

IV

RELATION OF THE FACULTY MEMBER TO STUDENTS

The primary relationship of a faculty member to students is most relevant in matters pertaining to instruction. The following standard operating procedures are set forth as guidelines for meeting conditions which arise from ongoing classroom activities.

FACULTY TEACHING WORKLOAD

It is the policy of the University to hold the normal teaching load to approximately twelve semester hours, with some variations because of differing teaching problems in certain departments. The normal twelve-hour load is intended to provide the instructor with the time and opportunity for the most effective instruction and for some research.

General Statement of Policy/Procedure

The standard workload for the faculty during each fall or spring semester is twelve semester credit hours of classroom instruction or the equivalent. Reductions in the workload of twelve semester credit hours may be approved by the Vice President for Academic Affairs (VPAA) for conditions including, but not limited to, chairing an academic department; supervising special instructional laboratories; supervising directed study; conducting internships and student practicums; coordinating special instructional programs; developing new institutional programs; and engaging in significant creative activities. Only with approval of the Vice President will full-time faculty members who are not department heads be permitted to teach fewer than 12 semester hours or the equivalent each fall or spring semester.

Guidelines/Principles

The following principles and guidelines are adopted by this policy to facilitate more effective teaching, increasing professional development, improved academic quality, and appropriate response to enrollment trends at Arkansas Tech University.

- A. Faculty members may be granted release time for administrative duties, special assignments, and significant creative activities. This last category includes the case of sponsored research when the sponsor provides funds for released time and/or a salary. In all cases, the granting of release time requires the recommendation of the Department Chair and the Dean, and approval of the VPAA.
- B. The Department Head will regularly monitor each faculty member's student teaching load to ensure its consistency with sound pedagogical practices and the best interests of the department and the University.
- C. The Department Head, in consultation with the Dean and the VPAA, determines specific course equivalencies for those courses whose contact hours exceed their assigned credit hours.

ASSIGNMENT OF INSTRUCTIONAL DUTIES

Course assignments for each faculty member are made by the Department Head in consultation with the Dean of the school, subject to the approval of the Vice President for Academic Affairs. The schedule of courses for each term is prepared and published by the Academic Affairs office. To identify problems and reduce conflicts for students, the Academic Affairs office prepares a tentative schedule and distributes it to the faculty two or three weeks prior to the publication of the official schedule of course offerings.

Faculty members may also be assigned to assist with "special problems" courses. These courses, which carry variable credit, are intended to provide the more able and advanced students with the opportunity for independent study and research. For admission to a "special problems" course a student must obtain the approval of the Department Head and the instructor who will supervise the study. The Department Head and the instructor also determine, prior to the student's enrollment, the amount of credit to be assigned on the basis of the complexity of the problem. Within the first two weeks of the semester the instructor will submit to the Department Head, with a copy to the Dean of the School, a report of the problem to be studied, the hours of credit assigned, and a brief statement of the work outlined for the student. It is emphasized that "special problems" courses are not intended for credit convenience or informal completion of another departmental course. Instructors should accept the responsibility for such courses only if they believe that the quality and preparation of the student, the nature of the problem, and the purpose to be served fully justify the expenditure of instructional effort required.

CLASS ROLL--CLASS ATTENDANCE

***Grade Books**

It is the responsibility of the instructor to maintain class books and adequate records necessary for class attendance control and grading. At the beginning of each semester it is important that faculty members check attendance and immediately notify the Registrar concerning students on class rolls who have not reported to class. For electronically delivered classes, the faculty member must ascertain that students logged in to the course at least once prior to the 5th class day of summer terms or the 11th class day of spring and fall semesters to verify attendance/participation. For purposes of attendance accounting, logging in to the course at least once before the 5th class day for summer terms or the 11th class day for regular terms constitutes attendance. Instructors in all courses are accountable for accurate record keeping regarding attendance. Attendance accounting must be completed prior to the 11th day of class during the fall and spring semesters and prior to the 5th day of class during summer terms. Attendance accounting is required to fulfill a federal requirement regarding financial aid disbursement and to determine whether a student must be dropped for non-attendance or non-payment. Attendance accounting will be completed electronically in the new Banner system. Details on the new procedure will be provided to all faculty prior to the beginning of the fall semester. Class rolls and records are the property of the instructor and are retained by the faculty member. Grade books are available at no expense to the instructor.

Class Attendance

Faculty. Any time that a faculty member must miss a class, the students are entitled to advance notice or, if the absence is due to a last minute emergency, to notification at the time

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they report to class. Absence by a faculty member must have the prior approval of the Department Head or the Dean of the School, as appropriate.

Students. The policy of the University in regard to class absences may be stated as the considered belief that regular class attendance is essential to the maximum growth and development of the student, and that students, in their own interest, are therefore responsible for attending all classes for which they are enrolled. *For electronically delivered classes, where physical attendance is not a reasonable requirement, equivalent on-line interaction must be documented in lieu of attendance. Absence/participation policies and procedures are applicable both to the regular terms and to the summer sessions.

The procedure for implementation of this policy (as adopted by the faculty on September 9, 1966, and as amended by the Faculty Senate on September 27, 1990) is as follows:

1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance.
2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.
3. **Before invoking the most severe penalty for unsatisfactory class attendance--dropping a student from a course with a grade of "FE" (i.e., F for excessive absences; formerly F*) --the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty.
4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor.
5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade as outlined beginning on page 72.

The following comments and suggestions may be of some value to the faculty in the discharge of their responsibility for student class attendance:

1. Individual instructors have the option, and may find it advisable in some cases, to prescribe different class attendance requirements for different classes; i.e., between freshman and upper-level classes, or between class and laboratory requirements for a single course.
2. Certain departments may find it desirable to establish uniform absence policies within the department, particularly in those departments with multi-section courses.
3. In general, students who miss classes should be held responsible for making up the work through written reports or other appropriate means.

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4. Each instructor is fully justified in requiring student promptness and in barring from class any student who persists in being tardy.

GRADING--POLICY AND REPORTING

Grading System

Arkansas Tech University uses the four-point system of computing grade points: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

A student may repeat any 1000- or 2000-level course and only the last grade will count in the student's cumulative grade point although all grades will be recorded on the student's record. Any 3000- or 4000-level course may be repeated with all grades for the course being counted in the cumulative grade point. It will be the student's responsibility to notify the Registrar's office upon completion of a repeated course.

Grading

Although Arkansas Tech University does not require fixed percentages in individual classes, equitable grading requires certain rough proportions which should, generally, approximate the normal grade curves. This system is more applicable to lower level courses; upper-level courses will usually depart from this pattern.

*Grades are reported through an on-line grading system at the conclusion of each semester or term on forms provided by the Registrar's Office. Mid-term grades are reported for freshmen only. A grade of "I" may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements. If a grade of "I" is assigned the instructor will complete an "Incomplete Grade Contract" setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade-point average for the semester recorded; however, the "I" will be automatically changed 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 the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade-point purposes until the "I" is removed. The change of a grade of "I" to a permanent grade is accomplished by written notification from the instructor to the Registrar.

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously reported. In such instances the instructor may correct the grade by submitting a Grade Change Request form with an explanation of the change to the Vice President for Academic Affairs.

*Reporting Grades

Grades are to be reported at mid-term (for freshmen only) and the end of a semester through an on-line grading system. Only final grades are reported in each summer term. Faculty members are obligated to report grades on schedule as requested by the Vice President for Academic Affairs.

*Amended 8/1/07

Immediately after mid-term and the end of the semester, student grade mailers will be prepared for freshmen and students in academic jeopardy by the Registrar for distribution to the student or student's parents (as designated). A copy is retained in the Registrar's office.

Examinations

*At the end of each fall and spring semester approximately one week is set aside for examination week. Examination week is established as a time to administer end-of-course examinations. For laboratory, internship, and other special courses approved by the school dean, examination week will be the last week of classes. For all other courses, examination week will be the week after the last day of classes. The end-of-course examination schedule is published by the Academic Affairs office. It is Arkansas Tech University policy that each full-time and each part-time faculty member will administer, at the assigned time, an end-of-course examination appropriate for each course assigned to the faculty member. Failure to administer an end-of-course examination, at the assigned time, may be considered an act of insubordination. Any deviation from the end-of-course examination schedule must be approved by the school dean. Instructors who wish to administer a single test to multiple sections of a course should submit such a request to the Academic Affairs office at least two months before examination week. In the summer terms there is no separate schedule of examinations-instructors give the end-of-course examinations the last day of the summer term.

Within a semester instructors may schedule a test for multiple sections, normally early in the evening, by submitting such request to the Dean of the School not later than the end of the third week of a semester. For each test the request will specify the number of students involved, the classroom desired, the dates (preferably with alternate dates), and the hours for beginning and ending the test. The appropriate school dean has the responsibility of synchronizing the scheduling of these tests, for checking against activities and with others who may be involved, and for publishing an official schedule of these tests in order that others concerned may plan accordingly.

Any student who has a justifiable reason for missing a test scheduled in the late afternoon or at night is to be excused by the instructor from the test and is to be given the privilege of taking a comparable examination at another time which is suitable to the student and to the instructor.

STUDENT ACADEMIC CONDUCT POLICIES

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires certain standards of academic integrity and conduct from all students. Arkansas Tech University expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

A. Definitions

Academic Dishonesty. Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

*Amended Board of Trustees 10/18/07

1. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source, and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
2. Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.

Academic Misconduct. Academic misconduct concerns the student's classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

B. Academic Appeals Committee

Composition of Committee

1. The Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals. At the beginning of fall term, the dean of each school will appoint one faculty member from the school; the Faculty Senate will appoint one faculty member from each school; the Student Government Association will appoint five students. The faculty on the committee will elect a Chair.
2. These faculty and students will form a pool of 15, from which a subset can be drawn to serve on a subcommittee hearing a specific case.
3. When a student appeal of a decision concerning academic dishonesty or academic misconduct is filed with the Chair of the Academic Appeals Committee, the Chair shall select a three-person sub-committee from the pool of 15 composed in the following manner: one faculty member from the school in which the department involved in the appeal is located, one faculty member from the school in which the student is enrolled as a major, and one student.

C. Procedure for Charges of Academic Dishonesty

Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.

1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an 'F' on a particular quiz or exam, to giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. The professor may also have different penalties for particular cases of academic dishonesty.
2. The professor will notify his or her department head (or dean if the professor is a department head) of the charge, evidence and penalty.
3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant department head (or dean if the professor is a department head; in which case, skip steps 4 and 5). The student may remain in class during the appeal process.
4. If the student is still dissatisfied after meeting with the department head, he or she should make an appointment with the dean of the school who will seek resolution of the problem.
5. If a resolution is not found, the dean will refer the student to the Academic Appeals Committee.
6. The student should then submit a written appeal to the Chair of the Academic Appeals Committee.
7. If the Academic Appeals Sub-Committee determines that academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the school from which the appeal originated. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision of the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Academic Appeals Sub-Committee determines that academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to facilitate the return of the student to class without penalty. The department head will notify the student of the decision.

D. Procedure for Charges of Academic Misconduct

1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student. Extreme incidents of academic misconduct, in which the student becomes verbally or physically abusive in class will be dealt with immediately by asking the student to leave the class. If the student refuses to leave, Campus Security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior.

2. If the student ignores the professor's requests to discuss the behavior, it is considered that the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior the professor will warn the student a second time to cease the behavior.
3. If the student has refused to respond or has ignored the professor's first and second warning, the student will be suspended on an interim basis from the class where the warnings were given. Within 24 hours of the interim suspension a notification will be sent to the Chair of the Academic Appeals Committee by the department head.
4. The Academic Appeals Sub-Committee will be appointed, and a hearing conducted by the Academic Appeals Sub-Committee will be conducted within three working days after the date of the notification of interim suspension.
5. On the same date that the notification of suspension is sent to the Chair, the student will be advised by the department head that he or she has the right to submit a written statement to the Academic Appeals Sub-Committee addressing the alleged incident of academic misconduct. The student's written statement as well as the professor's written statement shall be delivered to the Chair of the Academic Appeals Committee at least 24 hours prior to the hearing.
6. The Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The department head will also provide a statement that the warning procedure has been followed and that the student has been suspended on an interim basis from attending the particular class pending the decision of the Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, department head and student.
7. If the Academic Appeals Sub-Committee determines that academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the school from which the appeal originated. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision from the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Academic Appeals Sub-Committee determines that academic misconduct has not occurred or evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to determine the course of action to be followed and the status of the student in regards to the class in question. The department head will notify the student of the decision.

E. Student Rights

If a student feels unfairly treated in regard to grades, grading, or treatment by the professor or other students within the classroom, the student should address these concerns in the following manner.

Informal Process

1. Make an appointment to speak with the professor of the class to discuss the problem. Students must begin with the professor of the class, as many problems can be worked out satisfactorily with a simple discussion.
2. If the student is still dissatisfied after discussing his or her problem with the professor of the class, an appointment should be made with the head of the department in which the course is taught. The department head will seek satisfactory resolution of the problem with both the student and professor.
3. If the student is still dissatisfied, an appointment should be made with the dean of the school. The dean will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.

Formal Process

1. If the student complaint involves an assigned grade, the student will follow the Appeal of Academic Grade procedure as outlined in the Student Handbook.
2. If the student wishes to pursue an appeal based on a grade associated with a charge of academic dishonesty further than the dean of the school, the student may file an appeal within three working days according to the outlined procedure for the Academic Appeals Committee.
3. Final appeals, whether informal or formal, will be passed by the dean of the school to the Vice President for Academic Affairs for final decision, if necessary.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

The following regulations apply to the appeal of academic grades and academic program dismissal (grades having been assigned by an instructor and program dismissal having been made by a departmental committee):

A. Appeal of Academic Grades or Academic Program Dismissal

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved (appeal of grade) or immediately following the dismissal decision (appeal of program dismissal). (*Immediately*, here, means before the beginning of another semester or summer term.)
3. All appeals of a grade must begin with the student making a written appeal to the instructor involved and explaining the nature of the problem. Upon receipt of a program dismissal decision from a departmental committee, the student wishing further consideration must make a written appeal of the decision to the head of the

department in which the academic program is administered. Discussion based upon the written appeals and evidence of attempted resolution in this direct manner must precede any further step.

4. If either appeal is not resolved in Step 3, the student wishing further consideration must take the issue to the head of the department in which the course is taught, or to the Dean of the School if the Department Head should be the instructor involved (appeal of a grade); or the student may appeal to the Dean of the School in which the academic program is administered (appeal of program dismissal). If the appeal of a grade is not resolved at this level, the student may appeal to the Dean of the School (in which the course is taught).
5. If either appeal is not resolved in Step 4, the student may appeal to the Dean of the School and ask for a formal hearing. At the time a student asks for a formal hearing, he/she must submit a written formal presentation of the case, with all related supporting documents, to the Dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an *ad hoc* committee sitting for an individual appeal. The committee will be composed of three faculty members from the school, or two from the school and one from the student's major department, if that department is not in the same school as that in which the course is offered (appeal of a grade); or three faculty members from the school in which the academic program is administered (appeal of program dismissal). The committee members will be appointed by the Dean(s) of the School(s) involved. The committee will select its own chairperson.
7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).
8. The committee recommendation will be conveyed to the Dean of the School in which the course is offered. The Dean will seek resolution based on the recommendation (appeal of the grade). The committee recommendation will be conveyed to the Dean of the School in which the program is administered (appeal of program dismissal). In the case of academic program dismissal, the Dean will forward the following to the Vice President for Academic Affairs for review and action: (a) the recommendation of the departmental review committee; (b) a narrative of attempts to resolve the appeal; and (c) the committee's recommendation. Appeal of academic program dismissal ends here upon final action by the Vice President for Academic Affairs.
9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Vice President for Academic Affairs who will initiate action in accordance with provisions in Step 10.
10. In the case of an instructor who has terminated his/her association with the University, the School Dean shall carry out the recommendations of the committee. Otherwise, a grade will be changed only if a majority of the department members in

which the course was offered (not including the faculty member involved with the case) agree with the proposed grade change.

- B. Other grievances relating to an instructor will proceed through an appeal to the Department Head, Dean of the School, and Vice President for Academic Affairs. The Vice President for Academic Affairs will evaluate the grievance to determine if the charge and evidence warrants initiating proceedings against the instructor under appropriate provisions in the "Regulations on Academic Freedom and Tenure" approved by the Board of Trustees.

COURSE SYLLABI

The Deans' Council in August, 1999, approved guidelines for creating and distributing course syllabi. Syllabi should be distributed in each class during the first week of the semester. *For electronically delivered classes, syllabi should be posted when the course is developed. The following information should be included for both face-to-face and electronic course delivery:

- A. Course number (e.g., HIST 1503)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, email)
- D. Catalog description
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course).

UTILIZATION OF CLASS TIME

Faculty members are to meet their classes at the time and for the period scheduled. Early dismissals or absences for legitimate purposes should be considered only after consultation and approval of the Department Head or School Dean.

*Amended 8/1/04

OFFICE HOURS AND ACADEMIC ADVISING

Each faculty member is expected to schedule adequate and regular office hours (i.e. minimum of ten hours per week) for consultation with students and colleagues. The total and spacing of these office hours should be planned to permit adequate student contact. This schedule should be posted and adhered to. Faculty members who expect to be away from the campus during scheduled office hours should notify their Department Head and should post a notice showing the approximate time of return. Ordinarily, the Department Head should be apprised of where the faculty member could be reached.

SPECIAL COURSES

Evening Classes

In order to accommodate the educational needs of residents of the University's service area who, for various reasons, cannot attend regularly scheduled day classes, a variety of evening courses are scheduled each semester during the hours of 5:00 p.m. to 9:30 p.m. All rules and regulations applying to the regularly scheduled day classes also apply to evening courses. Information pertaining to registration for evening courses will be published in the schedule of courses which is promulgated each semester and summer term.

Off-Campus Courses

Arkansas Tech University endeavors to render an educational service to those persons in every community who cannot, for one reason or another, attend the regular sessions of the University. One of the credit-type programs offered by the University for this purpose is off-campus courses taught in cities and communities in the University's service area.

Regular faculty members teach graduate and undergraduate courses at centers in which classes of sufficient size can be organized. Off-campus courses generally carry three hours of credit and are identical in content with the courses offered on campus.

Requirements for enrolling for credit in off-campus courses are basically the same as those for enrolling in on-campus residence courses for credit. Students must complete an admission application and submit a copy of transcripts of all their previous college work. Transcripts must be sent directly from the issuing institutions to the office of the Registrar at Arkansas Tech University.

Tuition for off-campus residence credit is the same as that for residence credit classes on campus. (Adjustments may be made due to contractual agreements with other academic institutions or entities.)

Conferences, Institutes, Seminars

The University assists groups from all professions and vocations by planning and conducting educational activities to help members of those groups to keep informed about new developments in their field of work. Tuition fees vary in relation to the costs of conducting the program, but in all cases the expense for participants is minimal.

Conferences, institutes, and seminars conducted by the University are generally required to meet five basic requirements: (1) the program must be of an educational nature and be planned for off-campus people; (2) it is planned to help participants gain a better understanding of problems related to their professional or personal interests; (3) it is planned and conducted jointly by participants, University faculty members, and conference consultants; (4) it usually absorbs the major part of each participant's time while in session; and (5) the programs can be offered for credit or non-credit depending on the nature and purpose of the activity.

Non-Credit Courses

The University offers informal non-credit courses in a variety of subjects designed to meet the educational needs of adults which are not met by conventional education procedures. These courses generally meet in the evenings and vary in length relative to the subject being taught.

The constituency of non-credit courses represents a social, economic, educational, and ethnic cross-section of the population which the University serves. Adults who are not high school graduates attend classes along with those who hold advanced degrees, and the only requirement for enrolling in these informal courses is a genuine desire to work toward enlightenment and self-improvement. Because these classes are a community-service function of the University, tuition is minimal and is charged only to the degree necessary to make the program self-supporting.

***eTECH**

eTECH was established in response to the changing higher education environment. eTECH will develop and support new models for extending instructional programs. These instructional models include the concept of Distance Learning via on-line courses, Computer Based Training, web assisted courses, distributed courses and on-line resources, as well as variations on traditional courses and degrees that will better meet the needs of an increasingly diverse student population.

Arkansas Tech University has adopted Blackboard as the course management system platform for the delivery of distance education and for web-enhanced face-to-face instruction on campus. The system is supported by a Blackboard administrator and a staff of highly trained network specialists who maintain the software and hardware necessary for success. The Blackboard system has built-in help functions and the Blackboard administrator is available through email and by telephone. eTECH can be accessed at <http://etech.atu.edu>.

Faculty are provided with technology training as needed or requested to allow them to effectively use the technology to support course objectives. Help is available for faculty and adjuncts at <http://etech.atu.edu/faculty.htm>. eTech includes pages such as an eLearning Brochure (<http://elearn.atu.edu/elearning-brochure.htm>), a set of frequently asked questions for students (<http://elearn.atu.edu/studentfaq.htm>), a set of frequently asked questions for faculty (<http://elearn.atu.edu/facultyfaq.htm>), and many other items that provide information about technical requirements, computer use policies, manuals, etc.

It is important to remember that courses offered through electronic methods to students who are not physically in the classroom are still subject to the same requirements for the provision of syllabi, attendance accounting, and evaluation as traditionally taught courses. The *Faculty Handbook* requires that teaching be evaluated by a standard, university-wide student evaluation. An instrument with the same items and characteristics

*Amended 8/1/07

as the paper-based instrument has been developed using Web Surveyor. A link to the on-line instrument must be provided to all students enrolled in the course during the last week of the term. The Blackboard Administrator will provide the appropriate link to all instructors teaching electronically delivered courses. The results will be analyzed and distributed using the same procedures as those evaluations collected by paper and pencil methods.

*Questions or requests for assistance regarding the Blackboard course management system should be directed to the eTECH Systems Administrator at 479-964-0577 or bbsystem@atu.edu.

Due to the increase in electronically offered courses and degree programs, the university has developed and approved a Course Ownership Policy that spells out the rights and responsibilities of both parties. A copy of the policy is included on page 80.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As stated in the Arkansas Tech University catalogs, FERPA legislation seeks to assure confidentiality of the educational records containing information directly related to a presently enrolled student, a former student, or alumni. As a matter of policy, Tech makes every effort to abide within the confines of confidentiality and security of educational records as prescribed in the FERPA laws and regulations.

Questions about specific access to information or the release of information to any third party should be referred to the Registrar's Office or the Student Services Office.

SMOKING IN THE CLASSROOM

Smoking in classrooms or laboratories is prohibited by State law. In accordance with the action taken by the Board of Trustees of Arkansas Tech University at its November, 1993, meeting, smoking in academic buildings on the TECH campus is limited to designated areas. Therefore, smoking is also prohibited in offices, hallways, and rest rooms.

*Updated 8/1/06