

Changes made to the 2019 Faculty Handbook

Added ~~Removed~~

Removed all footnotes referencing changes/additions from 2014 (example*Amended 8/1/14)

Table of Contents updated

Organizational Charts updated

Organizational Units of Instruction, Research and Public Service updated

AHECB Approved Degree Program updated

Sexual Misconduct Policy and Procedures revised by Student Affairs

Page#

53 **Bookstore Discounts**

Full-time faculty members making purchases at the Bookstore are entitled to discounts on purchases of \$2.00 or more (~~excluding regalia and convenience items such as snacks, drinks, medicines, etc.~~). The discount allowed on new and used textbooks is ten percent.

53 ~~Campus Health Services~~

~~Minor health services are available to employees at no cost upon presentation of the I.D. Card. Employees requiring services of a physician will be referred to a full service medical facility.~~

53 **ATU Tuition Benefit Policy**

I. Eligibility

All full-time, active ATU employees, their spouses, and their dependents (as defined by the Internal Revenue Service Qualifying Child Test: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>) are eligible. Employees on workers' compensation, military or family medical leave are eligible. Employees on leave without pay are not eligible.

~~Tuition Waiver requests must be submitted by the first day of class (fall, spring, summer, condensed classes) in order for the waiver to be considered.~~

~~For the employee's waiver and/or the dependent's waiver to be valid the employee must be an active employee on the first day of class (fall, spring, summer, condensed classes).~~

II. Extent of Benefit

a. Employee

- i. For employees hired after July 1, 2018 and for current employees on June 30, 2018 who earn hours after July 1, 2018, employees may take up to a lifetime total of 144 undergraduate and/or 40 graduate master's level, semester credit hours at ATU with a 100% tuition and fee waiver benefit (excluding course specific fees). For purposes of clarity, hours already earned by existing employees on June 30, 2018 will not count against the lifetime total caps that begin on July 1, 2018.
 - ii. Employees must have the permission of their immediate supervisor and appropriate dean or vice president to take courses. Employees may not take classes during regular duty hours without permission from their supervisor. The sole exception to this is that with their supervisor's permission, an employee may take a course in lieu of their lunch hour.
 - iii. Employees' semester credit hours may not exceed 18 hours total in any fiscal year (July 1 through June 30) unless approved by the Vice President for the employee's specific unit.
 - iv. Tuition and fee waiver will cover audited courses provided the employee initially registers to audit the course.
- b. Dependents
- i. Employee's spouses and dependents may take up to a lifetime total of 144 undergraduate¹ and/or 40 graduate master's level, semester credit hours at ATU with a 50% tuition only waiver benefit. Dependents may receive a full discount of tuition for three semester credit hours or 50% of total tuition for the semester, whichever is greater. Reduced tuition for dependents applies only to tuition not otherwise covered by scholarships and the total should not exceed the total tuition charged for the semester. The maximum graduate course discount is equivalent to three semester credit hours per term.
 - ii. Tuition waiver benefit does not cover audited courses for dependents.

III. Failure and Withdrawal guidelines

- a. Failure
 - i. Employees who receive failing grades, F in undergraduate level courses and D or F in graduate level courses, must repay 100% of the total tuition and fee benefit for each course in which they receive a failing grade.
- b. Withdrawal
 - i. Employees and dependents who withdraw or change the status of their course(s) to audit after the last day to withdraw with a full reduction of tuition and fees and before the last day to withdraw with an 80% reduction of tuition **only** (as indicated

by the Academic Calendar) will be required to repay the University **benefit by 20% of the total benefit tuition and all fees.**

- ii. Employees and dependents who withdraw or change the status of their course(s) to audit after the final day for an 80% reduction in tuition (as indicated by the Academic Calendar) will be required to repay the University 100% of the total waiver benefit.

IV. Financial Obligation

a. Failure to Pay

- i. **Employees and/or dependents who do not complete their financial obligation to the University due to III, a., i. or III b., i, ii; will be billed for the amount owed. If not paid, the University has the right to forward the account outstanding to a collections processor or the use the State's Set-Off Fund.**

IV. Appeals for reduction of tuition/fees:

- a. ~~Employee or Dependent, hereafter referred to as Student, requests reduction due to a critical medical condition preventing them from returning to Tech:~~
 - i. ~~Student or guardian contacts the Student Affairs office to process request.~~
- ~~b. Student requests reduction that does not include a critical medical condition:~~
 - i. ~~Student writes a request:~~
 - ~~• State details for withdrawal and reason the reduction dates were missed.~~
 - ~~• Attach any pertinent backup such as doctor's letters, advisors notes, etc.~~
 - ~~• Emails the Student Accounts Office at business.office@atu.edu.~~
 - ii. ~~Student Accounts:~~
 - ~~• Reviews request to determine what term and class/classes in which the student is requesting a refund.~~
 - ~~• Reviews SFAREGS and TSAAREV to verify enrollment and charges in request. (Occasionally course has already been reduced for non-attend, etc.)~~
 - ~~• Completes memo with details of request (example: Student requests 100% reduction of ENGL 1003 for term 200920.)~~
 - ~~• Copies appeal memo, request and documentation for open file.~~
 - iii. ~~Committee appeal decisions are returned via email to Student Accounts:~~
 - ~~• Once fully reviewed a letter is sent to student with decision.~~
 - ~~• Final decision information is distributed to the Registrar's Office to be scanned to student file.~~
 - ~~• If decision is "yes" Student Accounts will post the reduction to the student's account.~~

Securing private gifts for Arkansas Tech University is a team effort. Faculty, staff, and administrative personnel are considered impactful members of the fundraising efforts at Arkansas Tech University. The contacts and communication each employee at Tech has with the students throughout their college careers, and afterwards, is an important first step in developing alumni who care enough about their alma mater to contribute to its support. The Arkansas Tech University Foundation serves as a channel for all private gifts which benefit Arkansas Tech University. All Arkansas Tech University fundraising activities must be approved in advance of the activity through the ~~Development~~ **Advancement** Office, Administration Building, Room 209.

65 **Appendix A**

PORTFOLIO PREPARATION

~~**IT IS THE PRIMARY RESPONSIBILITY OF EACH FACULTY MEMBER TO ENSURE THAT ADEQUATE RECORDS ARE ESTABLISHED, COLLECTED, MAINTAINED, AND FORWARDED FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE.**~~

~~The following suggestions are for preparation of a portfolio for annual evaluation, mid-term review, and applications relating to tenure and/or promotion. These suggestions were compiled from meetings with past members of the University Promotion and Tenure Committee and college deans. They are intended as general guidelines in the preparation of the portfolio for annual evaluations and peer review, and when appropriate, for applications for tenure and/or promotion. Faculty should also reference departmental guidelines when preparing portfolios.~~

- ~~— 1. Portfolio should consist of one main binder containing the following materials:
(Additional or supporting documentation may be provided in clearly labeled appendices either in the main binder or in additional binders.)~~
 - ~~— a. A table of contents with the appropriate tabs or numbered pages~~
 - ~~— b. Three major sections: Teaching, Scholarship, Service~~
 - ~~— c. An introductory summary for each section: Make argument for teaching excellence; why scholarship is relevant or important in field; and show how service activities benefit the university.~~
- ~~— 2. Present materials in reverse chronological order in each section.~~
- ~~— 3. Provide appropriate references and document claims.~~
- ~~— 4. Include examples of course material — not all course material.~~

~~B. Suggested Table of Contents for Portfolio~~

- ~~1. Teaching~~
 - ~~— a. Introductory summary~~
 - ~~— b. Student evaluation summaries~~
 - ~~— c. Peer reviews~~
 - ~~— d. Student learning assessments~~
 - ~~— e. Awards and recognition~~
 - ~~— f. Examples of course materials~~
 - ~~— g. Other relevant material~~

- ~~— 2. Scholarship~~
 - ~~— a. Introductory summary~~
 - ~~— b. Publications~~
 - ~~— c. Presentations~~
 - ~~— d. Creative activities~~
 - ~~— e. Other examples of scholarship~~
- ~~— 3. Service~~
 - ~~— a. Introductory summary~~
 - ~~— b. Service to the institution~~
 - ~~— c. Service to profession~~
 - ~~— d. Service to the community~~
 - ~~— e. Other relevant service activities~~
- ~~— 4. Appendices (as needed; clearly labeled as Teaching, Scholarship, Service; may be included in main binder or additional binders)~~

~~C. Suggested Additional Organization for Mid-term Review Portfolio~~

- ~~— 1. Summary argument for progress toward tenure~~
- ~~— 2. Mid-term evaluation letter of department head and DPTC peer review~~
- ~~— 3. Current resume~~
- ~~— 4. Copy of annual reviews and by department head and peer reviews of DPTC~~
- ~~— 5. Portfolio and its table of contents~~

~~Note: Please include items 1–5 in the front of the main portfolio binder.~~

~~D. Suggested Additional Organization for Application for Tenure and/or Promotion Utilizing Portfolio~~

- ~~— 1. Letter of application for tenure and/or promotion describing how eligibility requirements have been met~~
- ~~— 2. Recommendation of department head if applicable~~
- ~~— 3. Recommendation of dean if applicable~~
- ~~— 4. Current resume~~
- ~~— 5. Other letters of support~~
- ~~— 6. Copy of annual reviews and mid-term review by department head~~
- ~~— 7. Portfolio and its table of contents~~

~~Note: Please include items 1–6 in the front of the main portfolio binder.~~

~~Portfolios may be submitted in hard copy or pdf digital format. Any changes in digital format standards for portfolio submission will be established by the Office of the Vice President for Academic Affairs.~~

Appendix A

PORTFOLIO PREPARATION

IT IS THE PRIMARY RESPONSIBILITY OF EACH FACULTY MEMBER TO ENSURE THAT ADEQUATE RECORDS ARE ESTABLISHED, COLLECTED, MAINTAINED, AND FORWARDED FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE.

The following suggestions are general guidelines for the preparation of a portfolio for annual evaluation, mid-term review, and applications relating to tenure and/or promotion. Faculty are expected to also incorporate departmental guidelines in the development of their portfolios.

General Guidelines

All portfolios will be developed and maintained electronically using the latest Adobe Pro software supported by Arkansas Tech University. The purpose of the portfolio is to provide evidence of effective teaching, scholarship, and service, as applicable. To facilitate an efficient evaluation system portfolios will fall into one of two tracks; one track for non-tenured or those seeking promotion and a second track for tenured professors and those not seeking promotion.

Portfolio Guidelines for Tenure-Track or Faculty Seeking Promotion

Portfolios should consist of one electronic file containing two folders indexed with tabs (for easy navigation). The first folder will contain a concise summary of the faculty members' work. The second folder will contain the supporting documents.

1. Summary Folder Contents

- A. Memo: Identifying the faculty member's request (annual evaluation, mid-term review, tenure, and/or promotion)
- B. Vita: Current and comprehensive vita detailing teaching, scholarship, and service efforts
- C. Argument: Narrative, not to exceed ten pages, summarizing the work done by the faculty member that supports their request

2. Supporting Documents Folder Contents

(Faculty should determine what evidence best supports their argument - the following are offered as **examples** of evidence that might be provided. Please see the Portfolios, Workload and Weighted Evaluations section of the *Faculty Evaluation, Promotion and Tenure Policies and Procedures* for a more complete listing of materials that could be included. All materials should be in reverse chronological order by section.)

When applying for tenure and/or promotion include annual and mid-term evaluations.

- A. Evidence of Effective Teaching
 1. Student evaluation summaries
 2. Student learning assessment results
 3. Teaching modifications
 4. Awards and recognition
 5. Examples of course materials
- B. Evidence of Scholarship
 1. Publications
 2. Presentations

3. Creative activities
 4. Editorial service for academic journals
 5. Program review for conferences
- C. Evidence of Service
1. Service to the profession
 2. Service to the community
 3. Service to the university
 4. Service to the college
 5. Service to the department

Portfolio Guidelines for Tenured Professors or Tenured Faculty Not Seeking Promotion

Portfolios should consist of an electronic file containing one folder indexed with tabs (for easy navigation).

1. Folder Contents

- A. Memo: Identifying the faculty member's request for annual review
- B. Vita: Current and comprehensive vita detailing teaching, scholarship, and service efforts
- C. Summaries of student teaching evaluations

Any change in digital format standards for portfolio submission will be established by the Office of the Vice President for Academic Affairs and will be conveyed to faculty in a timely manner.

115 *ETHICS POLICY

Introduction

This ethics policy serves (1) to emphasize the University's commitment to ethical conduct and compliance with the law; (2) to set forth basic standards of ethical behavior; (3) to provide reporting mechanisms for known or suspected ethical violations; (4) to help prevent and detect wrongdoing.

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, this Code can serve only as a general guide. Confronted with ethically ambiguous situations, employees should keep in mind the University's commitment to the highest ethical standards and seek advice from appropriate levels of University administration so as to ensure that this commitment is honored at all times.

This ethics policy has been adopted by the Board of Trustees and is to be administered at the direction of the President. A campus, department, or area may implement more specific associational or professional policies that supplement this policy, but each must be approved by the President and each must have a higher (and not lower) ethical requirement than this policy. In the event of a conflict between this policy and those of a campus, unit, or area, this policy will control.

This ethics policy applies to all Arkansas Tech University employees. This policy may be amended or supplemented from time to time by the Board of Trustees.

Public employment is a public trust. It is the policy of Arkansas Tech University to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the university. The policy is implemented by prescribing essential restrictions against conflict of interest without creating unnecessary obstacles to entering public service.

The institution and its employees shall conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the following principles:

- Conduct that is beyond reproach and integrity of the highest caliber;
- Act with honesty and fairness in good faith and professionalism;
- Accountability, transparency and commitment to compliance with statutory requirements; and
- Being proactive in pursuing ethical conduct in future years.

Definitions

1. "Confidential information" means any information which is available to an employee only because of the employee's status as an employee of this state and is not a matter of public knowledge or available to the public on request.
2. "Employee" means an individual drawing a salary from the university and any non-salaried individual performing personal services for the university.
3. "Gift" is defined for purposes of this policy using the definition of the Arkansas Ethics Commission rule §300(b), which is set forth in its entirety in attachment "A".
4. "Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
5. "Immediate family" means a spouse, children, parents, brother and sisters, and grandparents.
6. "Personal gain" means a benefit or advantage that relates to a particular person rather than to a business, group or organization.

General standards of ethical conduct

1. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.
2. Employee Conflict of Interest.
 - a. It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application, in any request for ruling or other determination, in any claim or controversy, or in any other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to the employee's knowledge;
 - (i) The employee or any member of the employee's immediate family has a financial interest;
 - (ii) A business or organization has a financial interest, in which business or organization the employee, or any member of the employee's immediate family, has a financial interest; or

- (iii) Any other person, business, or organization with whom the employee or any member of the employee's immediately family is negotiating or has an arrangement concerning prospective employment is a party.
 - b. "Direct or indirect participation" shall include, but not be limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, including the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
- 3. Gratuities and kickbacks
 - A. It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, including the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
 - B. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order. Meals provided as part of a conference are excluded from this provision.
- 4. Use of confidential information
 - A. It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
- 5. Non-employees
 - A. Any effort to influence any public employee to breach the standards of ethical conduct set forth herein is also a breach of ethical standards.
- 6. Violations

Violations of this policy may constitute violations of law as set forth in A.C.A. §19-11-701 et. seq.
- 7. Reporting suspected violations

Employees wishing to report a suspected violation of this ethics policy may report it anonymously to the Human Resources department or the Office of University Counsel. [Submit a suspected violation.](#)
(<https://www.atu.edu/standingcommittees/ethics-form.php>)
- 8. Guidance

All employees must work together to ensure prompt and consistent enforcement of this Ethics Policy. In some situations, it may be difficult to know if a violation has occurred. Because it is impossible to anticipate every situation that will arise, it is important to approach a new question or problem with confidence. Employees having questions about their obligations under this Code should consult the University's administration and/or the University Counsel.

121 **Center for Excellence in Teaching and Learning (CETL) Advisory Board

Membership: Director of CETL who serves as chair (ex officio), one tenured faculty member elected from each college (including the supernumerary group), and two elected at-large faculty members (one tenured, one untenured). Elected faculty will serve staggered, three year terms. (Note: Initial terms are as follows: Three years – Arts and Humanities, Business, and at-large tenured; Two years – Education, Engineering and Applied Sciences, and at-large untenured; One year – Natural and Health Sciences and Supernumerary).

Function: The purpose of the CETL Advisory Board is to provide faculty input and to help guide the continued development of the Center. The Advisory Board will meet at least once per semester.

121 Committee on Adjunct Support

Membership: Four regular full-time faculty members elected at-large and four adjunct faculty elected at-large for staggered two-year terms. The chair will be elected from the membership of the adjunct faculty. Members should not serve more than three successive terms. A term equals two years. Adjunct faculty are individuals with teaching responsibilities who are not otherwise employed in a full-time position at Arkansas Tech University.

Function: To provide support to adjunct faculty and to enhance the standing of such faculty on campus. Recommendations will be presented to the Faculty Senate and the Vice President for Academic Affairs.

The committee may choose adjunct representatives for the following university standing committees: Equity and Diversity; General Education; Library, Instructional Materials, and Equipment; and Student Affairs.

122 Equity and Diversity Committee

Membership: Coordinator for Affirmative Action/Equal Employment Opportunity (chair), Coordinator for Title IX, Deputy Title IX Coordinator(s), Associate Dean for Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Assistant Dean for Diversity and Inclusion, Associate Dean for Diversity and Inclusion, three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs in collaboration with the President of the Faculty Senate, and a Human Resources

Representative. **The Committee on Adjunct Support may also choose to have a representative.** Appointed faculty members should not serve more than three successive terms. A term equals one year.

Function: The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion. This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations. The committee will also assure compliance with all applicable federal and state laws that will foster Arkansas Tech University's commitment to building and sustaining an all-inclusive campus environment.

123 General Education Committee

Membership: One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs,

one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the ~~Assessment~~ **Student Learning Assessment** Committee, the Director of Assessment and Institutional Effectiveness as an ex officio member, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty-; **however, the Committee on Adjunct Support may choose to have a representative.** Administratively appointed members should not serve successive terms. A term equals three years.

Function: Exercise oversight of general education: regularly assess the degree to which the University is meeting the stated general education goals, review general education goals and requirements, evaluate proposals that affect general education, and clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.

127 Library, Instructional Materials, and Equipment Committee

Membership: One faculty member elected from each college including the supernumerary voting block, Director of Library, Dean of Graduate College or appointed representative, and two students selected by the Student Government Association. **The Committee on Adjunct Support may also choose to have a representative.**

Function: Recommend policy with regard to the library and instructional service and equipment.

128 Student Affairs Committee

Membership: One faculty member elected from each college including the supernumerary voting block, two faculty members elected at large, and three students appointed by the Student Government Association. **The Committee on Adjunct Support may also choose to have a representative.**

Function: Study and recommend regarding the operation of the Student ~~Services~~ **Affairs** Office; serve as the appellate body for student grievances.

129 General Technology Committee

Membership: The ~~Associate~~ Vice President for Academic Affairs **or designee**, who serves as **co-chair**, the Dean of the Graduate College **or designee**, the Director of Information Systems **who serves as co-chair**, the Assistant Director of Information Systems for Networked Systems, the Director of the Technology Center, the Director of the Library **or designee**, five faculty members appointed by the Vice President for Academic Affairs and submitted to the Faculty Senate for approval, one faculty member from the Ozark Campus appointed by the Chief Academic Officer, the Director of Institutional Research **or designee**, a representative from Student ~~Services~~ **Affairs** appointed by the Vice President for Student ~~Services~~ **Affairs**, **an undergraduate student appointed by the Student Government Association**, and a representative from Administration and Finance appointed by the Vice President for Administration and Finance.

Function: (1) To advise the ~~Associate~~ Vice President for Academic Affairs by recommending enhancements to the technology infrastructure for the improvement of teaching, learning, and research, by reviewing proposed enhancements to the technology infrastructure for their impact on teaching, learning, and research, and by assisting in the development and maintenance of a technology plan for the university that will provide continuing support for the teaching and learning mission. (2) To assist the ~~Associate~~

Vice President for Academic Affairs in ~~proactively~~ **surveying and communicating with the broader university community on technology enhancements and plans and to communicate** the rationale for technological enhancements ~~with the university community~~ **and receive feedback on impacts and other recommendations.**

135 Class Attendance

3. Before invoking the most severe penalty for unsatisfactory class attendance or **non-attendance** -- dropping a student from a course with a grade of “FE” (i.e., F for excessive absences; formerly F*) **WN – withdraw for non-attendance** -- the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty. **The WN may also be awarded by an instructor to a student who does not participate in an online course as required by federal financial aid guidelines.**
4. A student accumulating an excessive number of unjustifiable absences/**non-attendance** 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/**non-attendance** becomes final when the instructor reports this action in writing to the Registrar’s office. The student who chooses to protest such action as unjustified has resource through the grievance procedure for appeal of an academic grade as outlined beginning on page 137.

138 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.~~

- ~~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 college will appoint one faculty member from the college including the supernumerary voting block; the Faculty Senate will appoint one faculty member from each college including the supernumerary voting block; the Student Government Association will appoint six students. The faculty on the committee will elect a Chair.
2. These faculty and students will form a pool of 18, 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 subcommittee from the pool of 18 composed in the following manner: one faculty member from the college in which the department involved in the appeal is located, one faculty member from the college 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 college 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 college 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 college 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 college. 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 college, 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 college to the Vice President for Academic Affairs for final decision, if necessary.~~

CODE OF ACADEMIC INTEGRITY

The Preamble

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires the highest standards of academic integrity and conduct from all students. Students at Arkansas Tech University will refrain from committing any of the violations of academic integrity as detailed below. Further, Arkansas Tech University expects that all classes maintain an academic and courteous atmosphere. Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term “classroom” as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes

and other events associated with Arkansas Tech University.

A. Types of Academic Integrity Violations

A violation of academic integrity refers to various categories of inappropriate academic behavior with respect to a course. Students must refrain from cheating, plagiarism, fabrication, impersonation, forgery, collusion and/or other dishonest practices. Below are common examples of unacceptable academic behavior.

Cheating on an examination, quiz, report, or assignment involves any of several categories of dishonest activity. Examples of cheating *include, but are not limited to*:

- copying from the examination or quiz of another student;
- using classroom notes, messages, or crib sheets in any format (paper or electronic) which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class;
- obtaining advance copies of exams or quizzes;
- soliciting of unethical academic services, including purchasing of research papers, essays, or any other scholastic endeavor; and
- using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

Plagiarism is stealing the ideas, data, tables, graphs, artistic works, or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases incorporated in the student's written work without acknowledgment 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 (MLA, APA, etc.). Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

Collusion is the act of collaborating with one or more students or others on coursework (i.e., a test, assignments, paper, etc.) when the professor has not expressly approved collaboration or group work on the assignment. Individual coursework is to be entirely the work of the student submitting it for a grade. When a student submits work that was produced through collaboration with others without the authorization of the instructor as the individual student's own work and performance, this is a violation of academic integrity.

Impersonation, fabrication, and forgery are all violations of academic integrity. Impersonation is assuming a student's identity with the intent to provide an advantage for the student academically. Fabrication and forgery are "to fake; forge (a document signature, etc.)," particularly the faking or

forging of the information or signature on course assignments. Examples of impersonation *include but are not limited to* hiring a substitute to take an exam, write a paper; or complete some other course assignment.

Examples of academic fabrication and forgery *include but are not limited to*:

- furnishing false information, data, or research findings on coursework;
- failing to identify yourself honestly in the context of an academic obligation;
- fabricating or altering information or data and presenting it as legitimate;
- providing false or misleading information to an instructor or any other University official;
- forging an instructor's signature on a letter of recommendation or any other document;
- submitting an altered transcript of grades to or from another institution or employer;
- putting your name on another person's exam or assignment; and
- altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

B. Classroom Behavior

Each member of the Arkansas Tech University community is obliged to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Department of Student Conduct (see Article III, Section C of the Arkansas Tech University Student Handbook).

If a classroom incident constitutes an emergency (e.g., any immediate threat to life and/or property) and requires an immediate response from police, fire or emergency medical services, **please call 911.**

C. Procedures for Addressing Violations of Academic Integrity and Classroom Behavior

Since allegations of a violation of academic integrity may have serious consequences, below are the procedures for reporting allegations, the administrative procedure for processing alleged violations, and a statement of institutional penalties that may be applied on top of the instructor's academic penalty in those cases where violations occurred.

1. Principles

1. Arkansas Tech University promotes a culture of academic integrity and professionalism that enhances the quality of an Arkansas Tech degree.

2. The process for reporting and adjudicating an allegation of academic dishonesty should be fair and just for all involved.
3. Faculty members have sole purview for any academic sanction administered if a violation of the academic integrity policy is found to have occurred.
4. Arkansas Tech supports educational, not solely punitive, measures for addressing violations of the academic integrity policy.

2. Reporting Procedure

1. If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Arkansas Tech University “Academic Integrity Referral” form found at: www.atu.edu/academic-integrity.
2. Upon receipt of an allegation, Academic Affairs will either create a file for the student if it is a first time offense or add the report to an existing file for the individual if one already exists.

3. Administrative Procedure

1. Within *three business days* of receiving a reported violation of academic integrity, Academic Affairs will notify:
 - a. The instructor of record for the course, the Department Head and Dean. They will be supplied the report, the evidence and the number of allegations and proven violations of academic integrity or disruptive classroom behavior by the student.
 - b. The student of the alleged violation, the report and evidence.

NOTE: A course withdrawal or drop by the student that occurs after a reported violation of academic integrity or classroom behavioral conduct may not be honored. If a violation is determined to have occurred, the student may be reinstated if the penalty is an “F” in the course.

2. Upon notification of an alleged violation, the student has *five business days* to schedule a meeting with the instructor to resolve the allegation. If the instructor is unreachable, the student should arrange within this timeframe a meeting with the instructor’s Department Head or Dean.
 - a. If the student fails to respond to the instructor (or Department Head or Dean) within *five business days* of notification, this is taken as tacit acceptance that the violation occurred. After five business days, the instructor informs Academic Affairs, his/her Department Head, and Dean that the student has failed to request a meeting. The instructor may apply the academic penalty as prescribed in his/her course syllabus. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.
 - b. If the student does request a meeting within five business days, the instructor (or Department Head or Dean, if necessary) and student will meet (either face-to-face, by conference call or using other electronic means) to attempt to

resolve the allegation. This meeting may result in one of the following:

1. The student provides explanation and evidence to the satisfaction of the instructor that no violation occurred. The instructor informs Academic Affairs, his/her Department Head, and Dean that the allegation against the student has been resolved and no penalties will be assessed.
2. The instructor educates the student on what qualifies as a violation of the policy and the student accepts that he/she violated it. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of “F” that would override the student’s course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.

NOTE: If the student feels the instructor’s academic penalty is excessive or unfair, he/she should refer to the Student Handbook, Article V: Classroom Provisions, Section C: Student Academic Grievance Procedure, on how to appeal it.

3. The student and the instructor are unable to resolve the issue. The student then has ***three business days*** from the meeting to file an appeal with Academic Affairs. Academic Affairs then forwards the case to the Academic Affairs Appeals Committee Chair for resolution.
 - c. If neither the individual nor the instructor acknowledge the report and/or take action to resolve it within the ***five business days***, Academic Affairs follows up with the Department Head and/or Dean to get acknowledgment of the report and resolution of the allegation by the student and/or instructor.
3. For cases where the student appeals the allegation to the Academic Appeals Committee, the Chair will provide the Academic Appeals Committee with the original report and evidence provided by the reporting party, any report and evidence supplied by the instructor, as well as the appeal and explanation by the student. The committee will decide whether the facts merit investigation. If so, the Academic Appeals Committee will appoint from its body a subcommittee to investigate and recommend action. The Chair forms the subcommittee of at least three members (two students and a faculty member) who will be responsible for investigating the case. The Chair will provide the subcommittee with the original report and evidence provided by the reporting party, any report and evidence supplied by the instructor, as well as the appeal and explanation by the student. Upon conclusion of its investigation, the subcommittee reports its findings and recommendation to the Chair of the Academic Appeals Committee. The Chair then shares the subcommittee’s recommendation with the full Academic Appeals Committee, who make the final decision on the appeal. The Chair will report the full committee’s decision to Academic Affairs. Academic Affairs then contacts all parties as follows:
 - a. If the decision is that no violation has occurred, Academic Affairs notifies the individual, as well as the instructor, his/her Department Head and Dean to that effect. No penalties are assessed against the student.
 - b. If the decision is that a violation of the policy occurred, Academic Affairs

notifies the student, as well as the instructor, his/her Department Head and Dean to that effect. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of “F” that would trump the student’s course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation. Academic Affairs updates the file for the individual as appropriate and the issue is resolved.

4. The procedural process for violations of academic integrity for Graduate Students can be found in the Graduate Catalog in the Academic Information Section located at this website:
https://www.atu.edu/catalog/graduate/academic_info.php.

D. Penalties for Violations of Academic Integrity and Classroom Behavior

1. Arkansas Tech University respects the right of the instructor of record for the course to determine and apply all academic sanctions for violations of academic integrity. The classroom is under the control of the instructor, who will give students a statement of his/her classroom expectations and policies in a syllabus at the beginning of the semester. Typical penalties *can include, but are not limited to*, giving an ‘F’ on a particular quiz or exam, giving an ‘F’ on a term paper or other written work, or giving the student an ‘F’ or ‘W’ for the course. Instructors may also have different penalties depending on the number and severity of violations.
2. As an institution, Arkansas Tech University may deem it necessary to apply additional sanctions beyond the academic penalties imposed through the course. Examples of the types of penalties Arkansas Tech may choose to apply *include but are not limited to* required completion of academic integrity training, as well as disciplinary probation, suspension or expulsion from the university. Any institutional penalties that may be applied will vary based on the number and severity of violations. Below is the general rubric Academic Affairs will follow when applying an institutional penalty.
 - a. First Offense: If an institutional penalty is applied, generally this will involve required training on academic integrity and acceptable academic practices and behaviors. However, the severity of the violation may justify probation or even suspension from the university.
 - i. Note: The academic integrity course or training is to be completed within **two business weeks** of notification by Academic Affairs that it is required. Failure to complete the course in this timely fashion may result in a hold being placed on the individual’s account by the Registrar. It will not be removed until the training is completed. Also, any costs for the course or training must be paid by the student.
 - b. Second Offense: For a second offense, additional training on acceptable academic practices and behaviors may be required, as well as disciplinary probation. However, the severity of the violation may entail suspension or even expulsion from the university.
 - c. Third Offense: For a third offense the individual has already had two courses

- on academic training and incurred disciplinary probation. The minimum penalty is now suspension. However, the severity of the violation along with the multiple infractions may result in expulsion from the university.
- d. **Fourth Offense:** For a fourth offense, the individual will be expelled from the university.

143 ~~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 College if the Department Head should be the instructor involved (appeal of a grade); or the student may appeal to the Dean of the College 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 College (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 College 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 college, or two from the college and one from the student's major department, if that department is not in the same college as that in which the course is offered (appeal of a grade); or three faculty members from the college in which the academic program is administered (appeal of program dismissal). The~~

~~committee members will be appointed by the Dean(s) of the College(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 College 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 College 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 College 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 College, 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.~~

UNDERGRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURE

Appeal of an Academic Course Grade

This section describes the process for an academic grade appeal for undergraduate students. The relevant policy for grade appeal by graduate students can be found in the Graduate Catalog. The assessment of the quality of a student's academic performance is solely and properly one of the major responsibilities of university faculty members. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. Grade appeals should be based on problems of process and not on differences in opinion concerning academic performance. A student who is uncertain about whether or not a grade should be appealed or who needs additional information about the grade appeal process can contact the department head's office (or dean's office should the instructor be the department

head). This policy is implemented within the college that administratively houses the department through which the course was offered, irrespective of a student's major or class standing. The grade appeal process is designed to give the student an opportunity to correct an injustice. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade appeal. It should only be utilized when the student contends that the final grade assigned for the course by the instructor is a result of procedural/calculation error, a result of prejudice, or is arbitrary and/or capricious. Arbitrary and/or capricious here implies that,

- 1) The student has been assigned a grade on the basis of something other than their performance in the course; or
- 2) Standards utilized in determining final course grade were not evenly applied to all students in the course; or
- 3) The grade is based on standards that are unannounced or are substantially different and unreasonable departures from those articulated in the course syllabus at the beginning of the course.

The burden of proof is always on the student appellant to prove that a change of grade is an appropriate action in their case.

Informal

In all cases, the student must begin a grade appeal process informally with the instructor involved to attempt to resolve the disagreement in a cooperative atmosphere. The student must explain their position to the instructor and attempt to understand the justification for the grade assigned by the instructor. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner. If the student and instructor cannot, after consultation, reach a satisfactory resolution, the student may begin a formal grade appeal process based on procedural/calculation error, prejudice, or an arbitrary and/or capricious assertion.

Formal

The following apply to the formal appeal process for an academic final course grade assigned by an instructor and challenged by a student that has failed to reach a resolution during the informal process.

1. Appeal of a final course grade must be made by the student directly affected and must be made immediately following the conclusion of the course. Immediately, here, means before the beginning of another semester or summer term.
2. 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 and the student's desired resolution. In the case of an instructor who has terminated his/her association with the University, the appeal would begin with the department head or to the dean of the college if the department head should be the instructor involved. Appeals must be presented in writing and contain the following information:

- (a) A listing of the student name, course prefix, number, section, semester term/year and instructor of course;

- (b) A clear concise statement describing the specific supporting evidence of arbitrary and/or capricious grading as defined above must be provided. It is very important that the basis of the appeal is clearly understood.;
- (c) A brief summary of the prior informal attempts to resolve the matter and the results of those previous discussions; and
- (d) A specific statement of the action or resolution sought.

The instructor (or department head/dean) will have 10 business days to provide a written response to the student appellant. If the instructor is a department head who has left the University and the dean determines no grade change is warranted, the appeals process is completed.

3. If the appeal is not resolved in the previous step, within 5 business days of the date of the written response from the instructor, the student wishing further consideration would take the issue and documents to the head of the department in which the course is taught, or to the dean of the college if the department head should be the instructor involved. The department head (or dean) will review the case and make a judgment on the appeal to determine if a change of grade is warranted. The department head (or dean) will provide a written notice to the instructor and student appellant of their decision within 10 business days of receiving the documents from the student appellant. If the instructor is a department head and the dean determines no grade change is warranted, the appeals process is completed.

4. If the student wishes further consideration after the previous step, within 5 business days of the date of the written response from the department head, the student may appeal to the dean of the college offering the course only if the student has new evidence pertaining directly to their case that was not reasonably available at the time of the initial appeal or contends that the procedures outlined here were not followed. The student would submit a written formal presentation of the case, with all related supporting documents, to the dean. Should the dean determine that there is no new relevant evidence or that procedures were properly followed, the appeals process is completed and the student appellant will be notified in writing within 5 business days. If the dean agrees that there is new relevant evidence or that procedures were not followed, an ad hoc hearing committee will be appointed. The committee will be composed of three faculty members from the college in which the course is offered, or two from the college and one from the student's major department, if that department is not in the same college as that in which the course is offered. The committee members will be appointed by the dean(s) of the college(s) involved. The committee will review the documents and can then either reject the appeal on the basis of its content or proceed to investigate further. The committee will have full cooperation of all parties in gathering information and conducting interviews for the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, recommend a higher grade, or recommend no change of a grade. Review by the committee should be completed within 15 business days of the submission of the written presentation of the case to the dean by the student appellant. The committee recommendation will be conveyed to the dean of the college in which the course is offered. The dean would inform the student appellant, instructor, department head, and registrar of any grade change for the course if applicable. The dean's determination is final.

Appeal of an Academic Undergraduate Program Dismissal

The following apply for an undergraduate student appeal of program dismissal having been made by an academic department. The procedure for a graduate student appeal of program dismissal is outlined in the Graduate Catalog.

1. Appeal of a program dismissal must be made by the student directly affected and must be made immediately following the departmental decision to the department head. Immediately, here, means within 10 business day of the date of the dismissal notification.
2. It is very important that the basis of the appeal is clearly understood. Appeals must be presented in writing and contain the following information:
 - (a) A clear concise statement about the student's desire and motivation for reinstatement must be provided;
 - (b) A brief summary of any prior informal attempts to resolve the matter and the results of those previous discussions; and
 - (c) A specific statement of the action or resolution sought.
3. If the student wishes further consideration after the previous step, within 5 business days of the date of the written response from the department head, the student may appeal to the dean of the college in which the academic program department is housed only if the student has new evidence pertaining directly to their case that was not reasonably available at the time of the initial appeal or contends that the procedures outlined here were not followed. The student would submit a written formal presentation of the case, with all related supporting documents, to the dean. Should the dean determine that there is no new relevant evidence or that procedures were properly followed, the appeals process is completed and the student appellant will be notified in writing within 5 business days. If the dean agrees that there is new relevant evidence or that procedures were not followed, an ad hoc hearing committee will be appointed. The committee will be composed of three faculty members from the college in which the academic program is administered. The committee will select its own chairperson. The committee will review the documents and can then either reject the appeal on the basis of its content or proceed to investigate further. The committee will have full cooperation of all parties in gathering information and conducting interviews for the hearing. The committee shall have the authority to recommend that the student be retained in the program or confirm the original dismissal decision of the department. Review by the committee should be completed within 15 business days of the submission of the written presentation of the case to the dean by the student appellant. The committee recommendation will be conveyed to the dean of the college who will notify the department head and student appellant in writing of the committee's decision.

Other Academic Grievances

Other grievances relating to an instructor will proceed through an appeal to the department head, dean of the college, 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 the appropriate provisions in the "Regulations on Academic Freedom and Tenure" approved by the Board of Trustees.

179 C. Non-Regular Graduate Faculty:

1. Membership Requirements

- a. The doctorate or other terminal degree in the appropriate field or discipline **or** having a reputation for expertise in the field sufficient to stand in lieu of the degree **following Higher Learning Commission guidelines regarding faculty qualifications**