hearing Committee in the presence of the faculty/staff member concerned. The decision of the University Hearing Committee shall be final. The University shall retain the written records of the process for five calendar years in the Office of the Vice Chancellor for Student Services.

Procedure for Remedial Classes Requiring Exit Testing

For a student to receive a passing grade in **Pre-College Literacy, Foundations of Algebra I** (with completion of all 12 modules) or **Foundations of Algebra II**, the student must successfully pass the exit exam for the class. Once a student has successfully passed the exit exam, the instructor for the course may award the student a grade for the class. This may be either a passing or a failing grade. Also, once a student has successfully passed the exit exam they are eligible to enroll in the appropriate college level course without regard to the grade they received in the remedial class.

There is no longer an exit score for **College Literacy**. Students will take the Writing and Reading Compass one time at the end of the course for assessment and PACE grant reporting purposes.

Note: For students in the Act 1184 cohort taking **Developmental English** and **Reading**, students **must** score high enough to move up to either College Lit/Freshman English I or Freshman English I alone.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) require institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges.

Since student educational records are considered confidential, they may not be released to anyone other than the student without the student's written permission. You can access the Registrar's Office website or the university catalog for additional information.

<http://www.asub.edu/academics/student-support/registrars-office/educational-records> or <http://www.asub.edu/academics/academic-affairs/university-catalogs>.

University Libraries

Abington Memorial Library, located on the ASU-Beebe campus and ASU-Searcy Media Center are available to all students and offer a broad range of services. These services include reference assistance; library instruction catered to specific subject areas and research, interlibrary loans and reserved book service. Your ASU-Beebe identification card must be presented at the time you check out any books.

ASU-Beebe campus Library hours for fall and spring semesters are:

- Monday - Thursday 7:30 a.m. - 9:00 p.m.
- Friday 7:30 a.m. - 4:30 p.m.
- Saturday 10:00 a.m. – 3:00 p.m.
- Sunday 1:00 p.m. - 5:00 p.m.

Library hours vary during holidays and intersession times. Call the library for current hours at 501-882-8976 or visit the library web site listed below. Our library catalog and online databases are accessible 24 hours a day/7 days a week. The Searcy Library Media Center hours are 8:00 am to 4:30 pm, Monday through Friday.

The library web site is <http://www.asub.edu/academics/student-support/abington-library>, and can also be accessed from the ASU-Beebe homepage, www.asub.edu. We provide access to a wide range of electronic books and periodicals through various online databases. On-campus access is provided at ASU-Beebe, ASU-Searcy, ASU-Heber Springs, and the Little Rock Air Force Base Degree Center. Off-campus access is also available by using your ASU Beebe ID number and six-digit birthdate. Please contact the Library at 501-882-8959 or email at circ@asub.edu if you are unable to access the online databases.

Students at the Heber Springs campus may request library materials from the Abington Memorial Library through the Heber Springs Learning Center. Searcy students and faculty may request materials from the Beebe campus library by filling out a request form. The materials are usually delivered to Searcy the next day through the ASU-Beebe courier service.

Students at Little Rock Air Force Base may use the on-base library. A student's military identification card or Base Education Center student identification card is used for library access.

Learning Center

The Learning Center offers free tutoring in most coursework including mathematics, science, English, business and other courses offered through ASU-Beebe, ASU-Heber Springs, ASU-Searcy, ASU-Little Rock Air Force Base, and concurrent campuses. Students may utilize the Learning Center's open computer lab and group study room, as well as work with professional and/or peer tutors. If unable to travel to campus for face-to-face tutoring, students can access tutoring through the Learning Center Online in Blackboard.

Hours of operation vary by campus. The Learning Centers at Beebe and Heber Springs are open Monday through Friday year round for drop-in tutoring, with extended hours during the fall and spring semesters. Please contact ASU-Searcy and ASU-LRAFB for specific tutor schedules. For more information, visit the Web site at www.asub.edu or contact:

ASU-Beebe Learning Center
Rebecca Wolf, Ed.D.
rewolf@asub.edu
501-882-8867

ASU-Searcy Learning Center
Cheryl Cherry, BSE
ccherry@searcy.asub.edu
501-207-6252

ASU-Heber Springs Learning Center
Diandra Verser, BA
djverser@hebersprings.asub.edu
501-362-1121

ASU-LRAFB Learning Center
Nancy Shefflette, MA
nashefflette@asub.edu
501-882-4581

Harassment

Arkansas State University is committed to creating and maintaining a university community that is free from all forms of harassment, including sexual harassment. Sexual Harassment occurs:

1. When submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other university activities;
2. When submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; and
3. When conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive university environment.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively. Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Employees should report incidents of sexual harassments to the Human Resources Department. ASU prohibits retaliation and will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

Services to Students with Disabilities

ASU-Beebe's Coordinator of Disability Services is the designated counselor to students with disabilities and is the University's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities who believe they may need accommodations are required to meet with the Coordinator of Disability Services for possible accommodations before the start of the semester. Copies of the University policy on services to students with disabilities are available through the Student Success Center on the ASU-Beebe campus. The telephone number is (501) 882-8906. As stated earlier, your course syllabus must include a statement on compliance with the Americans with Disabilities Act.

Additional Information

A key for your classroom can be provided for you. This key must be returned at the end of the semester. Please check with your division chair or director to determine availability of keys.

The Beebe and Searcy campuses have open parking except for designated handicap parking spaces. For parking rules and regulations related to the Heber Springs campus and LRAFB, please check with the administrators at those locations.

All instructors must have an identification card in order to use the library. These cards can be made in the Student Center or arrangements can be made with administrators at the Heber Springs campus, Searcy campus, and the LRAFB to have these identification cards prepared.

Your division chair, director, or other persons will occasionally need to leave messages for you. These will be placed in your box or folder in the building's message area. **Please check for messages each time you come to campus and read all messages immediately; most of them will require action on your part.** Feel free to call your chair or director at home if you have a question.

Please see your division chair or director for specific information on the procedures in the various academic areas: copy machine, laboratory facilities, audiovisual equipment, and other practical concerns.

If you would like the name of the lead instructor for your particular course, please contact your division chair.

It is impossible to cover in one small handbook all the situations that might arise. Please feel free to call your chair or director, your vice chancellor, or another faculty member in the division if you need assistance not provided here. We want to help you to have a good semester. We hope you will find your work here enjoyable and satisfying.



Appendix A

CHANGE OF GRADE

Arkansas State University-Beebe
Office of the Registrar
PO Box 1000
Beebe, AR 72012
PH: 501.882.4415 FAX: 501.882.4421

****SUBMIT THIS COMPLETED FORM TO THE OFFICE OF THE REGISTRAR****

Student Name _____

Student Identification # _____

Instructor Name _____

Semester/Term & Year of Course (ex: Fall 2007) _____

COURSE TITLE

LINE # OF COURSE

DEPT. COURSE # SECTION # (EX. ENG 1003 4)

Grade of _____ to be changed to grade of _____

Reason for Grade change:

APPROVED BY: _____

INSTRUCTOR SIGNATURE

DATE

UNIVERSITY REGISTRAR

DATE

Revised 03/31/15

Appendix B

ASU-Beebe (or other campus)
[Course Name and Code]
[Semester/Term Year]

Instructor: Name/Rank

Instructor Contact Information:

- Office Location
- Office Hours (By Appointment for part-time faculty)
- Office Phone
- E-mail Address
- Division Contact Information

Course Description: Should be identical to catalog description—Instructors may choose to add additional information after the identical catalog description is included.

Course Prerequisites: This should contain any prerequisite courses and any basic skill requirements that may exist for students enrolled in the course. Course prerequisites should match the catalog.

Required/Supplementary Materials: Required and supplementary texts and equipment (i.e. calculators) should be listed here with enough precision to allow the student to find and purchase them on their own.

Evaluation and Grading: *This section is entirely at the discretion of the individual instructor of a course.* The section should be very specific and clear. Students should be able to clearly understand how grades are calculated. Supervisors reviewing grade appeals should be able to clearly determine how grades were calculated.

- Grading Scale
- Source of Grades (i.e. Exams, essays, projects, homework, etc.)
- Weight of individual assignments

Academic Honesty Policy: This should relate to the student what constitutes academic dishonesty and what the consequences could be should a student be found guilty of such action. “See Student Handbook” is not acceptable.

Important Dates: Must include last day to drop an individual class and to withdraw from the semester. Can include other important dates as your division dictates or as you so choose.

Learning Objectives/Course Outline

- These objectives should be drawn so that the student understands what is to be expected of them at course’s completion. They should be action statements, not “understand” or “know” statements.

Appendix B

- These should be standard minimum objectives created at the departmental level and included identically in all syllabi for a specific course.

The ASU-Beebe faculty has developed a set of general education outcomes. These general education outcomes clarify into measurable terms the knowledge, skills, and attitudes that students will achieve through the successful pursuit of an associate degree. Specific learning objectives developed for each course link directly to the general education outcomes. Course level assessment is designed to ensure that, as an educational institution, we are continually improving student success in obtaining the general education outcomes, as well as knowledge, skills and attitudes specific to the chosen vocation. Following is the ASU-Beebe General Education Outcomes: Communication, Critical Thinking, Mathematical Concepts and Application, Scientific Inquiry and Methodology, and Society and Self.

This section should include the following statement:

This course satisfies the following General Education Learning Outcome(s):

_____.

Attendance/Participation Policy: This should spell out what is acceptable and what is not concerning class attendance for on-site courses. Included here should be the definition of “excused absence”, even if this will be at the instructor’s discretion. For online courses, this will outline what is required of student participation. “See Student Handbook” is not acceptable. *****NOTE – online classes must use the Online Participation Policy**

Make-up/Late Work Policy: This policy should include both missed exams and assignments. It should also include any penalties that will result from missed or late work. This should outline what the student should expect should an assignment be missed or turned in after its due date. The policy itself is open to the instructor’s discretion, but it should be clear to the student. (i.e. it’s ok to say that no make-up exams will be allowed and no late assignments will be accepted, but the student should know that.)

Disclaimer—Example: *This syllabus represents a “best” plan for the course, but, as with most plans, it is subject to changes made necessary by time, space, and personal constraints. The course outline, as well as exam and assignment dates, may change as the course progresses. Students should attend all class meetings to learn of any schedule changes.*

Syllabus Revision Date:

REQUIRED FOR ONLINE SECTIONS

Online Participation Policy: Frequent and consistent participation is required in online classes. You will be expected to log in on a regular basis to check your communications, to review dues dates, and to participate in class activities (assignments, discussions, exams, etc.). Failure to log in **AND** participate could result in your access to the class being denied. If access is denied, you must contact your instructor through their asub.edu email account within seven days or you will be deemed inactive and could be dropped from the class with an “F”. Students enrolled in online courses are also expected to conduct themselves in an appropriate manner while online and conform to standards considered to be in good taste at all times. Failure

Appendix B

to meet these standards of student conduct can result in a student being dropped from the course with an “F”.

Response Information: Provides online students with an idea of how long it will take for the instructor to respond to questions. It would also be helpful to include unavailable times (i.e. the instructor will not log into Bb on weekends or holidays). The response time needs to be reasonable but should not exceed 48 hours (excluding the weekend).

Here is an example of what you could use

I check my Bb mail several times a day, Monday through Friday. My goal is to respond to your questions as quickly as possible, which is usually within a 24 hour period, excluding weekends and holidays. If I will be offline for more than one day during the week I will try to give you advanced notice.

Exam Proctoring Information: Online students are required to take a proctored final exam. Some courses may also require students to take a proctored midterm. Exams are proctored free of charge within the ASU-Beebe system. Students who live outside of this system area will be required to arrange for an approved proctor at an approved proctoring location. For specific information review the proctoring policy by clicking on the following link: <http://www.asub.edu/assets/files/online-college-proctoring-policy.pdf>. **Proctoring arrangements must be completed by the Distance Learning Office posted deadline**, which will always be at least a week before the testing period begins. Failure to meet this deadline may result in the denial of your proctor request.

OPTIONAL SECTIONS

Course Outline: If the Learning Objectives are drawn sufficiently, an outline may not be necessary. This does not necessarily have to contain chapter references to the text as doing so automatically forces dramatic syllabus revision with text change.

Course Calendar: This would outline important assessment dates and also important institutional dates.

Instructor Specific Notes: Instructors may include additional comments made to the students that do not fit anywhere above.

Course Rationale: This should be how the instructor sees the following: why this course is offered, how the course fits into the academic plan for a student (transfer, personal enrichment, elective, etc), and what is the main philosophy to be followed during the semester.—This could be necessary to inform students of courses that are not designed for transfer, thereby warning students to check with the transfer institution about transferability of this course.

Optional Policy Statements: Cell phone policy, eating in class policy, children in the classroom policy, tardiness policy, etc.

Laboratory/Field Experience Section: This section would be for courses that have a laboratory or field experience component. The section could include specific requirements or expectations related to this type of course.

Appendix B

COURSE CONTENT DISCLAIMER

In this course, students may be required to read text or view materials that they may consider offensive. The ideas expressed in any given text do not necessarily reflect the views of the instructor, the department, or ASU-Beebe. Course content is selected for historical and/or cultural relevance, or as an example of practice, style and/or technique. Discussion based on selected materials may raise topics that some consider controversial or offensive. These exchanges, within the context of relevant course material, are a necessary part of the intellectual inquiry appropriate at the university level. The student's continued enrollment in this course is considered an acknowledgement of this issue and indicates a commitment to engaging the course material and class discussion.

STUDENT ACKNOWLEDGMENT OF COURSE CONTENT DISCLAIMER

I, the student, acknowledge receipt of the Course Content Disclaimer. I have read through its terms and understand that there may be materials and discussion within the context of this course that touch on controversial subject matter. If I have questions or concerns about such content, I understand that I should contact my instructor immediately.

Course _____

Student Name _____

Student Signature _____ Date _____

Appendix C

GRADE APPEAL FORM

(This form must be submitted within eight weeks following the end of the semester)

Student's Name _____

Student's ID Number _____

Course Number and Name _____

Instructor _____

Semester during which course was taken _____

REASON FOR APPEAL AND REQUESTED ACTION

Date of meeting with instructor _____

Describe the meeting and the results of the meeting. _____

Date of meeting with division chair _____

Describe the meeting and the results of the meeting. _____

Student's Signature

Date



ARKANSAS STATE
UNIVERSITY
BEEBE
BEEBE · HEBER SPRINGS · LRAFB · SEARCY

Appendix D

REQUEST TO COMPLETE COURSE

Arkansas State University-Beebe
Office of the Registrar
PO Box 1000
Beebe, AR 72012
PH: 501.882.4415 FAX: 501.882.4421

To ensure proper arrangements and recording of credit and grades, this form MUST be completed and approved prior to making any arrangements for an incomplete grade of "I". Per University policy, incomplete grades not removed within one semester following the recording of an "I" will automatically become grades of "F" on the student's official transcript.

I. To be completed by the instructor

STUDENT NAME STUDENT SS#

LINE # OF COURSE	SEMESTER/TERM	COURSE TITLE
Reason(s) student cannot complete this course during the semester the student is registered:		

List specific coursework remaining for course completion:		

Expected date of completion (must be within policy limits): _____		

Reason(s) student cannot complete this course during the semester the student is registered:

List specific coursework remaining for course completion:

Expected date of completion (must be within policy limits): _____

II. Signatures below indicate an understanding and acceptance of the above. When course requirements have been met, the instructor will complete the *Change of Grade Form* to report the final grade to the office of the registrar.

STUDENT SIGNATURE DATE

INSTRUCTOR SIGNATURE DATE

III. Approvals:

DIVISION CHAIR/DIRECTOR SIGNATURE DATE

VICE CHANCELLOR FOR ACADEMIC AFFAIRS DATE

UNIVERSITY REGISTRAR DATE

Appendix E

Instructions for Posting Mid Semester/Term Grades Online in *Campus Connect*

The new website requires you to log into the Intranet on the bottom of the home page to access Campus Connect.

Go to www.asub.edu and scroll to the bottom to find this symbol.



The Intranet will require a login. And, at this time, we will all be using the same login information.

Username: facstaff

Password: g0asubeebe!

(the second character is a zero and you must include the exclamation point)

1. Log in to Campus Connect: Your USERNAME is your first and middle initial and your last name. (Example: “jqpublic” for John Q. Public). Your PASSWORD is your social security number with no dashes. (You may change it after you log in. If you have changed your password but forgotten the new password, please call Academic Affairs.)
2. After a successful log-in, select the *Available Options* drop-down menu. Next, select the *Faculty Menu* option and the *Administrative* drop-down menu.
3. Click on *Grade Entry*.
4. Select the term and then select the line # for your course.
5. Enter your midterm grades in the first column - not the Final/Primary grade column. Please take special care to put your grades in the first column – this is the most common mistake that we see at midterm.
6. Important Notes:
 - a. Students who have officially withdrawn will already have a “W” in the box. You cannot change this entry. If there is no “W” listed in the box for a student whom you thought had withdrawn, the student did not finish the withdrawal process and must be given a grade.
 - b. If you have reported the student as excessively absent, a “WX” grade will be in the Final Grade box. You cannot change this entry.
 - c. The Request to Complete Course form must be completed and approved by the VCAA. Leave the student’s grade blank for manual entry by the Registrar’s Office once the form is approved. For the current policy on giving Incompletes, please reference current catalog.
 - d. Other than the exceptions mentioned directly above, a grade MUST be entered.
 - e. If you are teaching Pre-College Literacy or College Literacy the grade must have an “X” next to it. (Example: XCR or XNC).

- f. If you are teaching Foundations of Algebra the grade must have an “X” next to it. (Example: XA, XB, XC, XCR, XNC).
- g. For those students receiving an “F,” you must enter their date of last attendance. DO NOT accept the default date in the box. This date must reflect the true date of their last attendance.
7. Once you are through entering the grades, you may print a copy of the screen for your records.
8. Now you are ready to submit your grades. The screen asks you to “Check here if this is your final grade posting.” You will mark “NO” (because you are submitting midterm grades for the course) and “SUBMIT.” You will receive an email copy of your successfully graded course.
9. If you have more than one class for which you are submitting grades, repeat the process, beginning with step 4 above.
10. When you have completed midterm grade entry for this term, select *Logout* to finish.

Appendix F

Instructions for Posting Final Grades Online in *Campus Connect*

The new website requires you to log into the Intranet on the bottom of the home page to access Campus Connect.

Go to www.asub.edu and scroll to the bottom to find this symbol.



The Intranet will require a login. And, at this time, we will all be using the same login information.

Username: facstaff

Password: g0asubeebe!

(the second character is a zero and you must include the exclamation point)

1. Log in to Campus Connect: Your USERNAME is your first and middle initial and your last name. (Example: “jqpublic” for John Q. Public). Your PASSWORD is your social security number with no dashes. (You may change it after you log in. If you have changed your password but forgotten the new password, please call Academic Affairs.)
2. After a successful log-in, select the *Available Options* drop-down menu. Next, select the *Faculty Menu* option and the *Administrative* drop-down menu.
3. Click on *Grade Entry*.
4. Select the term and then select the line # for your course.
5. Enter your FINAL grades in the second column - the final grade column.
6. Important Notes:

- a. Students who have officially withdrawn will already have a “W” in the box. You cannot change this entry. If there is no “W” listed in the box for a student whom you thought had withdrawn, the student did not finish the withdrawal process and must be given a grade.
 - b. If you have reported the student as excessively absent, “WX” grade will be in the Final Grade box. You cannot change this entry.
 - c. The Request to Complete Course form must be completed and approved by the VCAA. Leave the student’s grade blank for manual entry by the Registrar’s Office once the form is approved. For the current policy on giving Incompletes, please see reference current catalog.
 - d. Other than the exceptions mentioned directly above, a grade **MUST** be entered.
 - e. If you are teaching Pre-College Literacy or College Literacy the grade must have an “X” next to it. (Example: XCR or XNC). Students must have the appropriate COMPASS test score to receive a passing grade.
 - f. If you are teaching Foundations of Algebra the grade must have an “X” next to it. (Example: XA, XB, XC, XCR, XNC). Students must have the appropriate COMPASS test score to receive a passing grade. Review the department’s guidelines regarding appropriate grading.
 - g. For those students receiving an “F,” you must enter their date of last attendance. **DO NOT** accept the default date in the box. This date must reflect as close as possible the true date of their last attendance.
7. Once you are through entering the grades, you may print a copy of the screen for your records.
 8. Now you are ready to submit your grades. The screen asks you to “Check here if this is your final grade posting.” You will mark “YES” (because you are submitting final grades for the course) and “SUBMIT.” Once you have submitted the grades, the process is complete. Grade changes you wish to make after submitting final grades must be submitted on a Change of Grade form. You will receive an email of your successfully graded course.
 9. If you have more than one class for which you are submitting grades, repeat the process, beginning with step 4 above.
 10. When you have completed final grade entry for this term, select *Logout* to finish.

Appendix G

Online Instructor Information

Academic Issues

Even though online courses are scheduled through the Division of Distance Learning, academic supervision still rests with the Academic Division Chairs. Here are a few things you should be aware of.

- Division chairs and mentors are given access to online courses and will periodically review course content and instructor/student interaction within the learning management system.

- Questions concerning course content should be directed to the lead instructor for the subject, to the division mentor or to the division chair.
- Should students contact the Division of Distance Learning office with questions/complaints about the content of the course, they will first be referred to the instructor. If the student requires further assistance, they will then be referred to the division chair.
- Online instructors are expected to comply with University, Academic Division, and Distance Learning policies and procedures.
- Determination of continued eligibility to teach will be determined by the director of Distance Learning and/or the division chair.

Technical Issues

Blackboard (*Bb*) course shells for online and Internet assisted classes will be loaded each semester/term with the shell most recently used in the previous semester/term. If you wish to use a shell from a different semester/term, contact Scott Harness (dsharness@asub.edu). Provide him with the Course Prefix, Number, Name and the semester/term you want to be copied (ex: CIS 1503, Microcomputer Applications I, Spring 2014).

Should you need technical assistance at any time during the semester/term, call the *Bb* help desk at 501.882.4409 or email BbHelpDesk@asub.edu. The *Bb* help desk is available 8:00am to 8:00pm (CST) Monday through Thursday and 8:00am to 4:00pm (CST) on Friday. Make sure you identify yourself as an instructor.

Low Enrollment Classes

Online classes with less than five students may be cancelled if there are other sections available or if the class is offered in a future semester. Those classes with less than 10 enrolled on the morning after the last add/drop day will be prorated for payment. Courses that have multiple sections may be combined with other sections so that all are full as opposed to having several with lower than expected enrollments. You will be notified if your course falls into any of these situations.

Final Exams

Every online course is required to give a **proctored** comprehensive final exam. Periodically the director of Distance Learning will review final exams with the division mentor and/or division chair to determine whether or not the course syllabus was adequately covered.

Exam Proctoring

Online classes are required to give one major proctored exam, which will be the final exam. In some situations the division and/or subject matter may require instructors to give two proctored exams, a midterm and a final. Instructors should not require proctoring for exams outside of these two (unless there are extenuating circumstances) as it is inconvenient for students to travel to testing centers more than twice during a term/semester. For more specific information review the proctoring policy at: <http://www.asub.edu/assets/files/online-college-proctoring-policy.pdf>. Scheduled dates and times for midterms/finals at the various testing locations within the ASU-Beebe campuses will be sent out to online instructors before classes start. They can also be found on the Online College portion of the website at <http://www.asub.edu/online-college/proctoring-locations-dates-info/>. Click on each location to find specifics as to testing times and any special procedures applicable to that location.

Students who live too far to travel to one of the ASU-Beebe Campus testing locations will be required to find an approved proctor. They should be directed to the ASU-Beebe Online College Proctoring Policy, which is loaded as a document inside every online class on the [Proctored Exam Information](#) page. A **Proctor Request Form** is available on the Online College website for students to complete and submit online.

It is the student's responsibility to find a proctor that meets the proctoring guidelines. Once the *Proctor Request Form* comes to the Distance Learning office, it will be processed and then sent to the instructor for their records.

End of Semester

At the end of each academic term, instructors will be required to enter grades within Campus Connect and to submit a copy of the final grade book to the Division of Distance Learning office.

Surveys

Online students are given the opportunity to provide feedback for each online class whenever traditional classes are surveyed. Survey results will be processed and available to instructors at the end of the semester/term. Additional surveys may be conducted on a random basis. If so, results will be shared with the instructor at the end of the semester/term.

Concurrent Employment

Instructors must inform ASU-Beebe if they are working for another state agency in Arkansas as there are certain guidelines and restrictions on such employment. Failure to comply is a violation of State Law.

Blackboard Information for Traditional Classes

Instructors on the ASU-Beebe campuses will be given Blackboard (*Bb*) course shells for their classes each semester/term. Instructors are required to post their syllabus on the Syllabus page and are also encouraged to post handouts so students can access them online as needed.

Instructions on how to log into *Bb* and how to post the syllabus can be accessed through the Division of Distance Learning by emailing onlinecollege@asub.edu. Instructors will also be added to the online *Instructor Training & Resource Center (ITRC)* within *Bb* where they can access videos/tutorials on how to use *Bb* and view information related to other online areas such as FERPA, Copyright Laws, Accessibility to All, etc.

Technical Issues

If you do not see your course shell or should you need technical assistance at any time during the semester/term, call the *Bb* help desk at 501.882.4409 or email BbHelpDesk@asub.edu. The *Bb* help desk is available 8:00am to 8:00pm (CST) Monday through Thursday and 8:00am to 4:00pm (CST) on Friday. You should identify yourself as an instructor.

Appendix H

Course Level Assessment Information

New and Adjunct instructors:

This packet of information is being provided to help you assist us in our pursuit of quality course level assessment. As an educational institution, we are pursuing course level assessment for these three main purposes:

To ensure the quality of any course offered through the ASU Beebe system, at any time and at any location,

To ensure the consistency of an individual course offered through the ASU Beebe system, at any time and at any location, and, most importantly,

To provide a means through which improvements in student learning can be achieved at the ASU Beebe system.

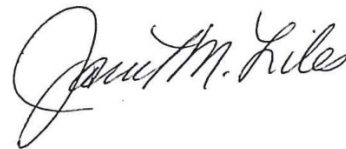
This packet will provide you with general information about the assessment process. Specific instructions about the particular course you are teaching will be provided to you by your division chair and/or your lead instructor. If you have general questions or comments about the process, please feel free to contact one of the co-chairs of the Assessment of Student Learning Committee, David Jones or Kenneth Barton, or Janet Liles, Assessment Coordinator. Specific questions about your course should be directed to your lead instructor or division chair.

Thank you for your help in this process. We hope it will not only improve the quality of learning for ASU Beebe students, but also strengthen our support of you as a part-time instructor in our system.

Sincerely,



Theodore J. Kalthoff, PhD
Vice Chancellor for Academic Affairs



Janet McGregor Liles, MS
Assessment Coordinator

Course Level Assessment Procedure

General education core curriculum courses and courses are assessed annually. A calendar of course assessment can be viewed on the ASU-Beebe Assessment website (<http://www.asub.edu/about-us/assessment>) by clicking on the course level assessment schedule tab.

Course level assessment is coordinated through a course lead instructor. The name of lead instructors may be found on the above linked schedule of course assessment document. At your request, your division chair will provide additional contact information on the lead instructor.

We invite you to participate in the process of assessing and improving course objectives. Course level assessment centers on the specific learning objectives and the aligned general education outcomes listed on your course syllabus. The specific learning objectives listed in the syllabus represent the minimum knowledge and skills that are to be covered in any offering of the course, at any location, at any time. Instructors are encouraged to enrich the course appropriately as their time, talent, and experiences allow, but it is imperative that the integrity of the course curricula be maintained.

Please give your lead instructor suggestions for improving student learning and achievement of the course objectives. For example, a faculty member might identify a software program, video, or piece of equipment that would help students improve their learning of a particular concept. Lead instructors can include such purchases in the action plans for learning objectives that are not met. This allows the university to link budgets and purchases to the results of our assessment efforts. It is our goal these procedures are as least intrusive as possible, but it is imperative this process occur in all offerings of the course. Please recognize that once an assessment instrument and procedure have been selected, your participation is expected.

Your lead instructor will provide you with instructions and materials for executing the component of course level assessment that is currently in progress. You may be asked to do an initial assessment, an improvement strategy, and/or a follow-up assessment. The materials utilized in the assessment process, such as the assessment tool, detailed data results, handout examples, etc., should be electronically forwarded to the Lead instructor for your course. After submitting the findings to your lead instructor, s/he will compile all the results into a single report. The report will indicate whether the course's student learning objectives were met and what, if any, plans have been made for improvement. Overall, the goal of this process is to improve student learning.

If you have any questions or suggestions about course level assessment, please feel free to contact us. We hope to make this a positive experience for you and hope we can work together to improve student learning.

David Jones and Kenneth Barton
Assessment of Student Learning Committee Co-Chairs

Course Level Assessment Structure

Mission Statement

All assessment processes in the ASU Beebe system begin from the mission statement

System-wide Goals

From the mission statement, ten mission components for the system were developed. These components encompass all services and purposes of the University, to the students, the faculty and staff, the administration, and to the community, and most important, student learning.

General Education Outcomes

From these broad student learning goals, the ASU Beebe faculty has developed a set of essential learning outcomes. These essential general education outcomes clarify into measurable terms the knowledge, skills, and attitudes that students will achieve through the successful pursuit of an associate degree or technical certificate. Specific learning objectives developed for your course link directly to these essential general education outcomes. Course level assessment is designed to ensure that, as an educational institution, we are continually improving student success in obtaining these essential general education outcomes, as well as knowledge, skills and attitudes specific to the chosen vocation. Following is the ASU Beebe Essential General Education Outcomes:

Essential General Education Outcomes

Communication

Students achieve general education competency in communication when they:

1. Read for comprehension so they can restate, paraphrase, deduce, and summarize written information.
2. Write clearly, concisely, and accurately, and revise with logical organization utilizing technological resources.
3. Speak clearly, concisely, accurately, logically, persuasively, and enthusiastically.
4. Listen for comprehension so they can restate, explain, infer, and interpret information.

Critical thinking

Students achieve general education competency in critical thinking when they:

1. Identify or define a problem or task.
2. Research a subject by identifying and evaluating information utilizing traditional and technological resources.

3. Select appropriate methodology including technology to gather data appropriate to the problem or task.
4. Appraise, critique, judge, validate, and verify information.
5. Solve problems by recommending, generalizing, modifying, reconstructing, and summarizing.

Mathematical Concepts and Application

Students achieve general education competency in mathematical concepts and applications when they:

1. Read, interpret, quantify, model and graph data using traditional and technological formats.
2. Write, explain, and interpret the underlying mathematics of a given mathematical situation
3. Solve a variety of mathematical problems using both traditional and technological techniques, formulas, and models.
4. Use fundamental processes in new and varied situations.

Scientific Inquiry and Methodology

Students achieve general education competency in scientific inquiry and methodology when they:

1. Understand and use scientific methodologies to draw appropriate conclusions.
2. Interpret and evaluate scientific data presented in various formats
3. Analyze and compare alternative hypotheses or viewpoints.
4. Apply scientific reasoning and processes in new and varied contexts, utilizing technology and including real-world situations.
5. Demonstrate knowledge of scientific concepts as related to measurement, systems, organizations, and models.

Society and Self

Students achieve general education competency in society and self when they:

1. Demonstrate an awareness and appreciation for cultural diversity.
2. Analyze and contrast letters, arts, philosophies and politics of historical periods
3. Demonstrate knowledge of peoples and places throughout the globe.
4. Demonstrate knowledge of self in the context of society.
5. Demonstrate knowledge of personal needs for health, fitness, and safety.
6. Exemplify integrity, ethical behavior, and social responsibility in academic, vocational, and personal pursuits.

Course Level Assessment Contact Information

Course Number and Title: _____

Campus: ___ Beebe ___ Heber Springs ___ Searcy ___ Airbase ___ Concurrent

Campus Head for this course is:

___ Dr. Ted Kalthoff, Vice Chancellor of Academic Affairs, 501-882-8830, tjalthoff@asub.edu

___ Dr. Chris Boyett, Vice Chancellor for Heber Springs, 501-362-1125,
cboyett@hebersprings.asub.edu

___ Ms. Nancy Shefflette, Director of ASU-Beebe/LRAFB, 501-882-4581,
nashefflette@asub.edu

___ Mr. Barry Farris, Vice Chancellor for ASU-Searcy, 501-207-6201,
bnfarris@searcy.asub.edu

Division Chair for this course is:

___ Dr. Dennis Humphrey, English and Fine Arts, 501-882-4406, djhumphrey@asub.edu

___ Ms. Teddy Davis, Education and Social Science, 501-882-8873, tldavis@asub.edu

___ Dr. Richard Counts, Math and Science, 501-882-8804, wrcounts@asub.edu

___ Mr. Bob Mitchum, Business and Agriculture, 501-882-8847, rlmitchum@asub.edu

___ Mr. Michael Troop, Interim Director Advanced Technology and Allied Health, 501-882-8811, mltroop@asub.edu

Lead Instructor for this course is:

Assessment of Student Learning Committee Co-Chairs:

___ David Jones, 501-882-8841, dmjones@asub.edu

___ Kenneth Barton, 501-882-4457, kkbarton@asub.edu

Assessment Coordinator:

___ Janet McGregor Liles, 501-882-4509, jaliles@asub.edu