

College Syllabus

ASU-Beebe, Heber Springs, Searcy, LRAFB, Online

Mission Statement: Transforming lives through quality learning experiences

Core Values

- Student Success
- Integrity
- Quality
- Community

Student Success Outcomes

Student Success Outcomes (SSOs), developed by a cross-functional group of employees, were reviewed and upheld by internal and external constituencies including faculty, staff, administration, students, community, business, and industry. These outcomes incorporate curricular and co-curricular learning, as well as hard and soft skills to connect the educational experience directly to the mission. The following are ASU-Beebe's SSOs:

- **Support and Engagement:** ASUB will maintain an environment that assists each student to be financially, mentally, physically and emotionally secure enough to achieve their college objective.
- **Goal Completion:** ASUB will work to make sure that each student stays with the College the appropriate amount of time to complete his or her college objective.
- **Communication:** ASUB will provide students with the communication skills necessary to succeed professionally.
- **Society and Self:** ASUB will provide an environment that equips each student to grow as a person, gaining respect and appreciation for both themselves and the world around them.
- **Creative and Analytical Thinking:** ASUB will provide an educational experience that prepares each student to perform well academically, now and in future endeavors.

These institutional student success outcomes can be viewed at www.asub.edu/assessment/.

Academic Honesty Policy: Dishonesty in any form--including plagiarism, turning in assignments prepared by others, using unauthorized technology or materials, and cheating on exams --is not acceptable within the ASU-Beebe system. See your course syllabus for Academic Honesty policies specific to your course. Students are expected to have read and understood the Academic Honor Code found in the [Student Handbook](#) as part of the Student Code of Conduct. In the event a student is found in violation of the academic honesty policy in a course, the following applies:

1. **First Violation:** The first violation may result in a zero on the assignment. Assignment penalty will be at the discretion of the instructor; the instructor will notify the student and complete the reporting form; the form will be sent to the Division Dean and the instructor.
2. **Second Violation:** Zero grade on the assignment; the instructor will notify the student and complete the reporting form; the form will be sent to the Division Dean, instructor, and the Dean of Students. The student must successfully complete mandatory Academic Integrity Training issued by the Dean of Students.

3. **Third Violation:** Course failure and removal from the individual course for the remainder of the term; the instructor will notify the student and complete the reporting form. Upon review and confirmation, the Division Dean will inform the instructor, Registrar, and the Dean of Students.

Egregious or Excessive Violations:

If a violation is severe or cumulative in nature, the Division Dean or the Dean of Students may escalate any offense in this policy to a higher violation level. The Division Dean will inform the Dean of Students of the escalation, or vice versa.

Program-Specific Standards:

The Academic Honesty Policy does not supersede the policy of Academic Programs governed by national and/or state accreditation bodies.

Appeals:

The student may appeal a determination made by the Dean of Students (or designee) in an Administrative Conduct Hearing, or a decision made by the Student Conduct Committee. Appeals must be filed in writing to the Vice Chancellor for Student Services within five (5) school days, following the process outlined in the Student Code of Conduct (Student Handbook, section 6.7.5.C.8, p. 61).

Artificial Intelligence Use Policy: Faculty select from the following three options of expectations for AI use based on the appropriateness for student learning in the course. A violation of the selected AI use policy constitutes a breach of the Academic Honesty Policy above.

- 1) **Prohibiting Use:** Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, we expect that all work students submit for this course will be their own. Additionally, students are not allowed to use any generative artificial intelligence tools at any stage of the work process, including preliminary ones. AI-generated submissions are not permitted and will be considered plagiarism.
- 2) **Instructor Selecting Use:** The default is that such use is prohibited unless otherwise stated. Certain assignments in this course will permit or even encourage the use of generative artificial intelligence (GAI) tools such as ChatGPT. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any GAI output that is submitted; you, the student, bear the final responsibility.
- 3) **Encouraging Use:** This course encourages students to explore the use of generative artificial intelligence (GAI) tools for all assignments and assessments. Any such use must be appropriately acknowledged and cited, and it is each student's responsibility to assess the validity and applicability of any GAI output that is submitted – you, the student, bear the final responsibility.

Credit Hour Policy: ASU-Beebe defines credit hour according to the federal standard. The credit hour value of a traditional course is calculated as follows: A clock hour of instructional time is the equivalent of 50 minutes of class time or 60 minutes of independent-study work; and a minimum of two hours of out-of-class work is expected for every hour (50 minutes) of

instructional time.

For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/ exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three-hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Official Institutional Communications: ASU-Beebe student email is the official means of communication with students on all campuses. Important college-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 college 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 <https://my.asub.edu> and clicking open the “Email” tile. Your email address will be your firstname.lastname@asub.edu. The default password will be in the following format:

- First Initial (UPPER-CASE), Last Initial (lower-case), your 8-digit birthdate (MMDDYYYY) followed by an exclamation point.
- Example: John Doe with a birthday of 07/04/1985 will have the email address "john.doe@asub.edu" and will have the following password: Jd07041985!

If you have already created a new password, and forgot that password, you can use the automated password reset tool. Go to <https://my.asub.edu> and click the Can't access your account link below the Sign in area. This will walk you through the process of changing your password. If you have problems with the password reset, you may contact the ITS Helpdesk at (501) 882-8999 or submit a ticket to the ITS Helpdesk by sending an email to: helpdesk@asub.edu.

Title IX and Sex-based Discrimination: ASU-Beebe faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

Please note that ASU System Title IX Nondiscrimination Policy designates all faculty members, including teaching assistants, as responsible employees." Under ASU System's Title IX Nondiscrimination Policy, all responsible employees must report all disclosures of sex or gender-based discrimination or violence to their institution's Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact the Title IX Coordinator at titleix@asub.edu or (501) 882-8906. For more information regarding ASU-Beebe's Title IX procedures, reporting, or support measures, please visit www.asub.edu/titleix/.

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 the Office of Disability Services at disabilityoffice@asub.edu or (501) 882-8863

Academic/Technical Support:

Canvas Technical Support:

- Canvas 24/7 Support Hotline for Students – (833) 741-0031
- Canvas 24/7 Support Hotline for Faculty – (833) 741-0032
- ASUB Online Support Desk – (501) 882-4409

ASUB Technical Support

- Live help available Monday-Friday: 8am-5pm. Weekend hours 11am-2pm.
- Phone (501) 882-8999
- Email helpdesk@asub.edu
- [Virtual Help Desk for Student Zoom Link](#) – visit my.asub.edu and click on *ASUB-Virtual Helpdesk* widget.

Academic Support

Advising and Learning Centers: The Advising and Learning Centers provides academic support to all ASU-Beebe students. Tutoring and other services are free and no appointments are necessary. Students in every department – from developmental through advanced courses – are encouraged to utilize these services. Drop in for tutoring or to utilize the open computer lab. Check the [Advising and Learning Center webpage](#) for tutor schedules, links to test practice and other useful information. Students who are unable come to campus may access online tutoring through Canvas.

ASU-Beebe Campus Advising and Learning Center

Location: McKay Student Center Room 200 (2nd Floor)

Contact Information (501) 882-8867 or scheduleclasses@asub.edu

Fall/Spring Hours: Monday – Thursday: 8:00am - 7:00pm

Friday: 8:00am - 5:00pm

Summer/Breaks: Monday – Friday: 8:00am - 5:00pm

ASU-Beebe, Heber Springs Campus Advising and Learning Center

Location: Student Services and Administrative Building (SSA), Room 236 (2nd Floor)

Contact Information: (501) 362-1121

Fall/Spring Hours: Monday – Thursday: 8:00am - 7:00pm

Friday: 8:00am - 3:00pm

Summer/Breaks: Monday – Thursday: 7:30am - 4:30pm

Monday - Friday: 7:15am - 3:00pm

ASU-Beebe, Searcy Campus Advising and Learning Center

Location: Main Building, Room 306

Location: Main Building, Room 101

Fall/Spring Hours: Monday – Friday: 8:00am - 5:00pm

Full/Spring Hours: Monday – Friday: 8:00am - 5:00pm
Summer/Breaks: Monday – Friday: 8:00am - 5:00pm

ASU-Beebe, Little Rock Airforce Base

Location: University Center

Contact Information: (501) 988-4151

Hours of Operation: Monday – Friday: 8:00am - 5:00pm

Abington Library

Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. It includes over 75,000 print books, 636,478 eBooks (including downloadable titles for eReaders), 4700 audio/visual items, and active print subscriptions to approximately 25 periodicals. In addition, we provide access to 49,936 eJournal titles through approximately 146 online databases from our library website <https://www.asub.edu/abington-library/>.

To access our online databases off-campus, you will need to be affiliated with ASU-Beebe as a student, faculty or staff. When you open one of the databases, it will ask you for a username and password. The username should be the beginning of your ASU-Beebe email address before the "@" symbol. The password should be the same as your ASU-Beebe email account. If your password doesn't work, try clearing your browser history, exit the browser and try again. Sometimes the browser can remember an incorrect password. If that doesn't work, contact circ@asub.edu.

Library services include building tours, on-site and off-campus research assistance, interlibrary loan, subject specific class instruction, and participation in ARKLink reciprocal borrowing agreement. Information is also available by calling (501) 882-8976 or emailing circ@asub.edu. Computers, printers, and wireless access are available. Group Study Rooms are also available on a first come, first serve basis.

Students and faculty at the Heber Springs campus may request library materials from the Beebe campus 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 other campuses 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.

Trio Student Support Services

[Student Support Services](#) provides academic and social support to qualified students. One-on-one tutoring services are free with or without an appointment. Subjects tutored include math through College Algebra, English and other subjects as available. SSS also offers various workshops, cultural activities, and transfer trips. Please go to the campus locations listed below to pick up an application. Additional useful information about the program can be found on the [ASU-Beebe Trio Student Support Services webpage](#). The application for services may be accessed through the webpage as well.

ASU-Beebe Campus

State Hall, Room 132 or Room 136
Phone: 501-882-8964 or 501-882-4451

ASU-Beebe, Heber Springs Campus

Academic Center, Suite 230
Phone: (501) 362-1232