

OZARKA COLLEGE

Faculty Handbook



“Providing Life Changing Experiences Through Education”

Faculty Handbook

Table of Contents

Contents

Welcome from the Chief Academic Officer.....	4
About Ozarka College	5
Mission, Vision, Values.....	6
Academic Freedom	7
Academic Integrity Policy	8
Advising	9
Academic Alerts	10
Assessment.....	10
Evaluations	10
Classroom Observations.....	11
Attendance Policy for Students.....	11
Regular and Substantive Interaction for Online Courses	11
Class Cancellation.....	14
Classroom Safety.....	14
Copyright Policy.....	15
Faculty Attendance	15
FERPA	16
Grading	16
Personal Appearance.....	19
Polls, Questionnaires, Interviews.....	19
Room Assignment/Maintenance	19
Textbooks.....	19
General Information.....	19
Authority to Appoint and Reappoint Faculty	19
Full-time Faculty Appointments.....	20
Adjunct Faculty Appointments.....	20
Leave	21

Non-Renewal of Faculty Appointments	21
Employee Scholarships and Tuition Reimbursement.....	22
Division Chairs	22
Full-time/Adjunct Faculty Professional Reviews	22
Travel and Per Diem for Full-time Faculty	23
Other Information	24
Bookstore	24
Campus Security	25
Copy Services	25
Faculty of the Year.....	25
Library Services	27
Mailboxes and E-Mail.....	Error! Bookmark not defined.
MyOzarka.....	27
Employment Practices	27
Emergency Closing of Campus.....	28
Inclement Weather.....	28
Emergency Campus Closure.....	28
Ozarka College General Policies	28
Drug and Alcohol Free Workplace Policy	28
No Solicitation or Distribution.....	30
Political Activity	30
Tobacco Policy.....	30
Working Hours.....	30
Important Contact Numbers.....	30
Sexual Harassment Policy	31
Appendix.....	35
Ozarka Organizational Chart.....	35
Carnegie Units Worksheet	36

Welcome from the Chief Academic Officer

Welcome to the academic team of Ozarka College! The Mission of Ozarka College is to **“Provide Life Changing Experiences Through Education.”** Your role as a member of our faculty is an important part of the success of our students. The education you provide is vitally important and ensures students receive those life-changing experiences.

This handbook was developed to provide you with an informational resource and guide to teaching at Ozarka College. We are excited for this opportunity for you to share your experience and expertise with our staff and students, and we want you to have the best teaching experience possible. We have included information in this handbook that we believe will be beneficial to you and that is easy to find. Additional information can be found online, in the Employee Handbook, and in the Board Policies and Procedures Manual (BPPM). Also, be sure to consult with your Division Chair for additional help and advice.

We are glad to have you join our team!

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Lorch". The signature is fluid and cursive, with a large initial "C" and "L".

Dr. Chris Lorch
Chief Academic Officer

About Ozarka College

In the early 1970s, Arkansas had only a few vocational-technical schools scattered across the state. After several communities lobbied for additional schools to provide more access for citizens, in 1973, the Arkansas Department of Education selected ten communities as sites for new schools, and the Legislature appropriated funds to build and equip these institutions. Melbourne, the county seat of IZARD County, was one of those selected. Located on the eastern edge of the Ozarks, Melbourne still has a population of fewer than 2500. The school's service area, IZARD, FULTON, STONE, and SHARP counties, covers 2370 square miles and has a population of approximately 50,000. Until recently, only about a third of the area's high school graduates have gone on to institutions of higher education.

Opening in the fall of 1975, Ozarka Vocational Technical School employed fourteen people, seven of them instructors, and offered Automotive Service Technology, Food Service, Major Appliance Service, Business Education, Building Trades, Industrial Equipment Technology, and Licensed Practical Nursing. Classes leading to the GED were also offered. The first class of forty-three students graduated in July 1976.

Under the leadership of Dr. Walter B. Hall, the first Director, Ozarka grew. In 1978, the LPN program moved into a freestanding building on campus. In 1986, a modern brick Business Education building containing classrooms and a science lab was constructed. After completion of an addition in the summer of 1993, the building was renamed in honor of Dr. Hall. A major new building, the John E. Miller Education Complex was constructed in 1996, containing a large auditorium, lecture hall, industry training room, classrooms, board room, and faculty offices. An addition was completed in 1999.

In July 1991, the Arkansas Legislature passed Act 1244, transforming a number of vocational technical schools, including Ozarka, into technical colleges. In addition to the courses traditionally offered, these new colleges also offered courses for college credit under contracts with other state institutions of higher education. Ozarka Technical College formed a relationship with Arkansas State University at Jonesboro, which provided a full-time administrator on the Ozarka campus, along with a number of adjunct and full-time instructors. In August 1993, Ozarka became a candidate for accreditation, offering transfer classes in its own right. In 1996, the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools determined that the College fulfilled all requirements for accreditation.

In keeping with its mission and continued evolution, the college made another name change to Ozarka College in 1999, dropping the "Technical" to emphasize the full range of available degree programs. As the campus has widened the scope of educational programs, services have been expanded to other locations in the area. With the main campus located in Melbourne, Ozarka courses are delivered in Ash Flat, the Carpenter Technical Center in Ash Flat, Mountain View, and the Mountain View Technical Center, as well as almost all local high schools in the area. Distance delivery also allows for web-based courses for students.

Mission, Vision, Values

Mission

Ozarka College provides life-changing experiences through education.

Vision

Ozarka College will be the educational resource of choice in our community providing a quality, learning-centered environment that is innovative, responsive, adaptive, and caring.

Values

Our values are the principles, standards, and ideals that form the foundation of our actions. They are the things to which we, as a community of educators, ascribe worth. Our values reveal what we strive for and give us our identity as a college.

Learning

Ozarka College values learning and scholarship for our students, our employees, and our communities. We value personal growth and provide access to diverse learning experiences in a progressive but supportive, technology-based environment so that our students may advance their educational goals. We seek to continuously learn as an organization, promote life-long learning, and be responsive to our changing environment.

Caring

Ozarka College values people and ideas. We respect the dignity and potential of each individual, expressed through fairness, responsiveness, and just treatment for all. We value individual diversity and recognize the unique contributions of all individuals. We promote open and respectful communications and the free exchange of thoughts and ideas.

Quality

Ozarka College strives for excellence and integrity in all we do. We are committed to providing a quality educational environment, being innovative in our course and program offerings, and maintaining excellence in all aspects of our work. We continuously assess to determine avenues for improvement.

Responsibility

Ozarka College values responsibility for its students, employees, and the institution. We challenge ourselves to provide an environment that nourishes and encourages students yet prepares them for independence in future studies, the workforce, and life. We expect ourselves and our students to be good stewards of the privileges and opportunities afforded by higher education and its supporters.

Community

Ozarka College values community - both the communities we serve and the community developed within the College. As students, faculty, and staff, we have a responsibility to our communities that is expressed through engagement. We actively pursue collaborative partnerships with our communities, providing cultural learning opportunities, business outreach, and access to facilities. We value our college community and encourage engagement through participation, collaboration, and communication.

Academic Freedom

As a faculty member, you are extended the widest possible opportunity to explore and reflect on human experience and understanding. College teachers are educated individuals and representatives of an educational institution all at the same time, which places upon them a certain amount of responsibility. When they speak or write as citizens, they should be free from institutional censorship, but their special position in the community involves obvious obligations. As people of education, they should remember that the public may judge them and their institution by their appearances and public performance.

With that being said, as a faculty member, you do have the freedom to conduct your course and the curriculum in your courses as you see fit in a manner that achieves the learning outcomes for the course and provides students with the best learning environment possible. However, you must consider how this complements the college's reputation within our communities, and this should be a positive impact on our students and stakeholders.

Faculty Responsibilities

The following is a list of responsibilities that must be met before and during the semester. **Some items pertain more specifically to Adjunct Faculty and are identified as such.**

1. Full-time faculty must provide updated resumes and updated official transcripts to Human Resources as responsibilities, accomplishments, and/or educational attainments change. Updated transcripts **MUST** be on file with Human Resources in order to continue employment with Ozarka College.
2. Before the semester begins, Adjunct Faculty must have a current resume, official transcript(s) sent directly from the college(s) they have attended, a current federal and state withholding certificate and names of state agencies at which you have been employed on file with Human Resources.
3. Adjunct faculty may not teach more than nine credit hours per semester. After Census Day of each term, an appointment letter for adjunct and overload for full-time faculty will be electronically placed in myOzarka. You will be notified by the CAO's office when this takes place. When this occurs, log in to myOzarka and click on Tools > Human Resources > My Documents. There you will see your appointment for the term. Click on the appropriate boxes to accept.

4. The basic syllabus will be provided to you through your course shell in myOzarka. Items on the syllabus such as Course Description, Rationale, Textbooks, Outcomes, and Academic Integrity are set by the Academic Leadership Team. You can make changes to the syllabus to cover material or offer information you determine is important to the education of the student. This information needs to be as comprehensive as possible in order to ensure student understanding. The syllabus is a contract between you and the student, so you must follow the syllabus and make no changes to it after the first day of class.
5. All on ground courses must meet each class for the full scheduled time, and you must update the Carnegie Units designation for all assignments, ensuring that they all add up to the minimum requirements for outside of class work time. Guidance on how to assign Carnegie Units to assignments within your courses can be found in the Appendix of this handbook.
6. You must keep accurate, up-to-date records of student grades and attendance in myOzarka. These should be updated at the very least every week. In addition, you must actively use the Academic Alert System in myOzarka if a student's grade drops below a C and/or attendance drops below acceptable levels.
7. Post and abide by a schedule of classroom and office hours, which meet weekly hour requirements.
8. Full-time and adjunct faculty are expected to be responsive to student questions/requests for assistance, as well as be regular communicators to students in their courses. Faculty should send out weekly updates to students through myOzarka, and should reply to emails/return phone calls as quickly as reasonably possible.

Academic Integrity Policy

Faculty are responsible for establishing specific policies on cheating in their courses in accordance to College expectations and informing their students of those policies. Faculty will clarify and interpret for the students matters of academic dishonesty, such as plagiarism. A statement regarding the College's expectations for academic honesty is included in the Catalog, and is also included on all syllabi in myOzarka.

Procedures

1. The instructor's policy on cheating will be stated on each class syllabus.
2. If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty up to and including a zero on the test or assignment involved to an "F" in the course. However, the instructor's individual policy must be listed on the syllabus. In all cases, any punishment for cheating must be discussed with the instructor's Division Chair.

3. Immediately following any occurrence of plagiarism or cheating, the instructor will submit to the Division Chair a written statement of circumstances, the name of the student(s) involved, and the penalty imposed.
4. The student involved has the right to appeal the action through the Academic Grievance Procedure and must be informed of this right by the instructor.

Advising

Full-time faculty are primarily responsible for advising students. However, Adjunct Faculty members may be approached by their students for academic advice. The Adjunct faculty members should refer the student to the appropriate Division Chair for in-depth advising.

At Ozarka College, academic advising is a partnership between students and advisors which facilitates the development, implementation, and assessment of individualized and comprehensive plans for academic success, transfer, and career-readiness.

The role of advisors is to ensure that students enroll in courses consistent with their abilities and needs. Advisors also serve as a source of information. Using the College Catalog, the semester schedule of classes, articulation agreements, and catalogs from receiving institutions, advisors should be able to answer most questions concerning academic policies and procedures.

More assistance regarding advising, specifically advising new students, returning students, developmental education students, and students in career and technical programs, can be found in myOzarka under Ozarka Resources > Advising Videos.

Advisor Responsibilities

1. Be accessible to students during office hours or by scheduled appointment (this includes face-to-face, by phone, or virtually).
2. Maintain responsive communication in meeting student academic advising needs. This includes timely responses to Academic Alerts received by advisees' instructors. Upon receipt of an Academic Alert, the advisor must reach out to the student to set up a meeting to discuss a plan of action to improve the student's performance in the course. This will need to be recorded in the student's Advising Notes.
3. Maintain confidentiality regarding communication that occurs throughout the advising process.
4. Maintain knowledge of programs of study, graduation requirements, college policies and procedures, and provide information on Ozarka College resources, referral networks, and campus services to increase student success.

5. Assist students in utilizing online tools and resources including myOzarka course management system, student email, college catalog, and degree audit.

Academic Alerts

The Academic Alert system is designed to intervene with struggling students before they place themselves in a position to have no way to be successful in a course. Once initiated by an instructor, the Academic Alert is sent to the student, the student's advisor, and other relevant Student Services personnel. An instructor should Academic Alert a student when there is a significant drop in attendance or if the student's grade drops below a C. To initiate an Academic Alert, click on the life preserver icon next to the student's name on the roster in myOzarka. Click on the relevant check boxes that apply to the student, then add a detailed explanation in the text box provided.

Assessment

Assessment is at the core of Ozarka's planning process. The purpose of academic assessment at Ozarka College is to carefully examine our learning activities for student success and modify and improve them as needed to ensure students learn and be successful in our courses and programs. Being concerned with quality of education, the College is committed to the improvement of basic, academic, and technical skills related to the success of the individual student as well as institutional accountability. **Course and program assessments are not optional faculty activities; they are a required activity.**

The assessment process begins before the semester starts. Faculty should link every assignment to at least one of the course outcomes, as well as designate the appropriate Carnegie units to each activity in the course. This can be done by going to the Settings for each assignment created in the course. During the course of the semester, as needed, faculty should enter commentary on assignments on which students performed particularly well or poorly, including their thoughts on why. At the end of the semester, all instructors must complete the course assessment in compliance with the assessment schedule. In myOzarka, go to the Assessment tab, then click on Outcomes. Then fill out all of the textboxes in detail.

Faculty members **MUST** complete the assessment processes of their courses in accordance to the assessment schedule before leaving for the semester breaks. Program Directors **MUST** complete annual Program Assessments before leaving for the summer break. Faculty must give careful thought and provide extensive detail on all of the questions posed to them on the Assessment page for their courses in myOzarka. Faculty members should check with their Division Chairs for more specific procedures and expectations for assessment activities.

Evaluations

Student evaluation of instruction will be conducted on each faculty member, both full-time and adjunct, each semester of the academic year using an online evaluation provided through myOzarka. The instructor is expected to make every effort to ensure all of his/her students complete the course evaluation for every course taught. This evaluation process provides a way of assessing the effectiveness of instruction and other areas of faculty performance at Ozarka College. The information gathered is expected to be used by each instructor as a part of the assessment process.

Please convey to the students that this evaluation is anonymous, and the instructor will not have access to the results/comments until after grades are posted. In addition, encourage the students to provide fair, useful, and accurate information for continuous improvement of the course and the instructor abilities.

Classroom Observations

Each faculty member, whether full-time or adjunct, can be observed in the classroom by the Chief Academic Officer and/or Division Chair at least once annually.

Ratio of Contact/Credit Hours

Contact/credit ratios ensure that credit hours are appropriately awarded for educational activity. Contact hours also ensure consistent faculty loading.

Mode	Ratio:
-------------	---------------

Classroom	1:1	Lecture, discussion or other organized academic activities which require two hours of outside preparation for each hour of class (or comparable effort in individualized modes.)
-----------	-----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Science	2:1	Organized and pre-planned learning experience, under close Laboratory supervision, typically in a laboratory, with frequent evaluation based on structured projects, worksheets, experiments, problem solving, case studies, model building, diagnosis, etc., and reinforced by related classroom instruction.
---------	-----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Clinical	4:1	Supervised and evaluated training conducted in an on-the-job environment. Provides direct faculty-supervised clinical experience.
----------	-----	-----------------------------------------------------------------------------------------------------------------------------------

Regular and Substantive Interaction for Online Courses

To maintain compliance with the federal government and the Higher Learning Commission, Ozarka College faculty must provide and be able to prove regular and substantive interaction in all courses, specifically in distance education courses.

From the Higher Learning Commission's (2023) *Glossary of HLC Terminology*:

Distance education (Based on federal definition)

Distance Education is defined as a course or program that is delivered at 50% or more at a distance. These programs/courses use one or more of the technologies listed below to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

The technologies that may be used to offer distance education include:

1. The internet;

2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices;
3. Audio conference; or
4. Other media used in a course in conjunction with any of the technologies listed in items 1–3 above.

Regular and substantive interaction (Based on federal definition)

Institutions are expected to ensure regular and substantive interaction between students and instructors in their distance education and competency-based education offerings. An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency:

1. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
2. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Substantive interaction is engaging students in teaching, learning and assessment, consistent with the content under discussion, and also includes at least two of the following:

1. Providing direct instruction;
2. Assessing or providing feedback on a student's coursework;
3. Providing information or responding to questions about the content of a course or competency;
4. Facilitating a group discussion regarding the content of a course or competency; or
5. Other instructional activities approved by HLC or the program's accrediting agency.

Adopted as acceptable modes of substantive interaction by Ozarka Faculty Council, March 2024:

Modes of Substantive Interaction

1. Direct instruction –
Providing synchronous instruction through technology or face-to-face interaction; in asynchronous classes, direct instruction should equal at least one hour per credit hour each semester.
synchronous – existing or occurring at the same time
asynchronous – not existing or happening at the same time (traditional online classes)

Examples –

- Online meeting
- Face-to-face meeting
- Office hours (in-person or virtual)

- Discussion Board or Chat Room
(Direct instruction does not include pre-recorded lectures.)

2. Personalized feedback to student course work –
Substantial comments to student course work to help understand and master competencies. Feedback should be frequent and timely, indicating both student successes and needed improvements.

Examples –

- Comments in myOzarka gradebook
- Comments on writing assignments
- Study guides or review sheets created in response to student questions
- Face-to-face meeting or individual calls
- Text
- Social media
- Email
- Rubric with constructive feedback
- Content related announcements

(Personalized feedback does not include auto-graded assignments with no feedback or simple affirmations such as “Good Job!” or “Excellent Work.”)

3. Responding to student questions –
Answering questions regarding course content. Responses should be timely and focused.

Examples –

- Face-to-face meeting or individual calls
- Text
- Social media
- Email
- Chat
- Discussion board
- Video tutorials to respond to student questions
- Content related announcements

(Responding to student questions relates to course content only.)

4. Group discussion –
Facilitating and engaging in a discussion regarding course content.

Examples –

- Discussion board
- Chat
- Online meeting

(Group discussion requires the presence and interaction of the instructor.)

** See the Appendix section for the Online Course Design Guide.

Attendance Policy for Students

Regular attendance and participation are essential if a student is to receive maximum benefit from any course. Students are therefore expected to attend class meetings and other activities assigned as a part of a course of instruction on a regular basis. Faculty are responsible for establishing attendance standards and procedures for their classes and for maintaining attendance records. Faculty have the option of giving a final grade of “F” to any student with excessive absences.

Procedures

1. A statement regarding the College’s expectations for class attendance is included in the Catalog.
2. Faculty will communicate attendance expectations in each course syllabus.
3. Students should confer with faculty in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with faculty immediately upon return in order to make necessary arrangements.
4. Taking attendance is mandatory. Instructors will mark attendance for every class meeting using the attendance tool in myOzarka.
5. Faculty will notify the advisor and student through the Academic Alert system in myOzarka whenever a student misses classes/activities a sufficient number of times to jeopardize successful course completion.

Class Cancellation

College classes should be rarely cancelled; however, should you be forced to cancel class for any reason other than an official weather-related school closing, you must notify the Division Chair at your earliest opportunity, well in advance of the time the class is scheduled to begin. In addition, you need to post the cancellation as soon as possible on the announcement pages for your courses, and send a text alert to your students.

Classroom Safety

Safety procedures and enforcement of regulations are the responsibility of the instructor. Each instructor will establish safety guidelines in areas where students handle dangerous equipment and/or materials. These guidelines will be included in the instructional program and enforced by the responsible instructor.

In case of accident or injury, there is no substitute for good judgment. Accidents of a serious nature should be reported to the Chief Academic Officer immediately. An accident form is to be filed with the Division Chair within two (2) school days. Please be aware that the college does not provide medical coverage for students, so if any potentially dangerous activity will be performed, a student waiver must be signed and kept on file.

Copyright Policy

It is the intent of Ozarka College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). This policy represents a sincere effort to observe this law.

1. Employees are prohibited from reproducing copyrighted materials unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.
2. Employees are prohibited from "performing" copyrighted work unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110(1), (4), or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.
3. Employees who willfully disregard this policy do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.

Faculty Attendance

Office Hours

A regular work week is Monday through Friday for all teaching personnel, unless approved otherwise by their Academic Division Chair and the Chief Academic Officer. Faculty members are expected to be on campus or at a designated instructional site each day of the work week. The time on campus or at a designated instructional site should total a **minimum** of 30 hours per work week. These 30 hours will include instructional hours, office hours, class preparation time, and other instructional or institutional activities. The 30-hour weekly schedule should be done in consultation with and should be submitted to the instructor's Academic Division Chair and must be posted in myOzarka. Faculty members are responsible to their Academic Division Chair for posting and keeping office hours. Faculty members should have office hours every day of their work week and those hours should be when students are present and available to provide the maximum opportunity for students to visit with instructors. Office hours will be established in conjunction with the appropriate Academic Division Chair; however, it is preferable for faculty to have 10 or more office hours a week to provide adequate time for interaction with students outside of the classroom.

Faculty are expected to attend all classes at all scheduled times. The Division Chair must be informed before time/location changes of classes or faculty absence. Classes are not cancelled without the permission from the Division Chair. All faculty should have some kind of contingency plan for each course taught in case of absence, but some situations such as sudden illness do occur. In case of illness, please notify the Division Chair as early as possible so class cancellations can be posted or other options can be exercised.

When a faculty member has to miss due to personal illness, immediate family illness, personal business, doctor appointments, etc., he/she must notify their Division Chair in a timely manner and enter leave time through myOzarka. No faculty member will be allowed to enter a work from home status for any reason.

Adjunct faculty members are an important component of our academic team and are strongly encouraged to attend general faculty meetings and other college functions if possible. In addition, adjunct faculty in-service is offered twice every academic year. Adjunct faculty members should make every effort to attend this professional development.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Unless a student has submitted a release form to the Registrar's office, faculty may not share information regarding attendance, grades, student progress, or any other information without the student's written consent. This includes the student's parents.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

The best practice when someone requests student information is to refer them to the Registrar's office. The Registrar will then check to see if the student has a non-disclosure request on file and provide the information allowable for release.

Grading

Grades are reported to the Office of the Registrar twice during the term – at midterm for early registration purposes and the final grade at the end of the term. Midterm and final grade reports are posted by each faculty member through myOzarka.

Faculty are responsible for determining and assigning both grades and status based on objective appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course. The College uses a four-point (4.00) grading scale. Grade points are awarded on the following basis: A – 4 points, B – 3 points, C – 2 points, D – 1 point, and F -0 points. No other grade designations carry quality points.

1. The College grading system will consist of letter grades A-F and status conditions (described below) which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
2. Developmental Education courses are assigned grade designations, but no quality points or quality hours are generated unless the course fulfills requirements for a technical certificate or an Associate of Applied Science degree.
3. No grade other than “I” may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Division Chair and Registrar.
4. The Registrar determines whether credit may be transferred from another institution of higher education. The Registrar may consult, if necessary, with appropriate faculty members. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting board, and the student must have earned a grade of “C” or better in the course(s) involved. Transferred credit is included in earned hours, but does not affect the grade point average (students who transfer credits to Ozarka must, therefore, still earn a 2.00 cumulative GPA on all hours taken at Ozarka to be eligible for graduation). Final authority for transfer credits rests with the Chief Academic Officer.
5. Test-out credits are not included in credit computations for financial aid programs. Credit awarded is included in earned hours but does not affect the grade point average.
6. Credits taken more than five (5) years prior are subject to review by the Chief Academic Officer, in consultation with the Registrar, if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ozarka College prior to declaring a new degree or certificate objective to which the credits apply.

Procedures for Assigning Status Designations

I – Incomplete: At the end of any semester an instructor may assign a grade of “Incomplete” (“I”) only under the following conditions:

1. A grade of incomplete is appropriate **ONLY** in situations where the student has an illness or other circumstances beyond the student’s control, has completed at least seventy-five

percent of the semester, and currently holds a passing grade. If a grade of “I” is assigned, the student and instructor, together, will complete and sign this contract with a third party witnessing the process.

2. The signed contract must be attached to the final grade sheet if a grade of “I” is assigned, and is only valid if all parties have signed. A signed copy of the contract will also be given to the student.
3. If the remaining course requirements are not completed by the end of the next regular semester (fall or spring), the “I” grade will be automatically changed to a grade of “F” for the course and for grade point purposes.
4. It is the responsibility of adjunct or non-returning faculty to ensure that a returning faculty member, in the same department, agrees to assess the student’s attempt to complete the coursework and to assign the final grade.

A grade of “I” will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (Fall or Spring) unless course requirements are completed and the final grade is reported before the end of that semester. In determining financial aid eligibility, a grade of "I" will be computed as an "F" for grade point purposes until the "I" is removed. In the event that the instructor assigning an “I” is an adjunct or will not be returning to Ozarka for the next semester, it is that instructor’s responsibility to ensure that a returning faculty member agrees to assess the students attempt to complete the coursework and to assign a final grade.

W – Withdrawal (A status assigned for drops or withdrawals during the permitted time periods as listed in the College catalog.)

A student may drop courses, change from audit to credit, or change from credit to audit during the first 11 class days of the fall and spring semesters and during the first two class days of the summer terms; after these times, dropping a course and withdrawing from the College are the only changes permissible. Failure to withdraw from a course or to withdraw from the College will result in receiving an “F” for all courses. A course may not be added after registration ends.

A student may add, drop, or change course sections in myOzarka prior to the beginning of the term, in consultation with their advisor. Once a term has begun, students may request to drop or withdraw from a course by selecting the Request a Drop link available in their myOzarka.

1. The student must initiate the drop process by requesting a drop through myOzarka. This must be completed before the Last Day to Withdraw as set forth by the Academic Calendar for that term.
2. A grade of “F” will be assigned to a student who discontinues attendance without officially withdrawing.

3. Withdrawals with a “W” may not be submitted after the fifteenth week of a course has been completed except under extenuating circumstances, which must be documented by the student in writing and approved by the Chief Academic Officer.

Personal Appearance

It is important that faculty maintain a professional standard of dress and grooming appropriate to their work environment so as to reflect positively on the College. Immediate supervisors will communicate acceptable dress to members of each department.

Polls, Questionnaires, Interviews

Any Polls, Questionnaires, Interviews, etc. using the name of Ozarka College conducted by any employee must have prior approval of the Chief Academic Officer.

Room Assignment/Maintenance

If assigned classrooms are inadequate to accommodate the students enrolled, the instructor should notify the Division Chair and/or Site Coordinator immediately. Complaints concerning classroom/office maintenance should be made to the Division Chair.

Please remember that all instructors share college facilities. Please keep classrooms and work areas in good condition. Writing boards should be erased, lights turned off, and doors closed when a room is not in use.

Special Events (Field Trips, etc.)

College-sponsored activities should be cleared through the Division Chair and Chief Academic Officer. All proposed workshops, outside groups, sponsored trips, and guest lecturers must be reported to the Division Chair and Chief Academic Officer at least two weeks in advance for approval. Funding requests should also be made as early as possible. Special events which cause student absence from other classes should be reported to other instructors before the event. The Liability Waiver should be downloaded from the "Forms Listing" tab under Faculty and Staff on the Ozarka website and completed by the student BEFORE attending the activity.

Textbooks

If a course has an established textbook and the student is required to purchase it, you must utilize it in class. The selection of textbooks for your course is determined by the full-time faculty in charge of developing the course.

General Information

Authority to Appoint and Reappoint Faculty

The President, with authority of the Board of Trustees, has final approval of all faculty appointments. The precise terms and conditions concerning each appointment shall be stated in writing on the official College Faculty Appointment Form. Evaluation of performance will be an ongoing part of the re-appointment process and will be formalized to the extent that quality instruction is assured.

Full-time Faculty Appointments

The President, with recommendation from the Chief Academic Officer and Division Chairs, makes appointments using guidelines outlined in BPPM 2.10.

Regular academic year appointments for full-time faculty are made for two successive semesters (fall and spring).

Adjunct Faculty Appointments

The President, with recommendation from the Chief Academic Officer and Division Chairs, makes adjunct appointments to persons who can give substantial contributions of time, expertise, and participation in College programs. Adjunct faculty appointments are NOT eligible for staff benefits and are executed on a semester by semester basis or other period for special purposes.

Faculty Loading

The following loading standards are established for faculty at Ozarka College:

Full-time Faculty

Full-time faculty members at Ozarka College are categorized and compensated according to guidelines established and monitored by the Board of Trustees. Full-time faculty members' salaries are based on a schedule which evaluates faculty members' degree level and number of years of experience. The salary schedule also has variables for high school teaching experience, labor market demand, and required occupational licensure. The salary schedule may be periodically updated to reflect cost of living increases.

Course Overload Formula

For credit hours taught over the required Fall/Spring semester credit hour load, full-time faculty will be compensated overload pay calculated as follows:

Normal adjunct per credit hour rate times the number of credit hours over the normal semester load. Courses must have a minimum enrollment of ten (10) students with a maximum of 30 students per class unless an exception is approved by the Chief Academic Officer. If enrollment is less than ten (10) students, the Chief Academic Officer may approve deviations to the minimum enrollment of ten (10) students at full pay or the Chief Academic Officer may approve payment of \$50 per student per credit hour for the class depending on the needs of the College and the students. The Chief Academic Officer may also approve class enrollments greater than 30. Faculty will be compensated an additional \$50 per student per credit hour for class enrollment of 31 to 40 students. Classes with enrollment greater than 40 students will be split into two or more sections for pay purposes.

Full-Time Faculty or College Employee Summer Salary

\$600 per credit hour for lecture or lecture/lab class. Minimum enrollment of 10 students. If enrollment is less than ten (10) students, the Chief Academic Officer may approve full payment or may approve payment of \$60 per student per credit hour for the class.

Adjunct Faculty

Adjunct faculty members are essential to the academic class offerings of Ozarka College. The following specific guidelines establish a standardized salary for adjunct faculty members' pay based upon the number of credit hours they teach and the number of students enrolled in the classes they teach:

Adjunct Faculty Salary (All semesters – fall, spring and summer)

\$525 per credit hour for lecture or lecture/lab class.

Minimum enrollment of ten (10) students with a maximum of 30 students per class unless an exception is approved by the Chief Academic Officer. Adjunct Faculty will be compensated an additional \$50 per student per credit hour for class enrollments of 31 to 40 students. Classes with enrollment greater than 40 students will be split into two or more sections for pay purposes. If enrollment is less than ten (10) students, the Chief Academic Officer may approve deviations to the minimum enrollment of ten (10) students at full pay or the Chief Academic Officer may approve payment of \$50 per student per credit hour for the class.

Adjunct faculty members are allowed to teach up to nine (9) credit hours per semester.

For pay calculation, class enrollment will be based on the Census Day enrollment data.

Travel reimbursement is only available for clinical instructors above the 40-mile round trip the instructor drives to the clinical site.

Leave

Full-time faculty members will receive all scheduled academic recesses in lieu of annual leave.

All full-time 9-month and 10-month faculty members earn sick leave at the rate of six (6) hours per month. All full-time 11-month and 12-month faculty members earn sick leave at the rate of eight (8) hours per month. There is a maximum accrual of 720 hours of sick leave for all full-time faculty. In addition, full-time faculty may convert one day per semester and one-half day per summer term (maximum of 3 days per year) into "personal leave" to conduct personal business and other activities as may be required. Hours not used for personal leave during any semester do not carry forward as personal leave but do accumulate as unused sick leave.

Non-Renewal of Faculty Appointments

Full-time Faculty

The action of non-renewal for regular faculty appointments may be taken for

disciplinary and performance reasons or for other reasons affecting the need for the position such as declining enrollments in a specific program, reduction in staff because of budgetary constraints, elimination, reduction, or modification of program offerings, etc. The President and/or Chief Academic Officer shall inform faculty members, in writing, of the non-renewal of their appointment by March 15. Included within this written notice shall be a statement of the reason(s) for non-renewal. This policy is specified in more detail in BP 2.18.C.3 as follows:

Adjunct Faculty

Adjunct faculty appointments are at the convenience of the College on a need basis. The receipt of an adjunct appointment shall in no way obligate the College to renew or continue the appointment beyond the appointment date.

Employee Scholarships and Tuition Reimbursement

Employee Tuition Scholarship

The employee tuition scholarship applies to Full-time employees, their spouses and dependent children, as verified by the employee's federal income tax returns, while they are employed at Ozarka College. This scholarship does not apply to in-laws, grandchildren etc. Adjunct faculty are also eligible for the scholarship; however, it does not extend to family members of adjunct faculty.

The individual who requests the employee tuition scholarship must be in good academic standing with the institution. The eligibility to receive the scholarship is the same eligibility as other forms of financial aid such as scholarships and Pell grants. A person whose academic standing has caused them to be ineligible for other forms of financial aid will also be ineligible for the employee tuition scholarship until the academic standing has been satisfied.

Division Chairs

Division Chairs are a faculty member's direct supervisor and first point of contact for any issues that may arise during the course of the academic year. The division chair oversees faculty, mediates student issues, collaborates with other division chairs on the schedule of courses, manages adjunct faculty, and represents faculty to administration. Open communication must be maintained at all times with your division chair.

Full-time/Adjunct Faculty Professional Reviews

The Professional Review process takes place in the January-March timeframe each year and consists of the following:

1. The faculty member will be provided a copy of the present job description and the Professional Improvement and Review Process form by the Division Chair.
2. The faculty member completes each area in Section I utilizing the present job description as a guide and forwards the completed document to the Division Chair with the job description attached.
3. The Division Chair reviews the document and completes Section II.

4. The faculty member and the Division Chair meet to review the document and discuss the personal assessment, the reviewer assessment, goals, actions, and improvement goals, and then the faculty member and the Division Chair complete and sign off in Section III.
5. The Division Chair forwards the document to the Chief Academic Officer for review and signature. The Chief Academic Officer then reviews and signs the document. If necessary, the Chief Academic Officer reviews with the President evaluations with any unsatisfactory performance markings.
6. Once the Chief Academic Officer signs the document, it is forwarded to Human Resources for inclusion in the faculty member's personnel file.

Travel and Per Diem for Full-time Faculty

Ozarka College recognizes that travel by various full-time staff members is necessary and/or desirable in order for the College to fulfill its mission. The College's basic travel regulations are issued by the State of Arkansas.

1. All travel, for which reimbursement by the College is expected, must be approved at least one (1) working day prior to the proposed travel. Authorization to travel and for reimbursement must be obtained from their immediate supervisor.
2. No full-time employees shall receive compensation for travel to and from work.
3. Reimbursement for travel in private vehicles is computed at the rate established by the state by using the standard mileage table. Vicinity travel mileage may be claimed within the location visited if substantial and necessary.
4. Travel reimbursement limitations may be placed into effect at any time by the College.
5. The College abides by the following Arkansas regulations governing travel:
 - a. Fines assessed for traffic violations will be the responsibility of the traveler and will not be reimbursed by the College.
 - b. Meals can only be reimbursed when overnight lodging is required.
 - c. The maximum daily allowance for meals and lodging will conform with the current state policy.
 - d. Reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set by law and the maximum must not be claimed unless actual expenditures for such purposes were actually made. The College does provide a "per diem," only reimbursement for actual expenses up to the maximum allowance.

- e. When privately-owned motor vehicles are used for authorized travel on College business, the owner can claim reimbursement at the approved state rate. The maximum mileage allowed will be determined by the shortest major highway route. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. The College assumes no responsibility for any maintenance, operational cost, accidents, fines, or tolls incurred by the owner for the vehicle while in official business for the State.
- f. If a privately-owned airplane is used for official business of the College, the rate for reimbursement will be equal to the state rate for automobile travel with mileage to be determined by the shortest major highway route.
- g. Reimbursement will be allowed to pay for registration fees for workshops, conventions, etc., and taxi fares if the traveler presents receipts with the TR-1. No reimbursement will be allowed to any traveler for entertainment, tips, valet services, flowers, laundry, etc.
- h. For out-of-state travel when traveling by either a privately-owned automobile or a College-owned vehicle, reimbursement for meals and lodging shall be limited to actual expenditures, not to exceed the established state rate provided 350 miles or more are traveled per day. For example, a trip covering 1400 miles allows the travelers to be reimbursed for a maximum of four (4) days while traveling to their destination.
- i. Each traveler must complete all claims for travel, and payment will be made only to the traveler who incurred the expense, even though another traveler may have actually paid for the item. A good example involves two College employees sharing a room and only one paying the entire amount. Each person must claim his\her share on the TR-1.
- j. All necessary forms and copies must be properly completed or the processing of travel approval or reimbursement will be delayed.
- k. The traveler will be held directly responsible for abuse of any of these provisions.

Other Information

Bookstore

The Bookstore is operated by BBA Solutions and typically operates from Monday through Friday. Hours of operation are subject to change as demands for service change during the school year. Hours of operation will be posted at the bookstore.

The bookstore sells the textbooks and supplies required for all courses offered at the College. While the bookstore is operated primarily for the convenience of the students, its services are available to faculty and staff as well as persons outside the college community. Bookstore staff will work with faculty members to ensure that all necessary textbooks and supplies are available through the bookstore. Faculty members are not permitted to sell materials directly to the students. Instructor copies of the textbooks may be requisitioned on a regular purchase

request form and the textbooks charge to the department operating budget. Please request an instructor copy of a textbook through the appropriate Division Chair.

Campus Security

Ozarka College makes every effort to provide a safe campus for students, employees, and their property. However, students and employees are responsible for all personal items brought on the campus. The College does not provide insurance coverage.

Students and employees are encouraged to report all crimes and suspicious activities to the administration. Each year, reports will be available on the Ozarka College website to the College community about crimes considered to be a threat to students and employees; murder, rape, robbery, aggravated assault, burglary, liquor law violations, drug abuse violations, and unlawful weapons possession.

Copy Services

A copier is available in all buildings. Totals are read monthly and total copies and maintenance are charged against the operating budget of the using unit. All areas are assigned a code so usage can be tracked. Copiers are to be used for official school business only.

Faculty of the Year

Every year, the faculty and students vote for the full-time faculty member that best represents excellence in teaching, advising, and College involvement. That individual is chosen based on the following guidelines:

Guidelines for Nominations

1. Start process the first week of March.
2. Allow faculty and students to nominate.
3. Allow one nomination per person.
4. Close nominations the Friday prior to Spring Break.
5. Nominate through myOzarka.
6. Nominations must include an explanation for nomination (4 sentence minimum).
7. Nominations are anonymous.
8. The top five nominees will be revealed on myOzarka for voting purposes. (If there is a tie, this number may be increased).
9. The Chief Academic Officer will disclose the submitted positive comments to the remaining nominees.

Guidelines for Voting

1. Start voting process upon return from Spring Break.
2. End voting process by April 15.
3. Vote in myOzarka.
4. Allow faculty and students to vote.
5. Allow one vote per person.
6. Weight votes (1 for faculty: .5 for students).
7. The Chief Information Officer will notify the Chief Academic Officer of voting results.
8. Faculty of the Year will be recognized during the commencement ceremony.
9. An award, which will be allocated from the Professional Development Committee's annual budget, will be issued to the recipient for the purpose of professional development.
10. The award given will be up to \$1,000. If the cost of the activity does not total \$1,000, the balance of the award will remain in the Professional Development Committee's budget.
11. If the "Faculty of the Year" chooses a professional development activity that requires more than the \$1,000 awarded by the Professional Development Committee, it will be the recipient's responsibility to acquire such funding.
12. The award must be used in the fiscal year following the naming of "Faculty of the Year."
13. Within six months of attending the professional development activity, the "Faculty of the Year" must present to Ozarka faculty members information and/or a topic learned at the professional development activity. The presentation must comply with the guidelines set forth by the Professional Development Committee.
14. The "Faculty of the Year" will submit a Professional Development Proposal for approval from his/her immediate supervisor, the Professional Development Committee, Faculty Council, and Administrative Council.
15. After the "Faculty of the Year" has received approval from all listed parties, the person's direct supervisor will sign all forms related to travel, meals, lodging, and registrations.
16. The "Faculty of the Year" recipient will also receive a parking place for one academic year at the location he or she offices.

Library Services

The Paul Weaver Library, located in the Administration building on the Melbourne Campus, functions as a study and research center for the college, supporting the curriculum and providing a variety of services. The main level of the library contains reference and circulating materials for research, public access computers, private study rooms, open reading spaces, and a small collection of children's books. A balcony-level area provides study and reading space. Other services include laminating, document binding, photocopying and interlibrary loans.

The growing collection consists of over 17,000 items and is catalogued using Library of Congress classification. A wide variety of academic electronic indexes and full-text databases are available on the library Web page. The library receives 12 local, state, and national newspapers and has access to many more through electronic databases.

All online databases provided by the Library are listed on the Library Web Page and are accessible to students at the Ash Flat and Mountain View sites. Students from Ash Flat and Mountain View may request, by email or phone, any book or item housed at the Melbourne campus or information from other libraries through Interlibrary Loan. Items are sent by courier to the appropriate site and returned to the main library in the same manner.

MyOzarka

myOzarka: OZC's proprietary learning management system allows students, regardless of location, access to their records in an easy to use, manageable format. Students may log onto myOzarka using any web browser by going to <http://myozarka.edu>. myOzarka grants access to student records, campus announcements, class schedule, registration module, personal calendar, human resources, financial aid, and distance education (including web classes). All Ozarka College instructors update syllabi and course content in myOzarka regularly; therefore, access to up-to-date course information is always available online. In addition, changes to the Ozarka catalog, tuition information, etc. can be accessed from the website. Students may log on to myOzarka at any time. **The use of myOzarka in individual courses is required of every instructor.**

Ozarka College uses myOzarka as its learning platform for (1) online classes, (2) as a supplement to traditional course curriculum, and (3) as a tool for all students and faculty to expand the integration of technology in the learning experience. For questions or comments regarding myOzarka or any related issue, contact Information Systems at helpdesk@ozarka.edu or at 368-2018.

Employment Practices

Based on instructional needs, the employment practices of the college include a search through existing pools of applicants, verification of applicant credentials, interviews with qualified applicants, and selection of the best qualified applicant. Adjunct faculty must meet the same qualifications and criteria of full-time faculty. **Adjunct faculty will not be assigned a course load that exceeds nine credit hours per semester. Infrequent exceptions may be granted by the Chief Academic Officer.**

Emergency Closing of Campus

Inclement Weather

Ozarka College's service area encompasses four counties, and bad weather may occur in one area while other areas remain clear. Faculty should make every effort to be in class on questionable days; however, you should exercise good judgment so as to not jeopardize safety.

In the event of severe inclement weather conditions, the President of the College will determine whether the inclement weather policy will be placed into effect and will publicly announce that its implementation is warranted and that classes are cancelled.

Faculty should check the Ozarka College website at: www.ozarka.edu for announcements about openings and closings.

It is also encouraged that you sign up for the Ozarka College SMS notification system, and encourage your students to do so too. This system will send text messages to your cell phone concerning school closings, and any other pertinent college information.

Emergency Campus Closure

When it is necessary to close the College on an emergency basis, the student will be notified by College staff and/or the mass media. Information may also appear on the Ozarka College website. Students have the option of signing up for the Ozarka SMS phone texting system. Students can sign up through their myOzarka account. Immediate closing of campuses may occur due to inclement weather (or other reasons), depending upon the severity of the event.

All Ozarka College employees are encouraged to sign up for the Ozarka College SMS notification system that will send text messages to your cell phone concerning school closings, and any other pertinent college information. In myOzarka, under the "Tools" tab, select "Sign Up for SMS Alerts" to complete this process.

Ozarka College General Policies

A Board Policy and Procedures Manual is located online through the Human Resource link on our webpage: www.ozarka.edu. There is also one located in the Library. The following policies are immediately pertinent to your employment at Ozarka College:

Drug and Alcohol-Free Workplace Policy

Pursuant to Public Law 101-226, entitled Drug Free School and Communities Act Amendment of 1989, the College is committed to maintaining a drug and alcohol-free workplace for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, and unethical behavior.

The users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful

manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on College property will be subject to discipline up to and including termination. In addition, employees may not manufacture, distribute, possess, sell, use, or be under the influence of alcohol at a College facility or while conducting official College business.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and Methamphetamine. They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform Ozarka College in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.
4. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College will require the employee to successfully finish a drug abuse program at an approved private or governmental institution.

All employees of Ozarka College must certify that they have received a copy of this agency's policy regarding the maintenance of a drug free workplace and that they realize that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited on this agency's premises. Refusal to formally acknowledge receipt of this policy is grounds for dismissal from the College.

Violations of this policy will be considered gross misconduct and will result in immediate disciplinary action that includes one or more of the following:

1. A written reprimand with warning.
2. Temporary suspension without pay for College employment.
3. Termination from College employment.

The full Drug and Alcohol Prevention Program document may be found at:

https://otc.ozarka.edu/files/pdf/consumer_info/OzarkaDrugandAlcoholPreventionProgram_spring2016.pdf.

No Solicitation or Distribution

Employees or outside constituencies must not solicit, distribute, or post any unauthorized written or printed material to any employee during working time and on College premises without the express permission of the President. Staff should report all solicitations, distributions, or other transactions to the President or the Vice President of Administration immediately.

Political Activity

The College is a public body of the State of Arkansas. As such, employees are restricted by law from using a College position or the College name in any form of political persuasion or influence. While acting as a representative of the College, an employee cannot engage in political activities. An employee must not use a College position for political influence or give the impression that he/she is doing so.

The political activities listed below are unacceptable to the College:

1. An employee must not give the impression that a political party, a political candidate, a political issue, or a partisan activity has the official or unofficial support of the College.
2. An employee must not use a position with the College to directly or indirectly influence the voting or political affiliation of co-workers or students.
3. An employee may not cause any co-worker or student to give time, money, loans, or gifts to the support of any political organization or cause.
4. An employee cannot engage in any political activity during normally scheduled working hours or any other time while performing assigned College responsibilities.

Tobacco Policy

Ozarka College is a tobacco-free institution, including buildings, grounds and parking lots. No tobacco products of any kind may be used, carried or distributed in any buildings, parking areas, grounds, vehicles or streets.

Working Hours

College offices are open 8:00 am until 4:30 pm Monday through Friday during the Fall and Spring semesters. The operating hours for the Summer are typically 7:00 am until 5:30 pm, Monday through Thursday.

Important Contact Numbers

You should ensure that you have your Division Chair's, your Campus Director's and the Chief Academic Officer's office and cell phone contact information for your use when needed. You should contact these individuals in the order listed for most academic issues you may encounter. In addition, the most current Ozarka Telephone Directory is found on your myOzarka page under the "Tools" tab or under the "Ozarka Resources" tab.

Sexual Harassment Policy

In accordance with Board Policy 1.04, sexual harassment is unconscionable and will not be tolerated. Sexual harassment of employees is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972. Persons who commit or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

Sexual Assault and Stalking

In accordance with Board Policy 1.05, Ozarka College is determined to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff, and visitors. In compliance with the requirements of Title IX of the Education Amendments of 1972, this policy and associated procedure outlines Ozarka College's responsibility and processes pertaining to sexual violence. Portions of this policy and its definitions may parallel published laws, but are in no way intended to substitute or supplant those laws. As members of the College community, personnel and students are expected to comply with and abide by the College policies and guidelines, in addition to federal, state, and local laws.

Domestic and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at Ozarka College. As provided under Arkansas law, these acts are crimes and are punishable by fines and/or imprisonment; they may also be subject to civil suit for damages. At Ozarka College, these acts are violations of policy regardless of race, ethnicity or culture, gender, age, sexual orientation, or disability. The use of alcohol and other drugs in conjunction with an incident of domestic or dating violence, sexual assault, or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense.

The College holds violation of Orders of Protection to also be a violation of this policy and will initiate disciplinary action without waiting for a court decision, if College officials conclude that a violation has occurred.

Rape and Sexual Assault are criminal acts in which one person knowingly subjects another person to any sexual contact without consent, including use of force, deception, coercion, or if the person is mentally or physically disabled or incarcerated. The trauma of rape and sexual assault tends to result from a person having lost control of his/her own body and possibly fearing death or injury. For legal descriptions, see Arkansas Criminal Code Title 5, Chapter 14, Sub-chapter 1

Stalking is a criminal act in which one person purposely and knowingly causes another person substantial emotional distress or reasonable fear of bodily injury or death by repeatedly harassing, threatening, or intimidating the victim. Stalking includes, but is not limited to the following behaviors:

- Repeated following or pursuing;
- Threatening or obscene gestures;
- Non-consensual communication;
- Trespassing;
- Vandalism; and/or
- Non-consensual touching.

Cyberstalking (also known as online harassment or electronic stalking) is offensive, threatening communication through the internet, via e-mail, chat rooms, instant messaging, etc. For the legal description, see Arkansas Criminal Code 571-229.

Title IX protects the Ozarka College community from sexual discrimination, harassment and misconduct in a school's educational programs and activities. Title IX protects the Ozarka College community in connection with all academic, educational, extracurricular, athletic, and other programs, whether those programs take place on Ozarka College property, in Ozarka College transportation, at a class or training program sponsored by Ozarka College at another location or elsewhere.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator:

Executive Vice President of Finance and Administration
Administration Building
P.O. Box 10, Melbourne, AR 72556
870-368-2058
870-368-2358
titleix@ozarka.edu

Mandatory Employee Reporting

In order to enable Ozarka College to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at Ozarka College, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator and/or deputy coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements..

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to Ozarka College's attention.

Confidentiality

Subject to the other provisions of this procedure and the requirements of law, every possible effort will be made to ensure that all information received as part of Ozarka College's complaint/Grievance Procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of Ozarka College's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations. Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available in the community. A current list of these services is available on the Ozarka College website. Family Violence Prevention, Inc. may assist with making referrals for individual counseling and support groups and in identifying community resources that may be of additional help and serve as a victim advocate upon request.

Education and Awareness Programs

Ozarka College's Title IX Coordinator, in conjunction with other campus offices, is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in student orientation, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Month.

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy. Ozarka College does not wish to interfere with private choices regarding personal

relationships when those relationships do not interfere with the goals and policies of Ozarka College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

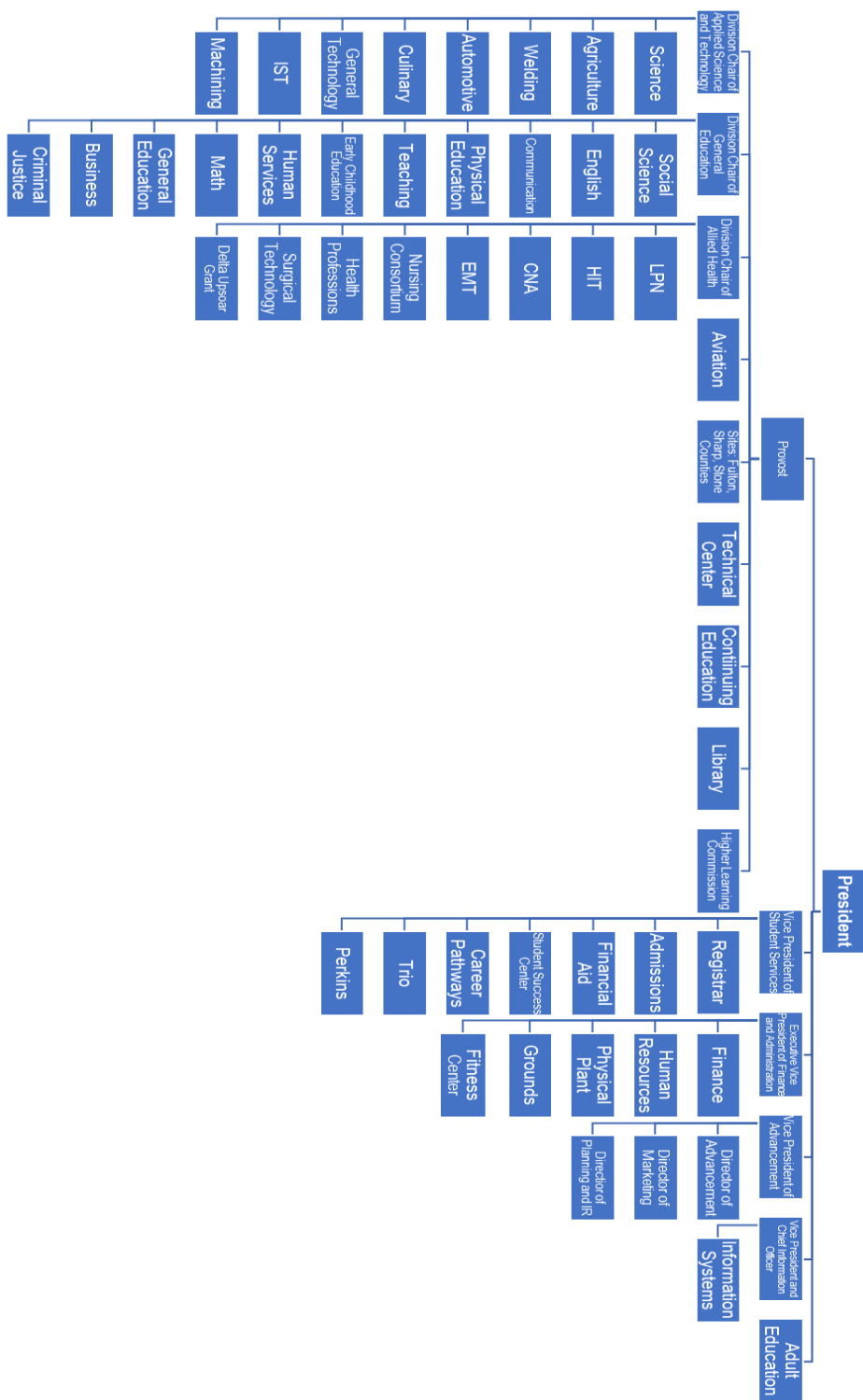
Complaint/Grievance Procedure

These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation and sexual misconduct as described in the Ozarka College Board of Trustees Policies 2.48, 2.48.1, 4.24 including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees or third parties shall be addressed through other grievance procedures detailed in the Ozarka College Catalog.

Ozarka College benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the Ozarka College community.

Appendix

Ozarka Organizational Chart



Carnegie Units Worksheet

Federal Credit Hour Definition: For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or
2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.
3. This credit hour policy applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the College) regardless of mode of delivery including, but no limited to, self-paced, online, hybrid, lecture, seminar, and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.
4. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course, whether it be fully online, a hybrid of face to face contact with some content delivered by electronic means, or one delivered in lecture or seminar format. Courses that have less structured classroom schedules, such as research seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should clearly state learning outcomes and workload expectations that meet the standards set forth above.

Notes:

For a three-hour course, the student must have three hours of class time per week and a minimum of six hours of out of class work per week. We must document this on the syllabi and document how we use the out of class student work as a part of the overall course grade.

Reading assignments must be posted in course activities. Please note that students get 0.25 hours for each page they read.

Guide to Out-of-Class Work Carnegie Hours

Course Component	Description	Average Hours Per Occurrence
Assignment	Editing, math problems, questions at the end of the text, application of a lesson or worksheet	1 hour
Clinical Case Analysis/Transcription	May include written analysis or verbatim transcription of client/student session	2.5 hours
Clinical Field Application	Work related to the placement for student teaching or clinical agency or school	2 hours
Exam	Assessment: can be take home or online	3 hours
Instructive Feedback	Assigned student review of a project or paper for revision purposes	0.5 hours
Multimedia	Assigned videos, podcasts, music, PowerPoints	1 hour
Online Discussion Boards	Reading, responding, and contributing to an online discussion	1.5 hours
Papers/Essays	Papers and essays using APA/MLA formatting. Occurrence equals the number of page numbers required	2.5 hours
Portfolios	Compilation of student artifacts	3 hours
Practice/Simulation Activities	Completion of a task or application of knowledge	1.5 hours
Presentations	Preparation of already researched topic, includes creating multimedia for the presentation	1.5 hours
Quizzes	Assessment of knowledge, can be in a timed, online environment, or take home	0.5 hours
Reading Assignments	Any type of assigned reading, such as a textbook or journal. Number of occurrences equals the number of pages	0.25 hours

Reflective Writing Assignment	Any type of student written reflection such as a journal. Number of occurrences equals the number of pages	0.25 hours
Research	Finding, reviewing, and reading for presentation or paper	2 hours
Self-Assessment/Evaluation	Formative student self-analysis activity to gain insight	1 hour
Statistical Analysis	Analysis of data. Occurrences equal the number of analyses	0.25 hours
Tutorials	Online or otherwise available multimedia lesson	1 hour
Work Plan Analysis	Analysis of lesson or other professional work plan	1.5 hours

Online Course Design Guide

	Course Ready	No Evidence	Comments
Section A: Content Presentation			
A1: The course syllabus is clear and comprehensive and outlines the course’s learning outcomes, policies, and expectations. The syllabus includes policies relevant for learner success (e.g., academic honesty, attendance, participation, etc.).			
A2: Course material is up-to-date, comprehensive, concise, and accessible. Connections between instructional materials, supplemental materials, and assignments are made clear to the student. A variety of media (e.g., text, audio, video, and/or graphics) is used throughout the course to facilitate student-centered learning.			
A3: The course displays consistency of content (e.g., due dates of assignments, exams, discussions, etc.) and organization, allowing easy navigation by the user.			
Section B: Interaction			
B1: The instructor provides multiple resources to help students successfully start and navigate the course (e.g., welcome instructions, information regarding myOzarka tools, required digital tools, etc.).			
B2: The instructor regularly initiates contact with students using myOzarka communication tools. Regular and Substantive Interaction standards, located in the Faculty Handbook, must be met.			
B3: Students are encouraged to initiate contact with the instructor through easily accessed contact information. The instructor responds consistently based on the response time noted in the syllabus.			
Section C: Assessment			
C1: Assessment activities are linked to one or more of the course’s learning outcomes and lead to the demonstration of those outcomes.			
C2: Formative (process focused) and summative (outcomes focused) assessments are used throughout the course. The instructor provides timely and comprehensive feedback on learning performance.			
C3: Instructions clearly explain the relevance of the assessments and how to successfully complete them.			

COURSE ASSESSMENT SCHEDULE

Updated 6-8-21

COURSE	Sem/YR							
	INDIVIDUAL COURSE ASSESSMENT					FULL COURSE ASSESSMENT		
ACCT1003	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
ACCT1123		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
ACCT2133		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
ACCT2143		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AGRI1023	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AGRI1033		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AGRI1113	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AGRI1123	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AGRI2003		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AGRI2013		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AGRI2023	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AGRI2033	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AGRI2043		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AGRI2043		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AGRI2053		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AGRI2313		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
ANTH 2023		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AST1105		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AST1215	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AST1305	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AST1405	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AST2102	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AST2105		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AST2205		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AST2305		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032

AST2415		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AVIA1013	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA1021	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA1102	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA1161	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AVIA1171	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AVIA1202		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AVIA1403	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
AVIA2103	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA2104	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA2203		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AVIA2205		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
AVIA2263		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AVIA2393		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
AVIA2413	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA2443	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
AVIA2503		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
BIOL1004		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
BIOL1204	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
BIOL2014	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
BIOL2024	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
BIOL2214 / BIOL2224		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
BTMA 1033	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
BUS2013		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032

BUS2613		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
BUS2663		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
CHEM 1014	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CHEM 1024		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
CIS1303	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CIS1303		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
COLL1101								
COMM 1313		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
CPSI1003		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
CPSI2003	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CRIM 1023	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
CRIM 1033	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
CRIM 1053	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CRIM 2001		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
CRIM 2043	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CRIM 2233		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
CRIM 2253		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
CRIM 2263		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
CUL1103	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
CUL1303	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
CUL1503	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CUL1603		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
CUL1703	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CUL2213		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
CUL2403	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032

CUL2503	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CUL2713	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
CUL2803	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
ECD1003		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
ECD1103	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
ECD1203	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
ECD1303		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
ECD1403		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
ECON 2113		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
ECON 2313	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
ECON 2323	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
EDUC 2003		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
EDUC 2013	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
EDUC 2033	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
EDUC 2043		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
EDUC 2053		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
EDUC 2063		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
EMT1107		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
ENGL 1013	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
ENGL 1023		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
ENGL 1133	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
ENGL 2103	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
ENGL 2213 / ENGL 2223		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032

ENGL 2313 / ENGL 2323	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
FAMU 1003	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
FATH1003		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
FAVI1003	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
GEOG 2013		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
GEOL 1004	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
HIST1003 / HIST1013	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
HIST2003 / HIST2013	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
HIST2023		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
HIT1013		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
HIT1303	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
HIT1503	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
HIT1504		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
HIT2003	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
HIT2203	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
HIT2213		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
HLTH1107		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
HOSP 1103		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
HOSP 1203		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
HOSP 1513		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
HOSP 1603		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
IST1243	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
IST1253	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032

IST1263		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
IST1403	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
IST1703		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
IST2713		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
IST2923	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
ISTXXXX	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
LPN1013		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
LPN1108		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
LPN1208	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
LPN2402		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
LPN2404		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
LPN2504	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
LPNE1104		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
LPNE1112		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
LPNE1203		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
LPNE1204		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
LPNE1206		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
LPNE1211		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
LPNE1302	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
LPNE1303	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
LPNE1306	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
LPNE1311	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
MATH 1003		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
MATH 1203	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
MATH 1213	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
MATH		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032

1303								
MATH 1504		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
MATH 2013	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
MATH 2143		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
MGMT 2623	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
MGMT 2643	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
MKTG 2633	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
NUTR 2203		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
PCEN 0001								
PCEN 0034	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
PCMA 0033	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
PCMA 0202								
PHED 1101								
PHED 1002								
PHED 2101								
PHSC1004	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
PHSC2004		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
PHYS2014	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
PLSC2003			Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
PMT1003	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
PMT1013	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
PMT1023	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
PMT1033		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
PMT1043		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
PMT2014		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031

PMT2024		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
PMT2004		Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
PMT2003		Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
PSYC2003		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
PSYC2313	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
PSYC2513	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
RNSG 2119	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
RNSG 2123	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
RNSG 2216		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
RNSG 2223		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
RNSG 2311		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
RNSG 2318		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
RNSG 2333		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
SOCI2013		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
SOCI2023			Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
SOCI2203	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
SURG 1002	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
SURG 1003	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
SURG 1005	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
SURG 1013	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
SURG 1102		Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
SURG 1103		Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
SURG 1113		Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
SURG 1203		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032

SURG 1213		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
SURG 1214		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
WELD 1104		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
WELD 1114		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
WELD 1124		Fall 2022	Fall 2024	Fall 2026	Fall 2028	Fall 2024	Fall 2028	Fall 2032
WELD 1204	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
WELD 1214	Fall 2021	Fall 2023	Fall 2025	Fall 2027	Fall 2029	Fall 2025	Fall 2029	Fall 2033
WELD 1224	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
WELD 2304		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
WELD 2314		Spring 2021	Spring 2023	Spring 2025	Spring 2027	Spring 2023	Spring 2027	Spring 2031
WELD 2324	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
WELD 2404	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032
WELD 2414	Spring 2020	Spring 2022	Spring 2024	Spring 2026	Spring 2028	Spring 2024	Spring 2028	Spring 2032