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OZARK  
CAMPUS

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# Adjunct and Concurrent Faculty Guide

2016-2017

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## ACKNOWLEDGMENT

I understand that the Arkansas Tech University-Ozark Campus *Adjunct and Concurrent Faculty Guide*, located at <http://www.atu.edu/ozark/academics/facultyresources.php>, along with the Arkansas Tech University-Ozark Campus *Faculty Handbook* (update 2016), constitutes the general policies and procedures of Arkansas Tech University-Ozark Campus, and I will familiarize myself with the information therein. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

I will also familiarize myself with the Sexual Misconduct Policy and the Clery Act (<http://www.atu.edu/securityact/docs/CampusSecurityReport2015.pdf>).

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(Signature)

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(Please Print Name)

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(Date)

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PLEASE SIGN AND RETURN THIS FORM TO THE OFFICE OF ACADEMIC AFFAIRS IN ROOM 152, TECHNOLOGY AND ACADEMIC SUPPORT BUILDING. THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD. THIS FORM MAY BE FAXED TO 479-667-1410 OR EMAILED TO [bshoop@atu.edu](mailto:bshoop@atu.edu).

## GENERAL INFORMATION

Welcome to Arkansas Tech University–Ozark Campus. This adjunct guide is designed to assist all non-regular, part-time faculty in the application of their instruction. This guide acquaints part-time faculty with the goals of Arkansas Tech University-Ozark Campus, introduces various offices on the Ozark Campus, and provides significant instructional guidelines from The Office of Academic Affairs, The Arkansas Tech University-Ozark Campus *Faculty Handbook* (FH), and *Student Handbook* (SH). The guide will also introduce faculty to the Arkansas Tech University E-mail system and Blackboard.

Adjunct faculty are an integral part of a University whose mission is to provide quality instruction to students. Through quality leadership and instruction, Arkansas Tech University-Ozark Campus continues its pursuit of excellence in degree programs and instruction.

For the purpose of teaching a concurrent course under this policy, an individual under contract with the school district as a teacher will not be considered an adjunct faculty member of the college/university.

### **The present mission of Arkansas Tech University is:**

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners. (<http://www.atu.edu/catalog/ozark/>).

## FACILITIES AND CONTACTS

There are many offices on the Arkansas Tech University-Ozark Campus with which adjunct faculty need to become familiar. Each administrative office manages a variety of functions. A few are listed below with applicable information to assist adjunct faculty. The first is the Office of Academic Affairs.

### **Academic Affairs**

Michael Murders, Chief Academic Officer  
Technology and Academic Support Building  
1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479-667-1707  
Fax: 479-667-1410  
E-mail: [mmurders2@atu.edu](mailto:mmurders2@atu.edu)

Faculty must provide Official Transcripts of all college course work and degrees to the Office of Academic Affairs, located in the Technology and Academic Support Building, Room 151. Transcripts should be sent directly from the university attended to Academic Affairs. A completed, signed Faculty Record form, along with a current resume must also be submitted. The form is located at <http://www.atu.edu/academics/facultyrecord.php>.

### **Human Resources**

“The Office of Human Resources provides management and oversight of employee services, benefits, and personnel policies and procedures and facilitates long-range programs and services which support faculty and staff in providing a quality learning environment for students”.

Faculty are required to complete a hire packet supplied by Human Resources that includes information requests. Complete these forms and return them to the Human Resources Office. Also included in the hire packet is an adjunct faculty identification (ID) card which is to be used at Arkansas Tech University for identification purposes, such as to obtain a Library card.

Assistance is available from the Human Resources office in the completion of any forms and packets required by the University.

### **Human Resources**

Tanya Martin  
Technology and Academic Support Building  
1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479-667-2117  
Fax: 479-667-1026  
E-mail: [tmartin31@atu.edu](mailto:tmartin31@atu.edu)

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.; the office is closed during the noon hour from 12:00 p.m. – 1:00 p.m. Contact Tanya Martin ([tmartin@atu.edu](mailto:tmartin@atu.edu)) with any human resources questions.

## **Payroll**

The payroll office is located in the Technology and Academic Support Building. “The Director of Payroll and Special Services is responsible for the processing of University payrolls in compliance with related employment regulations, and various reporting responsibilities including employment and non-resident alien taxation, the issuance of student form 1098-T and other miscellaneous reports as requested by University management.”.

Adjunct faculty are normally paid in four equal installments each fall or spring semester. For the fall semester, installments are paid at the end of September, October, and November, with the final installment due to the faculty member on the last working day of December prior to the Christmas break. During spring, installments are paid at the end of February, March, April, and May. For summer terms, the first summer term payment is made at the end of June, and the second summer term payment is made at the end of July. Classes with unusual beginning or ending dates may necessitate a different payment schedule from that described above, which would be noted on the “Notice of Appointment” (i.e., contract).

Adjunct faculty will receive their disbursement on the last working day of the month, or they may choose Direct Deposit. A Direct Deposit authorization form is included in the Human Resources hire packet.

Adjunct faculty receive the following benefits:

- Admission to regular Tech sporting events for the adjunct faculty and one guest
- Faculty discounts at the Tech and Ozark Campus bookstores (20% on apparel and supplies; 10% on books)
- Admission to the Tech pool and racquetball courts during faculty/community hours for the adjunct faculty and immediate family members (spouse and children)

Adjunct faculty should present a picture ID along with the paper ID issued by Human Resources when requesting these benefits.

## **Payroll**

Stacie Harden

Technology and Academic Support Building

1700 Helberg Lane

Ozark, AR 72949

Phone: 479-667-2117

Fax: 479-667-667-2106

E-mail: [sharden@atu.edu](mailto:sharden@atu.edu)

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.; the office is closed during the noon hour from 12:00 p.m. – 1:00 p.m. Contact Stacie Harden ([sharden@atu.edu](mailto:sharden@atu.edu)) with any payroll questions.

## **Office of Information Services**

All technology access is controlled by the Office of Information Services. Each adjunct faculty member is provided with an e-mail account upon employment. The username and password for the e-mail account provides access to library search and many other campus technology resources.

Most adjunct faculty will find they do not need computer access beyond the standard Banner Self-Service for faculty that is automatically applied to your role as a faculty member. However, if you should find you are in need of additional access such as Internet Native Banner, or if you need to manage one or more budgets and therefore have a need for Banner Finance access, please contact Academic Affairs. The Chief Academic Officer will be able to help you decide what access you truly need and will direct you in filling out a Banner Data Access Request Form. For security reasons, access to university systems other than those accessed by the e-mail account, are based on a demonstrated need for the service and must be approved by the Chief Academic Officer.

For help related to computer services, contact Angela Linden, Campus Support Administrator, in Pendergraft, Room 150.

## **Office of Information Services**

Campus Support  
Pendergraft, Room 150  
305 West Q Street  
Phone: 479-968-0646  
Toll Free: 866-400-8022  
Fax: 479-964-0565  
E-mail: [campussupport@atu.edu](mailto:campussupport@atu.edu)

Campus Support Center is open 24 hours a day 7 days a week. (*NOTE: When the Library is closed there will only be email and telephone service available.*)

## **Student Accounts**

Brianna Ingram  
Student Services and Conference Center  
1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479-667-2950  
Fax: 479-667-2106  
E-mail: [bingram3@atu.edu](mailto:bingram3@atu.edu)

A red hangtag can be purchased at the Student Accounts Office for a \$15 fee. Office Hours are Monday through Friday, 8:00 a.m. – 4:00 p.m. Contact Brianna Ingram ([bingram3@atu.edu](mailto:bingram3@atu.edu)) with any student account questions.

## **Ozark Campus Library**

Visit the library and encourage students to do the same. You may place on reserve selected library holdings, such as periodicals, documents, or books that are of interest to your classes. Please email [kmoore36@atu.edu](mailto:kmoore36@atu.edu) for additional information

### **Ozark Campus Library**

Kristie Moore, Librarian  
Alvin Vest Student Union  
1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479-508-3321  
Fax: 479-667-1410  
E-mail: [kmoore36@atu.edu](mailto:kmoore36@atu.edu)

Library Hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Contact Kristie Moore ([kmoore36@atu.edu](mailto:kmoore36@atu.edu)) with any library questions.

### **The Ross Pendergraft Library and Technology Center (RPL)**

You may also activate your library account at the Ross Pendergraft Library and Technology Center on the Russellville Campus at the Circulation Desk. The multimedia reserves are located in the Music Lab on the second floor. Faculty can check out multimedia items, so visit the Music Lab.

Each fall semester, the library offers orientation sessions of approximately forty-five minutes in length for Composition classes, or new students or faculty who are unfamiliar with the Library. These introductory sessions will orient new students and faculty to the library's web services, acquaint them with the online catalog, and more. Please email [pendergraftlibrarycirc@atu.edu](mailto:pendergraftlibrarycirc@atu.edu) for additional information.

### **The Ross Pendergraft Library and Technology Center**

Brent Etzel, Director  
305 W. Q Street  
Phone: 479-968-0289 (Administrative Specialist) 479-968-0417 (Director)  
479-964-0569 (Circulation Department) 479-498-6060 (Technology)  
E-mail: [pendergraftlibrarycirc@atu.edu](mailto:pendergraftlibrarycirc@atu.edu)  
Website: [library.atu.edu](http://library.atu.edu)  
Library hours are Sunday, 2:00 p.m. – 12:00 a.m.  
Monday through Thursday, 7:00 a.m. – 12:00 a.m.  
Friday, 7:00 a.m. – 6:00 p.m.  
Saturday, 10:00 a.m. – 6:00 p.m.

## **Office of Student Services**

The Office of Student Services serves a variety of functions, from admissions, financial aid, and registration to working with high school and transfer students. The Office of Student Services advises students of all majors. They strive to increase student success and retention through their Early Warning Program which is designed to assist faculty in locating and resolving student attendance matters. The office sends an Early Warning Program reminder to all faculty at the beginning of the semester. Contact Richard Harris, Chief Student Officer, ([rharris1@atu.edu](mailto:rharris1@atu.edu)) for further information.

## **Office of Student Services**

Richard Harris, Chief Student Officer  
Student Services and Conference Center, Room 104  
1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479-667-2117  
Fax: 479-667-1422  
e-mail: [rharris1@atu.edu](mailto:rharris1@atu.edu)

## **Public Safety**

To report a crime or emergency call Public Safety. The Public Safety office is located in the Collegiate Center.

## **Public Safety Department**

David Spicer, Public Safety Officer  
Collegiate Center  
1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479-508-3359 non-emergency  
479-667-2117 on-campus; 911 – emergency  
**E-mail:** [dspicer@atu.edu](mailto:dspicer@atu.edu)

For additional information or questions about policies and procedures pertaining to adjunct faculty at Arkansas Tech University-Ozark Campus, see the Office of Academic Affairs. An Arkansas Tech University-Ozark Campus map has been included in this guide for your convenience.

# INSTRUCTIONAL RESPONSIBILITIES

All faculty have the responsibility of upholding the University's mission statement and high standard of instruction. Since many non-regular faculty are not on campus on a regular basis, it is imperative that a timely system for communication, including the use of e-mail and faxes, is used. When departments request the return of a form, textbook request, etc., or when deadlines are set for reporting of class attendance or grades, please respect the deadline given and comply as early as possible. Departments shall provide information to adjunct faculty as soon as possible so that he or she is given adequate time to reply to any request that is made.

The Chief Academic Officer is responsible for the curriculum and quality of instruction and therefore requests that the following guidelines be adhered to. Both web courses and classroom courses must be taught in a consistent manner to ensure the highest level of instructional quality and integrity.

## Course Syllabi

Course syllabi must be prepared according to the template which is required by Academic Affairs and submitted for approval to the department head at the beginning of each semester. The syllabus should contain specific information regarding the evaluation process and how the instructor will assign grades.

“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; to also include the appropriate Arkansas Course Transfer System or ACTS, course number when applicable)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, e-mail)
- 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 Educational Objectives listed in the 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)
- M. Emergency procedures statement: (In case of emergency or severe weather, students will be notified and are asked to follow the emergency guidelines posted in each room.)

## **Utilization of Class Time**

Adjunct faculty should maintain the course schedule and time slated for each class period. If faculty need assistance in the preparation of materials for instruction, they should talk to the department head or faculty supervisor:

“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 Program Chair or Chief Academic Officer”

(<http://www.atu.edu/ozark/academics/facultyresources.php>).

## **Textbooks**

Program Chairs will obtain and distribute the instructor’s textbooks or request forms used for each course. Textbook selection is completed as soon as the schedule for each semester is finalized; therefore, any specific requests for textbooks must be submitted to chairpersons promptly so that the Arkansas Tech University-Ozark Campus Bookstore can order and receive the books in a timely manner.

## **Child Maltreatment and Reporting Policy**

**Act 703 of 2007 (Arkansas Code Annotated § 6-61-133) requires that Arkansas institutions of higher learning provide training in child maltreatment reporting for students enrolled in degrees that are a prerequisite for licensure or certification in a profession under the Child Maltreatment Act.**

**Institutions must submit an assurance to the Arkansas Department of Higher Education that each graduate has received training in:**

- Recognizing the signs and symptoms of child abuse and neglect
- The legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the Act
- Methods for managing disclosures regarding child victims.

## **Faculty Evaluation**

The *Faculty Handbook* requires that teaching be evaluated by a standard, university-wide student evaluation. The current student evaluation system is electronic and available through your OneTech account.

All courses are evaluated when they reach 80% completion. At that point, students are sent an invitation email to complete the evaluation. Follow up emails are sent until the evaluation is completed or the survey closes. Results are analyzed and distributed by the Office of Institutional Research through the online evaluation system.

## CLASS RECORDS

### University Grades and Attendance

“It is the responsibility of the faculty member to maintain adequate records necessary for grading and for accurate record keeping regarding daily student attendance throughout the semester/term. Class rolls and records are the property of Arkansas Tech University. They should be retained for at least six months following the conclusion of the course or turned over [to the program chair or Chief Academic Officer] in the event that the faculty member leaves the University” (<http://www.atu.edu/ozark/academics/facultyresources.php>).

### Federal Attendance Accounting

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 nonpayment. At the beginning of each semester faculty members are expected to notify the Registrar concerning students on class rolls who have not reported to class.

For electronically delivered classes, the faculty member must ascertain whether students have actively contributed to the course at least once on or before the attendance verification date for the course. For purposes of attendance accounting this means that faculty are required to have students complete the Blackboard Federal Initial Attendance Participation Module **or** submit an assignment on or before the attendance verification date for the course.

\*Attendance accounting is completed electronically in the Banner system. Instructions are provided to all faculty members prior to the beginning of each semester and can be found at the end of this guide.

### Class Attendance

The following statements regarding faculty and student attendance and the faculty members' responsibility to set student attendance expectations for each class do not release the faculty from the responsibility to maintain daily student attendance records throughout the semester/term.

**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 they report to class. Absence by a faculty member must have the prior approval of the Program Chair or Chief Academic Officer, 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) – 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 Chief Academic Officer. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade as outlined in the *Faculty Handbook*.

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.
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.

Students may repeat courses they have taken at Arkansas Tech University for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student’s cumulative grade point although all grades and all attempts are recorded on the student’s academic record. Students may not repeat a course in which the highest grade possible has already been earned. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

## **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. Mid-term grades are reported for freshmen and sophomore 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 set a reasonable time limit within the following semester in which the work must be completed. 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 Office of Academic Affairs.

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 Chief Academic Officer.

## **Reporting Grades**

Grades are to be reported at mid-term (for freshmen and sophomores 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 Chief Academic Officer.

After grade submission due dates, grades are available on the student's OneTech account. Notification is sent to students in academic jeopardy.

<http://www.atu.edu/ozark/academics/facultyresources.php>

## **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 Chief Academic Officer, 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–Ozark Campus policy that each fulltime 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 Chief Academic Officer.

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 Chief Academic Officer 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 instructor 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” (<http://www.atu.edu/ozark/academics/facultyresources.php>).

## **Plagiarism**

Should faculty encounter cases of academic dishonesty, they may refer to the Arkansas Tech University-Ozark Campus *Faculty Handbook* for Student Academic Conduct Policies and Procedures:

“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.”

<http://www.atu.edu/ozark/academics/facultyresources.php>.

## **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 – Ozark Campus requires certain standards of academic integrity and conduct from all students. Arkansas Tech University – Ozark Campus expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the instructor 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 instructor 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** 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 instructors teaching those classes, g) use of any electronic device and/or any other means of text messaging will be considered a form of dishonesty.
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. Acknowledgment 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 instructor 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 instructor'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 and Admissions Committee**

### **Composition of Committee**

1. The Academic Appeals and Admissions Committee is an official committee of Arkansas Tech University – Ozark Campus 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 Chief Academic Officer will appoint one faculty member from each division: Allied Health, Adult and Continuing Education, Business Technology, General Education, Industry/Technology and one representative from The Student Government. The faculty on the committee will elect a Chair.

2. The Academic Appeals Committee will form a pool 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, the Chair shall select a three-person sub-committee from the pool in the following manner: one faculty member from the department involved in the appeal is located, one faculty member from the division at large, and one representative from the Office of Student Services. If the department grieved is represented by only one faculty member, then an alternate will be selected from the division.

### **C. Procedure for Charges of Academic Dishonesty**

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

1. The instructor 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 instructor may also have different penalties for particular cases of academic dishonesty.
2. The instructor will notify his or her Program Chair (or Chief Academic Officer if the instructor is a Program Chair) 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 instructor, the student should make an appointment with the relevant Program Chair (or Chief Academic Officer; 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 Program Chair, he or she should make an appointment with the Chief Academic Officer who will seek resolution of the problem.
5. If a resolution is not found, the Program Chair will refer the student to the Academic Appeals and Admissions Committee.
6. The student should then submit a written appeal to the Chair of the Academic Appeals and Admissions Committee.
7. If the Academic Appeals Sub-Committee determines that academic dishonesty has occurred, it will confirm the recommendation of the instructor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals and Admissions Committee and the Program Chair 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 Chief Academic Officer of the decision. The Chief Academic Officer 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 Chancellor within three working days of receiving

notification of the sub-committee's decision of the Chair of the Sub-Committee. The decision of the Chancellor 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 Chancellor. The Chancellor will confer with the Chief Academic Officer, Program Chair, and faculty member to facilitate the return of the student to class without penalty. The Program Chair will notify the student of the decision.

#### **D. Procedure for Charges of Academic Misconduct**

1. The instructor 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 Chief Student Officer will also be informed of the behavior.
2. If the student has refused to respond or has ignored the instructor's first and second warning of the academic conduct or disruptive behavior, the student will be suspended for a period not longer than three days from the class where the warnings were given. Within 24 hours of the initial suspension a notification will be sent to the Chief Student Officer who will adjudicate charges of misconduct
3. The student may appeal the Chief Student Officer's decision through the appeals process as outlined below.
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 adjudication.
5. On the same date of adjudication, the student will be advised by the Chief Student Officer that he or she has the right to submit a written appeal to the Academic Appeals Sub-Committee addressing the alleged incident of academic misconduct. The student's written appeal as well as the instructor's written statement shall be delivered to the Chair of the Academic Appeals and Admissions Committee at least 24 hours prior to the hearing.
6. The Academic Appeals Sub-Committee will consider the written statements of the instructor and the student involved in the incident of academic misconduct. The Program Chair will also provide a statement that the warning procedure has been followed and that the student has been suspended 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 instructor, Program Chair and student.
7. If the Academic Appeals Sub-Committee determines that academic misconduct has occurred, it will confirm the recommendation of the Chief Student Officer concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals and Admissions Committee and the Program Chair. 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 Chief

Academic Officer of the decision. The Chief Academic Officer 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 Chancellor within three working days of receiving notification of the sub-committee's decision from the Chair of the Sub-Committee. The Chancellor's decision 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 Chancellor. The Chancellor will confer with the Chief Academic Officer, Program Chair, and instructor to determine the course of action to be followed and the status of the student in regards to the class in question. The Program Chair 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 instructor 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 instructor of the class to discuss the problem. Students must begin with the instructor 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 instructor of the class, an appointment should be made with the head of the department in which the course is taught. The Program Chair will seek satisfactory resolution of the problem with both the student and instructor.
3. If the student is still dissatisfied, an appointment should be made with the Chief Academic Officer. The CAO 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 Chief Academic Officer of the school, the student may file an appeal within three working days according to the outlined procedure for the Academic Appeals and Admissions Committee.
3. Final appeals, whether informal or formal, will be passed by the Chief Academic Officer of the school to the Chancellor 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 Chief Student Officer should be the instructor involved (appeal of a grade); or the student may appeal to the Chief Student Officer if it is an appeal of program dismissal. If the appeal of a grade is not resolved at this level, the student may appeal to the Chief Academic Officer.
5. If either appeal is not resolved in Step 4, the student may appeal to the Chief Academic Officer 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 Chief Academic Officer. 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 the academic appeals committee. The committee members will be appointed by the Chief Academic Officer. 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 Chief Academic Officer. The Chief Academic Officer will seek resolution based on the recommendation (appeal of the grade). The committee recommendation will be conveyed to the Chief Academic Officer (appeal of program dismissal). In the case of academic program dismissal, the Chief

- Academic Officer will forward the following to the Chancellor 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 Chancellor.
9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Chancellor 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 Chief Academic Officer shall carry out the recommendations of the committee. Otherwise, a grade will be changed only if a majority of the division 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 Program Chair, Chief Academic Officer, and Chancellor. The Chancellor 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.

# **POLICIES AND PROCEDURES**

## **Criminal Background Check Policy**

Arkansas Tech University is committed to providing a safe environment by protecting the health, welfare and safety of all students, employees and visitors to our campus. As such, it shall be the policy of the University to conduct pre-employment criminal background checks for all applicants selected for new employment. This policy shall apply, without limitation, to all individuals selected during the hiring process for full and part-time faculty, classified and non-classified employees, staff, extra labor, and graduate assistants. An applicant who refuses to provide information necessary to conduct the criminal background check, or who provides false or misleading information, will not be considered for the position for which he or she has applied.

Criminal background checks are performed once a preferred candidate has been selected for employment. All offers of employment will be contingent upon successful completion of a criminal background investigation. Specifics on those subject to criminal background checks and the procedures for conduction such investigations are detailed in the Pre-Employment Screening Procedures available in the Office of Human Resources.

In accordance with federal and/or state law, a previous conviction will not automatically disqualify an applicant from consideration for employment. Each applicant identified with a criminal conviction will be evaluated on a case-by-case basis by the Criminal Background Check Committee which is composed of a representative from Human Resources, Academic Affairs, Administration and Finance, and Student Affairs. University Counsel will be available for advisory purposes only. The following factors will be considered for those applicants with a criminal conviction history in determining whether to extend an offer of employment:

1. The nature or gravity of the offense(s); and
2. The time since the conviction and/or completion of sentence; and
3. The nature of the job held or sought.

Should Arkansas Tech University consider an adverse decision on the applicant based on the criminal background check information, the applicant must:

- Be notified of the potential adverse decision based on the criminal background information;
- Be provided a copy of the criminal background report; and
- Be given the opportunity to provide to the Criminal Background Check Committee additional written information to dispute within five business days the accuracy of the criminal background report.

A final employment decision shall not be made until the applicant's additional information has been considered or such time that the applicant fails to respond as required.

## **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 Office of Student Services

(<http://www.atu.edu/ozark/academics/facultyresources.php>).

### **Disability Services for Students**

“Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the Technology and Academic Support building, and may be contacted by calling (479) 667-2117.

<http://www.atu.edu/ozark/academics/facultyresources.php>.

### **Sexual and Gender Harassment**

As stated in the *Faculty Handbook*, “It is the policy of Arkansas Tech University to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior”

<http://www.atu.edu/ozark/academics/facultyresources.php>.

## **Consensual Relations**

“Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

An employee, whether faculty or staff, should not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department.

A supervisor, whether faculty or staff, should also not develop a dating or sexual relationship with an employee when the supervisor has a “position of authority” with respect to the employee. Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with an appropriate supervisor. The supervisor, with advice from University Counsel, shall develop a mechanism to ensure that objective evaluation is achieved, that conflicts of interest are avoided, and that the interest of the other individual and University are fully protected. If this policy is violated, any discipline, if necessary, shall be reviewed on a case by case basis” <http://www.atu.edu/ozark/academics/facultyresources.php>).

## **Affirmative Action Policy**

Arkansas Tech University-Ozark Campus will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University-Ozark Campus prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University-Ozark Campus will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University-Ozark Campus will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments

of its workforce where deficiencies exist. Additionally, Arkansas Tech University-Ozark Campus will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer.

### **Conflicts Of Interest**

All members of the Arkansas Tech University community, including faculty, staff and members of the Board of Trustees, should remain free from conflicts of interest. The following describe areas of possible conflict of interest:

- Using or attempting to use their official position to secure special privileges or exemptions for themselves or their spouses, children, parents, or other persons standing in the first degree of relationship, or for those with whom they have a substantial financial relationship that are not available to others except as may be otherwise provided by law.
- Accepting employment or engaging in public or professional activity while serving as public officials and in which they might reasonably expect would require or induce to them to disclose any information acquired by them by reason of their official positions that is declared by law or regulation to be confidential.
- Disclosing or using information gained by reason of their position for their personal gain or benefit.

Receiving gifts for the performance of the duties and responsibilities of their position. This does not apply to gifts from friends, professional associates and relatives that are not work related or to awards recognizing achievement. Nominal gifts (having a value of \$100 or less) among faculty, staff and students are also excluded.

<http://www.atu.edu/ozark/academics/facultyresources.php>.

### **Non-Discrimination Policy**

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates, or financial aid.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy

has been delegated to Jennifer Fleming, Affirmative Action officer who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or calling 479-498-6020. (FH page 6)

### **Non-Compliance Policy**

The faculty member is expected to conduct himself/herself in a professional manner. This includes, but is not limited to, working collaboratively and collegially with colleagues, program chairs, staff and administration. Academic standards are to be upheld, not only in the classroom, but in all segments of the faculty member's professional life. Noncompliance with adjunct instructor and or university regulations may be used to make future personnel decisions.

### **Campus Safety and Preparedness**

“As stated in the *Faculty Handbook*, Arkansas Tech University-Ozark Campus places the highest priority on the health and safety of its on-campus population and visitors. In the event of a threatening situation Tech will communicate vital information as quickly and efficiently as possible for our students, faculty, staff and visitors . . . .

The Campus Emergency Procedures provide guidance to be followed in the event of threatening situations to which the campus is vulnerable. Students, faculty, and staff should review these procedures and have ready access to them if needed. A copy of these procedures is located in every room by the door.

The Emergency Operations Plan defines lines of authority and responsibilities, promotes working relationships, and imparts knowledge necessary to protect lives and property and to maintain the operational integrity of the University.

<http://www.atu.edu/ozark/academics/facultyresources.php>.

# TECHNOLOGY

## eTech

eTech is a campus-wide initiative to enhance and support the delivery of online courses. eTech facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses. eTech can be accessed at <http://etech.atu.edu>.

The *Faculty Handbook* requires that teaching be evaluated by a standard, university-wide student evaluation. The current student evaluation system is ClassClimate.

Online courses are subject to the same requirements as traditionally taught courses. An online course is evaluated when it reaches 80% completion. At that point, students are sent an invitation email to complete the evaluation. Follow up emails are sent until the evaluation is completed or the survey closes. Results are analyzed and distributed by the Office of Institutional Research using the same procedures as those evaluations used in face-to-face courses.

eTech course developers work under the auspices of the University's approved Course Ownership Policy. A copy of the policy is included on pages 89-90 of the Arkansas Tech University *Faculty Handbook*.

eTech uses Blackboard as the course management system for the delivery of online courses. Links are available on the eTech site (<http://etech.atu.edu>) to the most current version of Blackboard and additional support materials.

eTech works collaboratively with the Office of Information Systems (formerly Computer Services). For technical support with OneTech and/or Blackboard, please contact the Help Desk at 479-968-0646 or 1 (866) 400-8022 or visit the Office of Information Systems (formerly Computer Services) website at <http://ois.atu.edu>. Assistance with general technical issues is available at [campussupport@atu.edu](mailto:campussupport@atu.edu).

The Office of Information Systems is also on Facebook at <http://facebook.com/ATUInfoSys> and Twitter at <http://twitter.com/ATUInfoSys>.

## Tech e-mail

Arkansas Tech University's e-mail can be accessed by simply using an internet browser.

To access a TECH e-mail account from any location, simply open up OneTech from <http://onetech.atu.edu/>. The OneTech page will appear as pictured below.

**Welcome to the OneTech portal at Arkansas Tech University**

**Secure Access Login**

OneTech ID:

Password:

Having problems logging in? [Click here.](#)

Trying to find something on the Tech web? Check out the new **Tech A-Z**

**Did you know...**

The OneTech Resource Site has [tutorials](#) that can show you how to customize your layout.

If you have questions about technology on campus you can ask them on the Computer Services [Frequently Asked Questions](#) site.

**Problems with the Portal?**

Visit the [OneTech Resource Site](#) or call the Campus Support Center at 479-968-0646.

For more information about the OneTech portal, check out the [OneTech Blog](#).

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## How to Log-in

Your OneTech ID will be used to login to most, if not all of the systems on campus, including computer systems, the OneTech portal, Blackboard, and e-mail. Your OneTech ID will be your first initial combined with your last name. If you have a common last name, then your ID might end in a number as well. For example, if your OneTech ID is jdoe, your e-mail address would be [jdoe@atu.edu](mailto:jdoe@atu.edu). You would also log into campus computers using jdoe as your username. If you have never logged into your Tech email before, the initial password is your six-digit birth date followed by Atu. (MMDDYYAtu).

Welcome Brenda Shoop  
You are currently logged in.

My Account Content Layout

E-mail Calendar Groups Logout Help

Welcome Library Finance Faculty/Advisor Student Tutorial Staff August 23, 2014

**My Banner (1/1)**

My Banner

**Banner Self-Service**

Banner Self-Service

**Other Calendars**

University Events Calendar  
Academic Calendar  
Witherspoon Events Calendar

**Argos Reporting Tool**

Argos Reporting System  
ARGOS Help Manual

**Exchange Email**



Click the logo above to access your Exchange email.

As of August 15, 2014, All faculty and staff use Exchange for email.  
If you cannot access your Exchange mailbox, please contact the Campus Support Center 479.968.0646

**Directory**

Type in Name:

Search for:

Faculty/Staff  
 Student(s)

Search Reset

To access your email, click on the Office 365 box. It will take you to another login screen.



Sign in with your OneTech ID and password

Sign in

Microsoft®  
**Outlook Web App**

Security ( [show explanation](#) )

- This is a public or shared computer
- This is a private computer
- Use the light version of Outlook Web App

User name:

Password:

Sign in

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

Enter your OneTech username and password and click Sign in. You can also go directly to this login screen by typing <http://mail.atu.edu> in your browser command line. (You will see one of these two sign in screens.) For more information contact the Help Desk at 479-968-0646 or [campussupport@atu.edu](mailto:campussupport@atu.edu).

## Teaching Web Courses with BLACKBOARD LEARN™

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. Blackboard can be accessed at <http://bblearn.atu.edu>.

Faculty are provided with technology training as needed or requested to allow them to effectively use the technology to support course objectives. eTech includes information such as developer resources, technology resources, and teaching resources as well as other information.

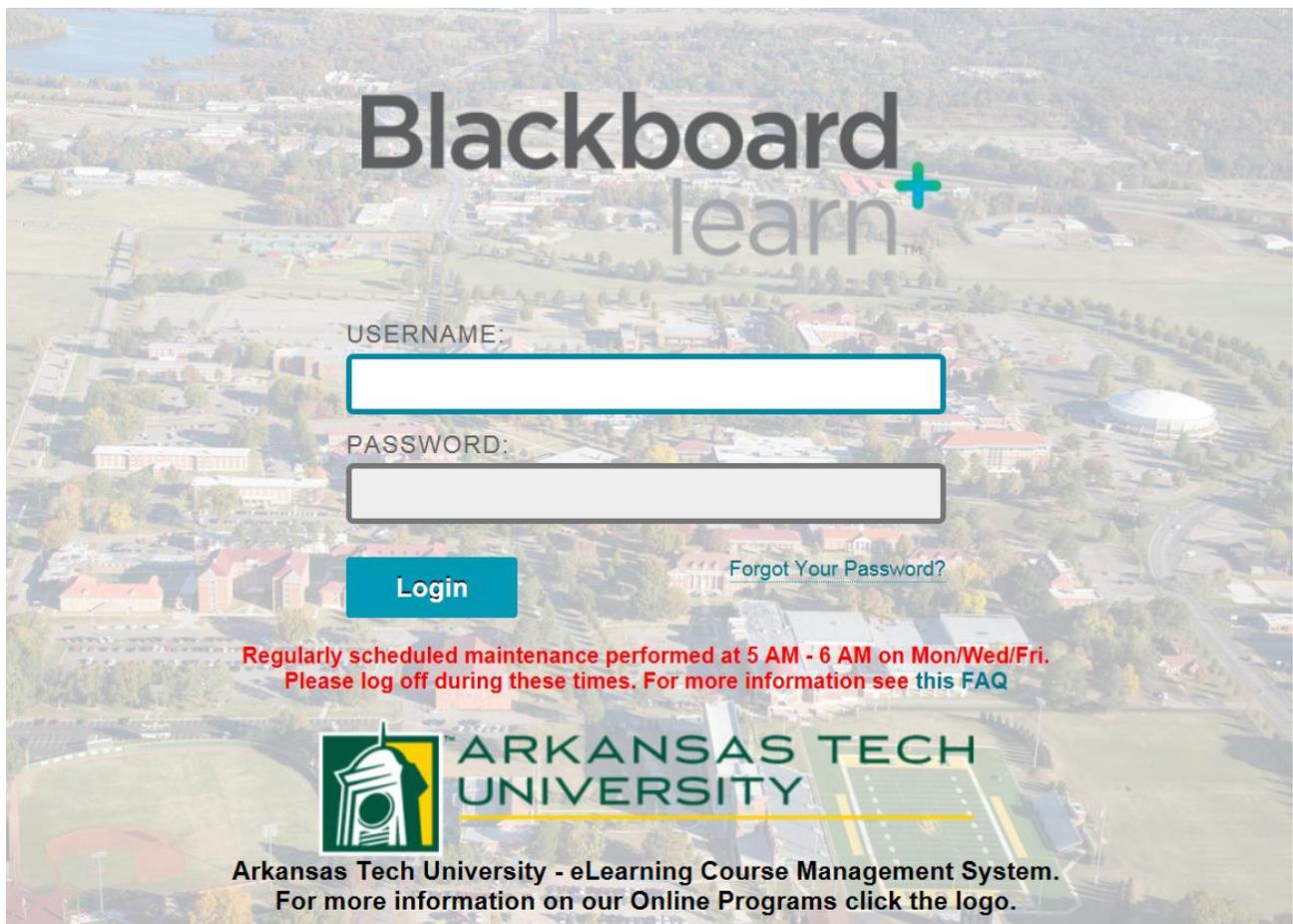
### Blackboard Help Desk

RPL 150

Phone: 479-968-0646

Toll Free: 866-400-8022

E-mail: [campussupport@atu.edu](mailto:campussupport@atu.edu)



**Blackboard**  
learn™

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

**Login**

**Regularly scheduled maintenance performed at 5 AM - 6 AM on Mon/Wed/Fri.  
Please log off during these times. For more information see [this FAQ](#)**

 **ARKANSAS TECH UNIVERSITY**

Arkansas Tech University - eLearning Course Management System.  
For more information on our Online Programs click the logo.

## Banner Help and Instructions

Information on procedures used in Self-Service Banner can be found at [http://www.atu.edu/registrar/banner\\_forms.php](http://www.atu.edu/registrar/banner_forms.php).

**Banner Help and Instructions**

Training Videos

Final Grading Video

Training Documents

Banner Schedule Procedures	Banner Schedule Checklist
Advisor Assignment	Attendance Accounting Instructions
Course Overload	Enrollment Limits
Final Grading Procedures	Midterm Grading Procedures
Navigating Faculty Services	Internet Native Banner Registration Errors
Internet Native Banner Registration Procedures	Self-Service Banner Registration Procedures

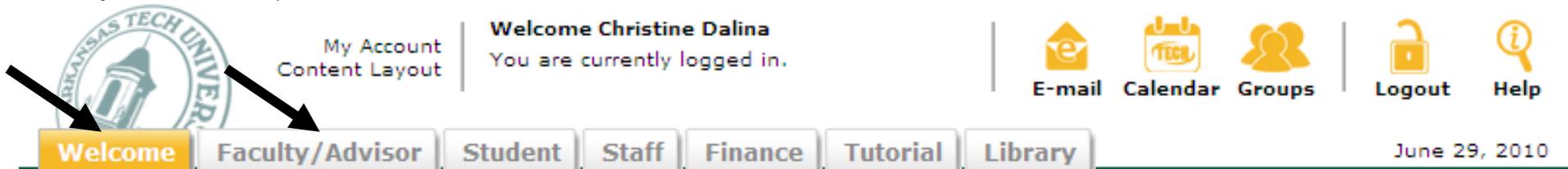
Individual instructions for these specific tasks follow:

- Navigating within Faculty Services (Banner Self-Service Channel)
- Attendance Accounting
- Midterm Grading
- Final Grading

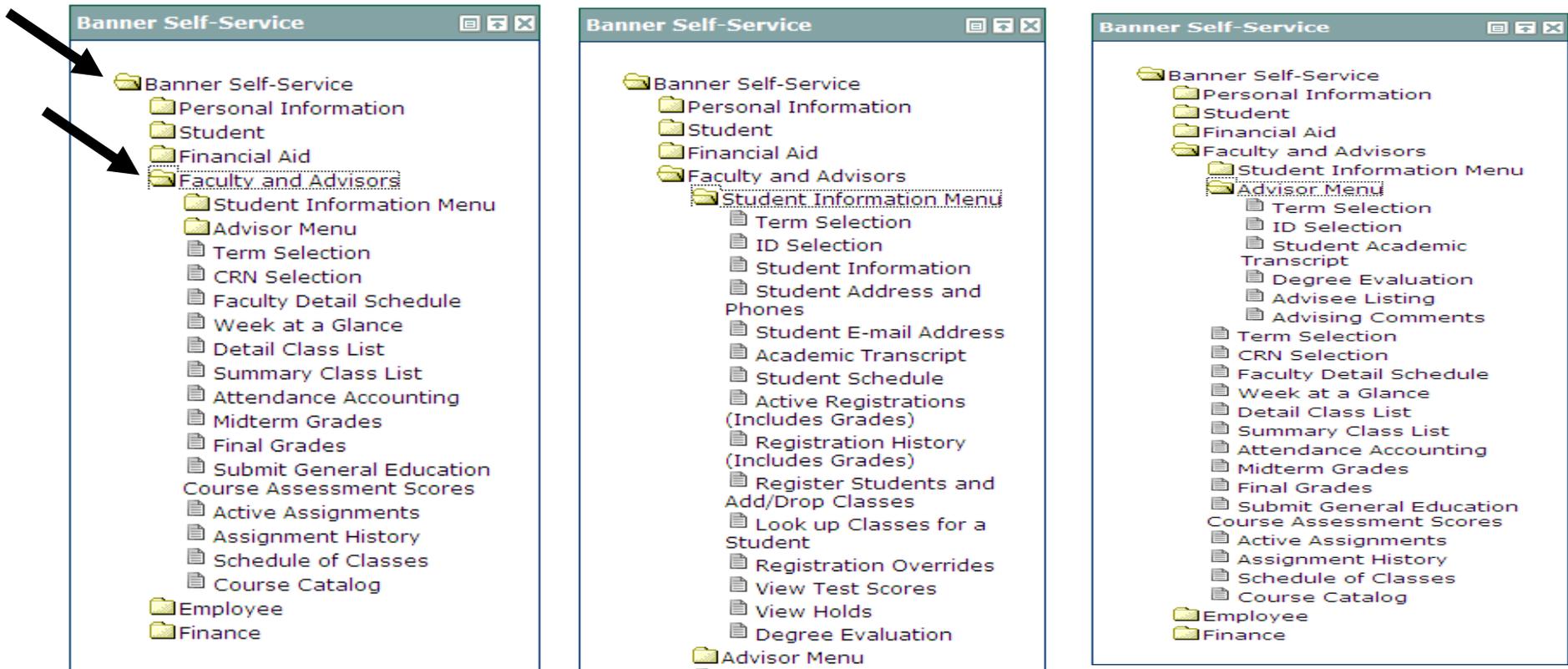
## **Navigating within Faculty Services (Banner Self-Service Channel)**

## Navigating within the Banner Self-Service Channel

Once you have logged into OneTech, locate the Banner Self-Service module (under either your Welcome or Faculty/Advisor tab).



Double-click on folders to access information and additional menus.



By clicking on a link within these menus you navigate away from OneTech into Banner Self-Service. To return to OneTech, click Back to Welcome tab.



Below is the Faculty Services section of Banner Self-Service. To return to this menu at any time click the Faculty Services tab or Return to Menu arrow (you will need to return to this menu to select a new Term, CRN, or Student for advising/registration, grading, attendance, etc.).

The image shows the Faculty Services section of the Banner Self-Service interface. At the top, there is a "Browse" button and a breadcrumb trail: "Home > Faculty and Advisors". A search bar on the right contains the text "Find a page...". Below the breadcrumb is a horizontal menu with five tabs: "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted in green), and "Employee". Below the tabs is a grid of service links. A left-pointing arrow is located to the left of the grid, and a right-pointing arrow is to the right. The grid contains the following links:

Student Information Menu	Advisor Menu	Term Selection	CRN Selection
Faculty Detail Schedule	Week at a Glance	Detail Class List	Summary Class List
Attendance Accounting	Midterm Grades	Final Grades	Submit General Education Course Assessment Scores
Active Assignments	Assignment History	Schedule of Classes	Course Catalog

## **Attendance Accounting**

## Attendance Accounting

**Students must attend the course before its unique attendance date (not due date)—there are no exceptions;** attendance is measured as follows:

- Physical attendance in a course,
- Submission of an assignment, OR
- Completion of the Blackboard Attendance Accounting Module

**You must report attendance for all students on the attendance roster**—students who have already dropped the course will be listed; the reporting of their attendance is also required—you must report whether or not they attended before they dropped.

If a student is attending your class but does not appear on the class list, you must immediately notify (968-0272, [registrar@atu.edu](mailto:registrar@atu.edu)), and send the student to, the Registrar's Office.

**NOTE:** Because of changes in Federal Financial Aid regulations, reporting a student as Did Not Attend **DOES** result in the student being administratively dropped from the course by the Registrar's Office; there is no reinstatement for non-attend drops.

### Submitting Attendance

1. Log in to [OneTech.atu.edu](http://OneTech.atu.edu) and from the Welcome tab open the Banner Self-Service folder. Open the Faculty and Advisors folder, then click Attendance Accounting.



2. Select the current term from the drop-down menu, then click Submit. Note: Any time you can click the Faculty Services tab. to return to the main faculty menu.

#### Select Term

Home > Faculty and Advisors > Term Selection

3. Select the course from the drop-down menu, then click Submit.

#### Select a CRN

Home > Faculty and Advisors > CRN Selection

4. If all students have attended at least once, and you are reporting all as attended, enter your initials and click submit.

a) If your course(s) uses Blackboard:

	Maximum	Actual	Remaining
<b>Enrollment:</b>	20	16	4
<b>Cross List:</b>	0	0	0

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	16	Bruton, Brittany A.	3.00	Aug 13, 2014	<input type="checkbox"/>	Aug 27, 2014 10:02:09 AM
2	10	Castleberry, Patrick R.	3.00	Jul 14, 2014	<input type="checkbox"/>	Aug 27, 2014 05:12:31 PM
3	8	Cleaver, Hilary G.	3.00	Jun 25, 2014	<input type="checkbox"/>	Aug 27, 2014 05:58:43 AM
4	6	Cothran, Casey A.	3.00	May 30, 2014	<input type="checkbox"/>	Sep 04, 2014 05:26:50 PM
5	20	Deaton, Lacey J.	3.00	Sep 03, 2014	<input type="checkbox"/>	Sep 04, 2014 07:09:25 PM
6	11	Frazier, Desiree D.	3.00	Jul 15, 2014	<input type="checkbox"/>	Aug 23, 2014 07:55:29 AM
7	4	Harden, Jenny C.	3.00	May 28, 2014	<input type="checkbox"/>	Aug 23, 2014 02:30:21 PM
8	1	Harmon, Janet K.	3.00	Apr 29, 2014	<input type="checkbox"/>	Aug 27, 2014 10:10:22 PM
9	3	Harris, Hannah E.	0.00	May 23, 2014	<input type="checkbox"/>	Aug 27, 2014 08:15:51 AM

If the student has completed the Blackboard Attendance Module, the time and date stamp will appear here.

If ALL students are attending, please enter your initials and click "Submit" =>

tv

Enter your Initials.

Submit Reset

Click Submit.

b) If your course(s) do not use Blackboard:

	Maximum	Actual	Remaining
<b>Enrollment:</b>	16	8	8
<b>Cross List:</b>	16	15	1

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	13	Griffin, Paige L.	3.00	Jun 13, 2014	<input type="checkbox"/>	
2	5	Li, Mengmeng	3.00	Apr 10, 2014	<input type="checkbox"/>	
3	7	Moreno, Elijah A.	3.00	Apr 10, 2014	<input type="checkbox"/>	
4	9	Pan, Zebo	0.00	Sep 08, 2014	<input type="checkbox"/>	
5	8	Patel, Tulsi B.	3.00	Apr 10, 2014	<input type="checkbox"/>	
6	14	Perry, Joshua H.	3.00	Aug 14, 2014	<input type="checkbox"/>	
7	11	Ramos, Marvic L.	3.00	Apr 10, 2014	<input type="checkbox"/>	
8	1	Smith, Bailey N.	3.00	Apr 07, 2014	<input type="checkbox"/>	
9	12	Stecker, Zoe F.	3.00	Apr 15, 2014	<input type="checkbox"/>	

If ALL students are attending, please enter your initials and click "Submit" =>

Enter your Initials.

Submit Reset

Click Submit.

5. If **ANY** students **HAVE NOT ATTENDED** at least **ONCE BEFORE THE ATTENDANCE DATE HAS PASSED**, click the "Did NOT Attend" box to the right of the student's name(s) and click submit.

a) If your course(s) uses Blackboard:

	Maximum	Actual	Remaining
Enrollment:	20	16	4
Cross List:	0	0	0

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	16	Bruton, Brittany A.	3.00	Aug 13, 2014	<input type="checkbox"/>	Aug 27, 2014 10:02:09 AM
2	10	Castleberry, Patrick R.	3.00	Jul 14, 2014	<input type="checkbox"/>	Aug 27, 2014 05:12:31 PM
3	8	Cleaver, Hilary G.	3.00	Jun 25, 2014	<input type="checkbox"/>	Aug 27, 2014 05:58:43 AM
4	6	Cothran, Casey A.	3.00	May 30, 2014	<input type="checkbox"/>	Sep 04, 2014 05:26:50 PM
5	20	Deaton, Lacey J.	3.00	Sep 03, 2014	<input type="checkbox"/>	Sep 04, 2014 07:09:25 PM
6	11	Frazier, Desiree D.	3.00	Jul 15, 2014	<input type="checkbox"/>	Aug 23, 2014 07:55:29 AM
7	4	Harden, Jenny C.	3.00	May 28, 2014	<input type="checkbox"/>	Aug 23, 2014 02:30:21 PM
8	1	Harmon, Janet K.	3.00	Apr 29, 2014	<input type="checkbox"/>	Aug 27, 2014 10:10:22 PM
9	3	Harris, Hannah E.	3.00	May 23, 2014	<input type="checkbox"/>	Aug 27, 2014 08:15:51 AM
10	13	Lawson, Rebecca D.	0.00	Aug 27, 2014	<input checked="" type="checkbox"/>	
11	21	Madden, Stedman R.	3.00	Sep 03, 2014	<input type="checkbox"/>	Sep 08, 2014 04:25:58 PM
12	5	Matz, Steven A.	3.00	May 29, 2014	<input type="checkbox"/>	Aug 27, 2014 06:47:42 PM

Click "Did NOT Attend" for students who did not attend.

If the student has **NOT** completed the Blackboard Attendance Module, the time and date stamp will not appear. Unless this person physically attended class, or completed an assignment, they must be reported as Non-Attending.

If ALL students are attending, please enter your initials and click "Submit" =>

**Submit** **Reset**

...click Submit.

b) If your course(s) do not use Blackboard:

	Maximum	Actual	Remaining
Enrollment:	16	8	8
Cross List:	16	15	1

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	13	Griffin, Paige L.	3.00	Jun 13, 2014	<input type="checkbox"/>	
2	5	Li, Mengmeng	3.00	Apr 10, 2014	<input checked="" type="checkbox"/>	
3	7	Moreno, Elijah A.	3.00	Apr 10, 2014	<input checked="" type="checkbox"/>	
4	9	Pan, Zebo	0.00	Sep 08, 2014	<input type="checkbox"/>	
5	8	Patel, Tulsi B.	3.00	Apr 10, 2014	<input type="checkbox"/>	
6	14	Perry, Joshua H.	3.00	Aug 14, 2014	<input type="checkbox"/>	
7	11	Ramos, Marvic L.	3.00	Apr 10, 2014	<input type="checkbox"/>	
8	1	Smith, Bailey N.	3.00	Apr 07, 2014	<input type="checkbox"/>	
9	12	Stecker, Zoe F.	3.00	Apr 15, 2014	<input type="checkbox"/>	

Click "Did NOT Attend" for students who did not attend.

If ALL students are attending, please enter your initials and click "Submit" =>

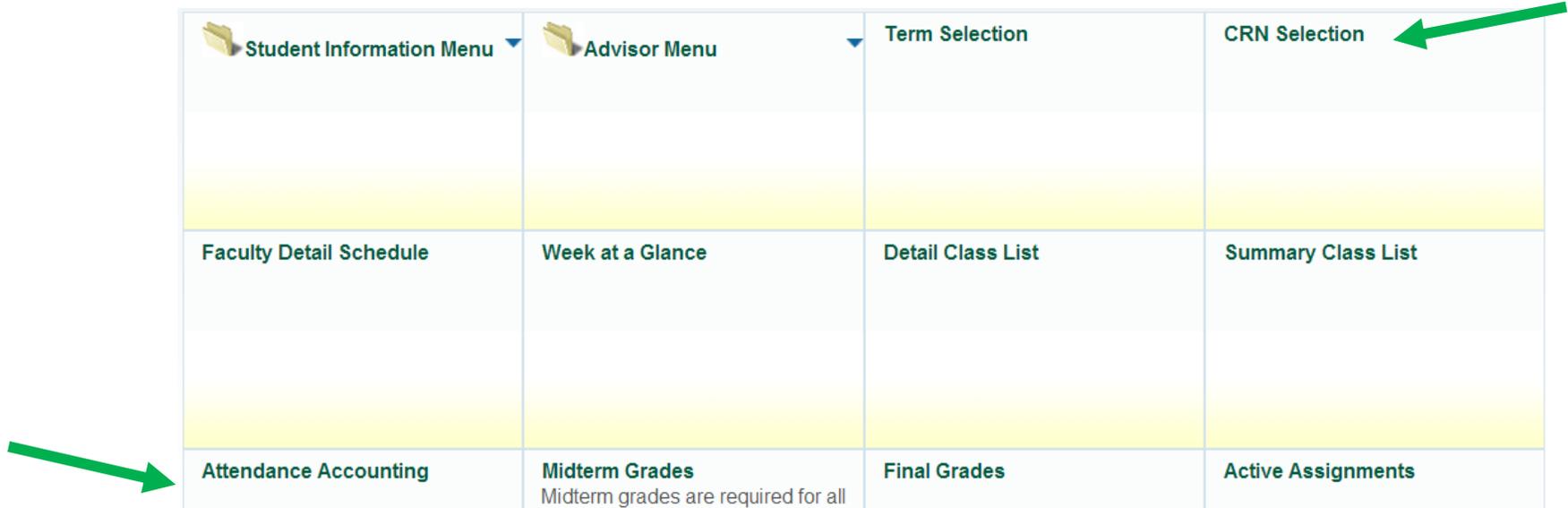
**Submit** **Reset**

...click Submit.

**NOTE:** Attendance lists with more than 25 students will have multiple pages; mark the attendance on the first record set, then click Submit. Continue with each additional record set, marking attendance as appropriate, then submit each page separately. **If you check students on the first record set but all have attended on the subsequent record sets, you do not need to enter your initials or submit those "blank" record sets.**

After successful submission, you should be returned to the top of the page and see "Your changes were saved successfully!" **If you do not see this message,** log out of OneTech then back in again to refresh your session. Return to the Attendance Accounting roster to view your submission.

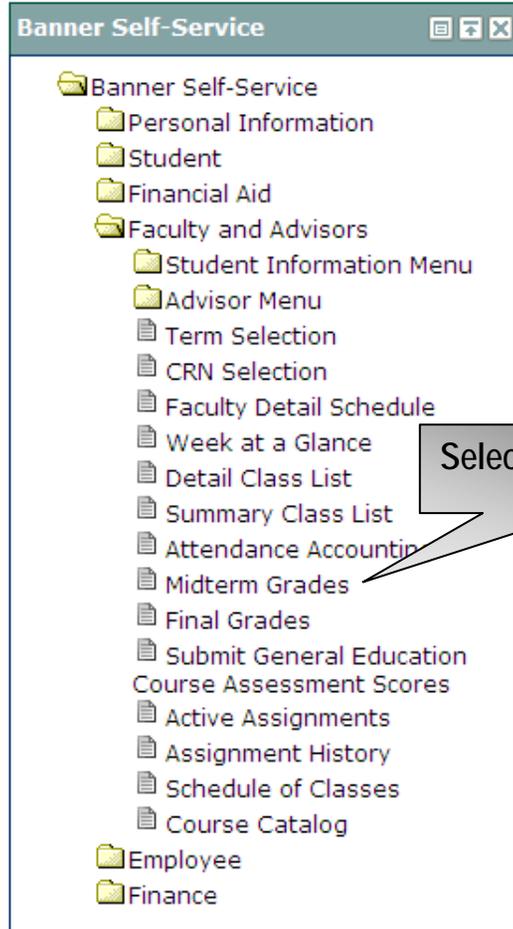
6. To select another course click the Faculty Services tab at the top of the page, then click CRN Selection from the top right. Select the course from the drop-down menu and click Submit. You will be returned to the Faculty Services menu; click Attendance Accounting on the left, then continue reporting your attendance.



 <b>Student Information Menu</b> ▾	 <b>Advisor Menu</b> ▾	<b>Term Selection</b>	<b>CRN Selection</b> 
<b>Faculty Detail Schedule</b>	<b>Week at a Glance</b>	<b>Detail Class List</b>	<b>Summary Class List</b>
 <b>Attendance Accounting</b>	<b>Midterm Grades</b> Midterm grades are required for all	<b>Final Grades</b>	<b>Active Assignments</b>

## **Mid-Term Grading in Self-Service**

# Midterm Grading in Self-Service

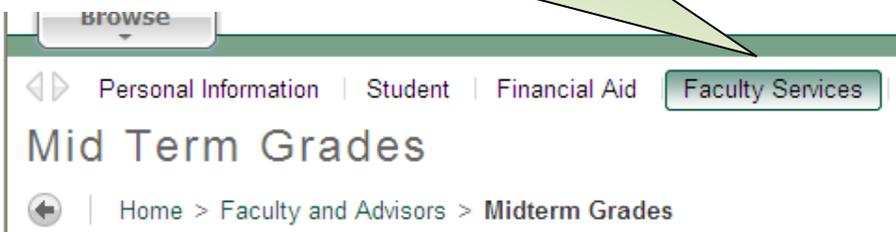


Banner Self-Service

- Banner Self-Service
  - Personal Information
  - Student
  - Financial Aid
  - Faculty and Advisors
    - Student Information Menu
    - Advisor Menu
    - Term Selection
    - CRN Selection
    - Faculty Detail Schedule
    - Week at a Glance
    - Detail Class List
    - Summary Class List
    - Attendance Accountin
    - Midterm Grades
    - Final Grades
    - Submit General Education
    - Course Assessment Scores
    - Active Assignments
    - Assignment History
    - Schedule of Classes
    - Course Catalog
  - Employee
  - Finance

Select Midterm Grades

NOTE: At any time while in Self-Service, click the "Faculty Services" tab at the top to return to the main faculty menu.

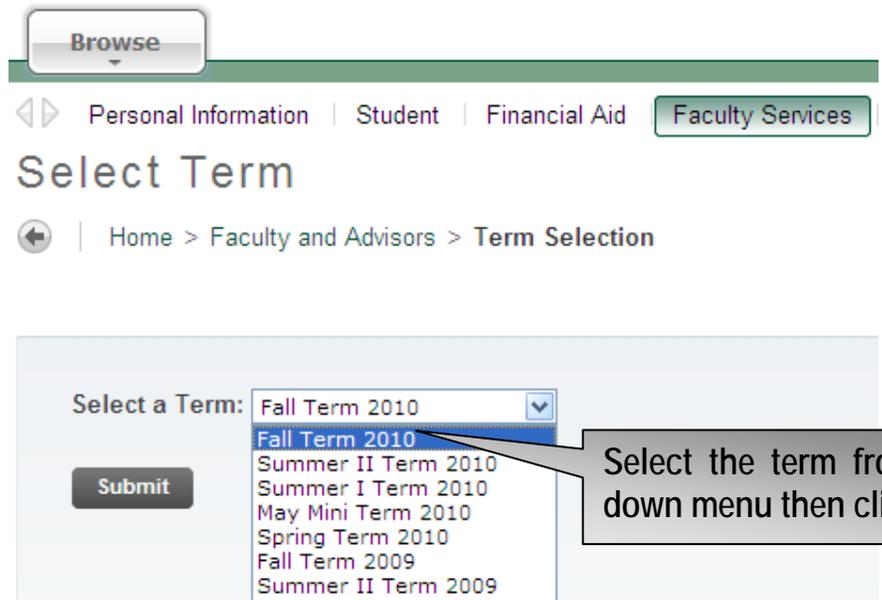


Browse

Personal Information | Student | Financial Aid | Faculty Services

## Mid Term Grades

Home > Faculty and Advisors > Midterm Grades



Browse

Personal Information | Student | Financial Aid | Faculty Services

## Select Term

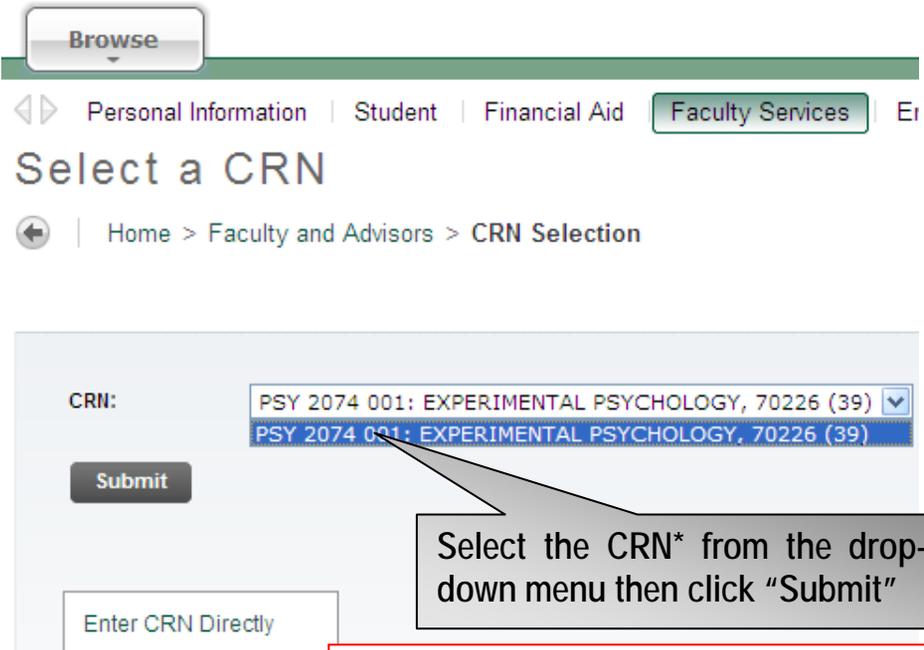
Home > Faculty and Advisors > Term Selection

Select a Term:

- Fall Term 2010
- Summer II Term 2010
- Summer I Term 2010
- May Mini Term 2010
- Spring Term 2010
- Fall Term 2009
- Summer II Term 2009

Submit

Select the term from the drop-down menu then click "Submit"



Browse

Personal Information | Student | Financial Aid | Faculty Services | Er

## Select a CRN

Home > Faculty and Advisors > CRN Selection

CRN:

- PSY 2074 001: EXPERIMENTAL PSYCHOLOGY, 70226 (39)

Submit

Enter CRN Directly

Select the CRN\* from the drop-down menu then click "Submit"

\*Disregard Condensed Courses; midterm grades are only required for full-term courses.

# Mid Term Grades

Home > Faculty and Advisors > Midterm Grades

T00009564 Christine L. Dalina  
Fall Term 2010  
May 28, 2010 09:20 am

Please enter midterm grades for every student listed below. You may notice that this list is different from your class list; ATU currently collects midterm grades only for freshmen and sophomores. Please do not enter anything in the "Last Attend Date" or "Attended Hours" fields. If 'Confidential' appears next to a student's name, all of his/her records (including directory information) are private and must not be shared.

## Course Information

SURVEY OF AMERICAN HISTORY - HIST 1903 001

CRN: 70729

Students Registered: 57

⚠ Please submit the grades often. There is a 119 minute time limit starting at 02:28 pm on Jun 25, 2010 for this page.

Record Sets: 1 - 55 56 - 57

NOTE: Classes with more than 25 freshman/sophomore students will have multiple pages (record sets). After selecting the appropriate grade for all students on page 1 (Record Set 1-25), click Submit; then, click on the next available record set to continue posting grades (Submit each page) for all remaining students.

## Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Adair, Mikayla R.	T00056817	4.000	Web Registered Apr 14, 2010	None	<input type="text"/>	<input type="text"/>	36
2	Demoret, Elizabeth A.	T00096972	4.000	Registered Apr 16, 2010	None	<input type="text"/>	<input type="text"/>	38
8	Tallev, Debbie R.	T00049797	4.000	Web Registered Apr 09, 2010	None	<input type="text"/>	<input type="text"/>	28

Use the drop-down boxes to select the appropriate grade for each student.

Click "Submit."

Submit Reset

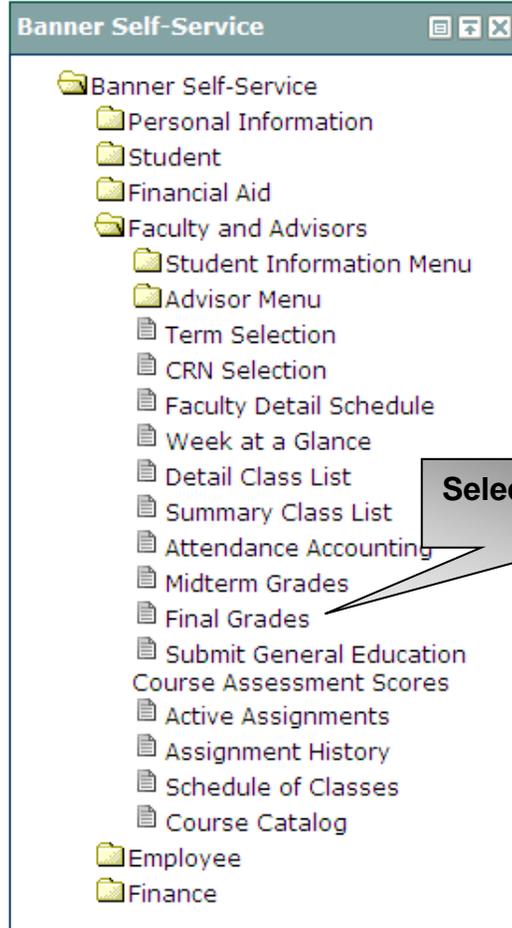
After submitting, the following message should display: "The changes you made were saved successfully." If this message doesn't display, log out of OneTech then log back in and return to the midterm grading roster to check your submissions.

⚠ Please submit grades often. There is a 119 minute time limit on this page.

Click "CRN Selection" to enter grades for another course.

## **Final Grading in Self-Service**

# Final Grading in Self-Service



Banner Self-Service

- Banner Self-Service
  - Personal Information
  - Student
  - Financial Aid
  - Faculty and Advisors
    - Student Information Menu
    - Advisor Menu
    - Term Selection
    - CRN Selection
    - Faculty Detail Schedule
    - Week at a Glance
    - Detail Class List
    - Summary Class List
    - Attendance Accounting
    - Midterm Grades
    - Final Grades
    - Submit General Education Course Assessment Scores
    - Active Assignments
    - Assignment History
    - Schedule of Classes
    - Course Catalog
  - Employee
  - Finance

Select Final Grades

**NOTE:** At any time while in Self-Service, click the “Faculty Services” tab at the top to return to the main faculty menu.



Browse

Personal Information | Student | Financial Aid | Faculty Services

## Select Term

Home > Faculty and Advisors > Term Selection



Select a Term: Fall Term 2010

- Fall Term 2010
- Summer II Term 2010
- Summer I Term 2010
- May Mini Term 2010
- Spring Term 2010
- Fall Term 2009
- Summer II Term 2009

Submit

Select the term from the drop-down menu then click “Submit”

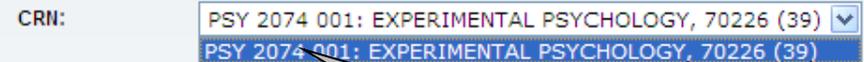


Browse

Personal Information | Student | Financial Aid | Faculty Services | Er

## Select a CRN

Home > Faculty and Advisors > CRN Selection

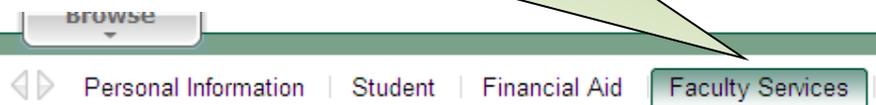


CRN: PSY 2074 001: EXPERIMENTAL PSYCHOLOGY, 70226 (39)

- PSY 2074 001: EXPERIMENTAL PSYCHOLOGY, 70226 (39)

Submit

Select the CRN from the drop-down menu then click “Submit”



Browse

Personal Information | Student | Financial Aid | Faculty Services

## Mid Term Grades

Home > Faculty and Advisors > Midterm Grades

*Final grading for condensed courses will differ from that of full-term courses; if the condensed course you are teaching for this term has already ended, please grade it by the full-term grading deadline. However, if the condensed course you are teaching has not yet ended, a final grade is not yet required.*

# Final Grades

If you assign a grade of "F", you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, skip the Last Attend Date and enter a "0" in the Attend Hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

## Course Information

SURVEY OF AMERICAN HISTORY - HIST 1903 001

CRN: 70729

Students Registered: 57

**NOTE: Large classes have more than one page; Submit grades for page 1 (Record Set 1-55), then click on the second Record Set to enter grades for Page 2. \*\*\* Submit each Record Set (page) separately!**

Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Record Sets: 1 - 55 56 - 57

**NOTE: If you assign the grade of "F" you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, do not enter a final grade or attend hours for him/her; you must immediately email [attendance@atu.edu](mailto:attendance@atu.edu) to report the student as non-attending, and indicate the reason federal attendance accounting wasn't accurately reported when initially submitted.**

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1	Acher, Patricia D.	T00078817	4.000	Web Registered	None	N		0.000	6
39	Wiggs, Jessica M.	T000...		Apr 07, 2010	None				15

Use the drop-down boxes to select the grade for each student.

Click "Submit" to complete.

Submit Reset

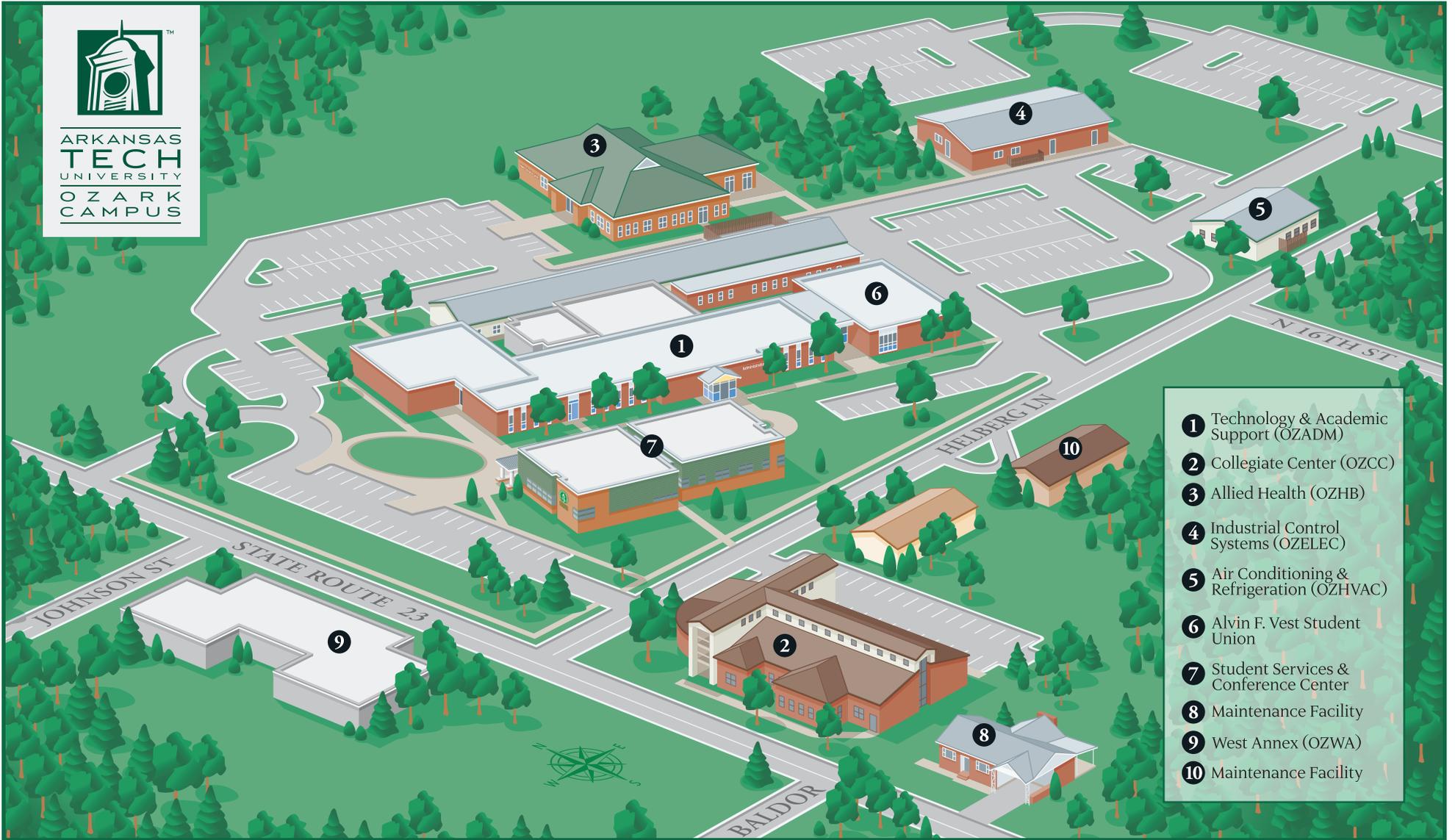
**NOTE: You will have the ability to award Incompletes ("I"); you must follow the policy outlined in the Faculty Handbook.**

Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Click "CRN Selection" to enter grades for another course.



ARKANSAS  
TECH  
UNIVERSITY  
OZARK  
CAMPUS



- 1 Technology & Academic Support (OZADM)
- 2 Collegiate Center (OZCC)
- 3 Allied Health (OZHB)
- 4 Industrial Control Systems (OZELEC)
- 5 Air Conditioning & Refrigeration (OZHVAC)
- 6 Alvin F. Vest Student Union
- 7 Student Services & Conference Center
- 8 Maintenance Facility
- 9 West Annex (OZWA)
- 10 Maintenance Facility

**Attendance Policy – First Memo**



Tue 5/31/2016 12:00 AM

Registrar on behalf of Academic Affairs

Attendance Policy

To Brenda Shoop

---

**Attention Faculty:**

40249 BST 1303-TC2, INTRO TO COMPUTERS, begins today.. Please take attendance daily. Attendance is measured as: physical attendance, submission of an assignment, OR completion of Blackboard Attendance Accounting module.

Attendance is required by 06-JUN-16 or you will report the student as not attending. Students must attend the course by its unique attendance date (not your reporting due date). There are no exceptions.

The day following the attendance date, you will receive an instructional email notifying you to begin submitting attendance; until then, the OneTech Attendance Accounting module will be unavailable. You will use your daily attendance records to submit your attendance accounting by the deadline: 11:59 p.m. on 09-JUN-16. You must continue to maintain attendance records for use when submitting final grading.

*If a student is attending your class but does not appear on the summary class list, you must immediately notify, and send the student to, the Registrar's Office (968-0272, [attendance@atu.edu](mailto:attendance@atu.edu)).*

Dr. Mohamed Abdelrahman  
Vice President for Academic Affairs

**Attendance Accounting – Second Memo**

## Brenda Shoop

---

**From:** registrar@atu.edu on behalf of academicaffairs@atu.edu  
**Sent:** Friday, June 07, 2013 7:01 PM  
**To:** Brenda Shoop  
**Subject:** Attendance Accounting

Attention Faculty:

Please complete the Attendance Accounting process for the following course:

CRN	Subject	Number	Sect	Title	Due Date
40521	BST	1303	TC3	INTRO TO COMPUTERS	10-JUN-13

Attendance Accounting for courses with unusual beginning/ending dates may have different deadlines from that of full-term courses; instructors of these courses will be notified by email of the due dates.

If a student is attending your class but does not appear on the class list, please notify the Registrar's Office immediately at 479-968-0272.

Procedures for completing the process are below, and can also be found at [http://www.atu.edu/registrar/docs/faculty/Attendance\\_Accounting.pdf](http://www.atu.edu/registrar/docs/faculty/Attendance_Accounting.pdf)

The University is required to account for non-attendance of students to maintain eligibility for Federal Financial Aid programs. Please refer to the Faculty Handbook (page 70) for further details regarding attendance accounting.

**NOTE:** Because of changes in Federal Financial Aid regulations, reporting a student as "Did Not Attend" DOES result in the student being administratively dropped from the course by the Registrar's Office.

### Attendance Accounting Reporting:

1. Log on to [onetech.atu.edu](http://onetech.atu.edu), and from the Welcome tab open the Banner Self-Service folder.
2. Open the Faculty and Advisor folder, and click Attendance Accounting.
3. Select the current term from the drop-down menu, and click Submit.
4. Select the course from the drop-down menu, and click Submit.
5. Report the attendance
  - a. If all students shown have attended at least one class session, scroll to the bottom and type your initials in the box in the bottom-right corner, and click Submit.
  - b. If any student has not attended at least one class session, click the "Did Not Attend" box out to the right of the student's name, and click Submit.

**NOTE:** Large classes may have more than one page; after submitting grades for page one, click on the second set of records to access page two and repeat the above steps. (Example: Current Record Set 1-55 | 56-75)

When the Submit button has been clicked, the page refreshes and you should get a message at the top of the page that reads: ?Your changes were saved successfully!?

To select another course:

1. Click either the Return to Menu arrow at the top left or Faculty Services menu at the top of the OneTech window.
2. Click CRN Selection, then choose another class from the drop-down menu, and click Submit.
3. Select Attendance Accounting from the Faculty Services menu, and repeat the above steps.

Thank you,

Office of the Registrar  
479-968-0272 / [attendance@atu.edu](mailto:attendance@atu.edu)

SAMPLE

**Attendance Accounting – Third Memo**

**Brenda Shoop**

---

**From:** registrar@atu.edu on behalf of academicaffairs@atu.edu  
**Sent:** Monday, June 10, 2013 12:01 AM  
**To:** Brenda Shoop  
**Subject:** Attendance Accounting Reminder

Attention Faculty:

Attendance Accounting still needs to be submitted for the following CRN:

<b>CRN</b>	<b>Subject</b>	<b>Number</b>	<b>Sect</b>	<b>Title</b>	<b>Due Date</b>
40521	BST	1303	TC3	INTRO TO COMPUTERS	10-JUN-13

Please access Banner Self-Service from your OneTech account, and from your Faculty and Advisor folder select Attendance Accounting. Be sure to select the current term, and continue on to complete your attendance accounting for submission.

Procedures for completing the process can be found at [http://www.atu.edu/registrar/docs/faculty/Attendance\\_Accounting.pdf](http://www.atu.edu/registrar/docs/faculty/Attendance_Accounting.pdf)

Thank you,

Office of the Registrar

479-968-0272 / [attendance@atu.edu](mailto:attendance@atu.edu)