

OZARKA COLLEGE

Faculty Handbook 2021



“Providing Life Changing Experiences Through Education”

Faculty Handbook

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Welcome from the Chief Academic Officer

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

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

We are glad to have you join our team!

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Lorch". The signature is fluid and cursive, with the first name "Chris" and last name "Lorch" clearly distinguishable.

Dr. Chris Lorch
Chief Academic Officer

About Ozarka College

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

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

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

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

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

Mission, Vision, Values

Mission

Ozarka College provides life-changing experiences through education.

Vision

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

Values

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

Learning

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

Caring

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

Quality

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

Responsibility

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

Community

Ozarka College values community - both the communities we serve and the community developed within the College. As students, faculty, and staff, we have a responsibility to our

communities that is expressed through engagement. We actively pursue collaborative partnerships with our communities, providing cultural learning opportunities, business outreach, and access to facilities. We value our college community and encourage engagement through participation, collaboration, and communication.

Academic Freedom

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

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

Faculty Responsibilities

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

1. Full-time faculty must provide updated resumes and updated official transcripts to Human Resources as responsibilities, accomplishments, and/or educational attainments change. Updated transcripts **MUST** be on file with Human Resources in order to continue employment with Ozarka College.
2. Before the semester begins, Adjunct Faculty must have a current resume, official transcript(s) sent directly from the college(s) they have attended, a current federal and state withholding certificate and names of state agencies at which you have been employed on file with Human Resources.
3. Adjunct faculty may not teach more than nine credit hours per semester. After Census Day of each term, an appointment letter for adjunct and overload for full-time faculty will be electronically placed in MyOzarka. You will be notified by the CAO's office when this takes place. When this occurs, log in to MyOzarka and click on Tools > Human Resources > My Documents. There you will see your appointment for the term. Click on the appropriate boxes to accept. Please contact Human Resources at 870-368-2002 concerning pay periods.

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

Academic Integrity Policy

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

Procedures

1. The instructor's policy on cheating will be stated on each class syllabus.
2. If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty up to and including a zero on the test or assignment involved to an "F" in the course. However, the instructor's individual policy must be listed on the syllabus.
3. Immediately following any occurrence of plagiarism or cheating, the instructor will submit to the Division Chair a written statement of circumstances, the name of the student(s) involved, and the penalty imposed.

4. The student involved has the right to appeal the action through the Academic Grievance Procedure and must be informed of this right by the instructor.

Advising

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

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

The role of advisors is to ensure that students register for courses consistent with their abilities and needs. Advisors also serve as a source of information. Using the College Catalog, the semester schedule of classes, articulation agreements, and catalogs from receiving institutions, advisors should be able to answer most questions concerning academic policies and procedures. When unable to provide needed information, advisors will refer students to the office where they can obtain additional assistance.

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

Advisor Responsibilities

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

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

Academic Alerts

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

For advisors, it is your responsibility to reach out to your advisees in the event they are Academic Alerted. You should work with both the student and the instructor to help the student get back on track to success.

Assessment

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

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

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

Evaluations

Student evaluation of instruction will be conducted on each faculty member, both full-time and adjunct, each semester of the academic year using an online evaluation provided through myOzarka. The instructor will either take the students to the computer lab to access the

evaluation or allow them to access it at home or other locations. The instructor is expected to make every effort to ensure all of his/her students complete the course evaluation for every course taught. This evaluation process provides a way of assessing the effectiveness of instruction and other areas of faculty performance at Ozarka College. The information gathered is expected to be used by each instructor as a part of the assessment process.

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

Classroom Observations

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

Ratio of Contact/Credit Hours

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

| Mode | Ratio: |
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| Classroom | 1:1 Lecture, discussion or other organized academic activities which require two hours of outside preparation for each hour of class (or comparable effort in individualized modes.) |
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| Science | 2:1 Organized and pre-planned learning experience, under close Laboratory supervision, typically in a laboratory, with frequent evaluation based on structured projects, worksheets, experiments, problem solving, case studies, model building, diagnosis, etc., and reinforced by related classroom instruction. |
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| Clinical | 4:1 Supervised and evaluated training conducted in an on-the- job environment. Provides direct faculty-supervised clinical experience. |
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Attendance Policy for Students

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

Procedures

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

Class Cancellation

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

Classroom Safety

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

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

Copyright Policy

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

1. Employees are prohibited from reproducing copyrighted materials unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.

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

Faculty Attendance

Office Hours

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

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

FERPA

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

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

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

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

The best practice when someone requests student information is to refer them to the registrar's office at 870-368-2028. The registrar will then check to see if the student has a non-disclosure request on file and provide the information allowable for release.

Grading

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

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

1. The College grading system will consist of letter grades A-F and status conditions (described below) which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
2. Reports reflecting grades and status conditions are issued by the College to students for the Fall Semester, the Spring Semester, and the Summer Term(s).
3. Developmental Education courses are assigned grade designations, but no quality points or quality hours are generated unless the course fulfills requirements for a technical certificate or an Associate of Applied Science degree.

4. No grade other than “I” may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Division Chair and Registrar.
5. The Registrar determines whether credit may be transferred from another institution of higher education. The Registrar may consult, if necessary, with appropriate faculty members. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting board, and the student must have earned a grade of “C” or better in the course(s) involved. Transferred credit is included in earned hours, but does not affect the grade point average (students who transfer credits to Ozarka must, therefore, still earn a 2.00 cumulative GPA on all hours taken at Ozarka to be eligible for graduation). Final authority for transfer credits rests with the Chief Academic Officer.
6. Test-out credits are not included in credit computations for financial aid programs. Credit awarded is included in earned hours but does not affect the grade point average.
7. Credits taken more than five (5) years prior are subject to review by the Chief Academic Officer, in consultation with the Registrar, if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ozarka College prior to declaring a new degree or certificate objective to which the credits apply.

Procedures for Assigning Status Designations

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

1. A grade of incomplete is appropriate **ONLY** in situations where the student has an illness or other circumstances beyond the student’s control, has completed at least seventy-five percent of the semester, and currently holds a passing grade. If a grade of “I” is assigned, the student and instructor, together, will complete and sign this contract with a third party witnessing the process.
2. The signed contract must be attached to the final grade sheet if a grade of “I” is assigned, and is only valid if all parties have signed. A signed copy of the contract will also be given to the student.
3. If the remaining course requirements are not completed by the end of the next regular semester (fall or spring), the “I” grade will be automatically changed to a grade of “F” for the course and for grade point purposes.
4. It is the responsibility of adjunct or non-returning faculty to ensure that a returning faculty member, in the same department, agrees to assess the student’s attempt to complete the coursework and to assign the final grade.

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

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

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

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

1. The student must initiate the drop process by requesting a drop through myOzarka. This must be completed before the Last Day to Withdraw as set forth by the Academic Calendar for that term.
2. A grade of "F" will be assigned to a student who discontinues attendance without officially withdrawing.
3. Withdrawals with a "W" may not be submitted after the fifteenth week of a course has been completed except under extenuating circumstances, which must be documented by the student in writing and approved by the Chief Academic Officer.

AU – Audit (Enrollment in a course for no grade or credit.)

1. The student must declare the audit during registration. Auditing a course requires approval of the Chief Academic Officer and the instructor involved.
2. The student will pay the same fees as assessed for a class taken for credit.
3. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course.

4. A student may change from taking a course for credit to audit or audit to credit during the normal registration period with the approval of the instructor and the Chief Academic Officer. Additional fee charges may result from making a change in registration.
5. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

Make-up Policy

Students are expected to complete all assigned work. Faculty are responsible for developing procedures, if any, for making up work missed and informing students in all of their classes.

Procedures

1. Faculty will supply students with a statement describing the conditions (if any) under which work may be made up and the procedures for doing so in the course syllabus.
2. Students should arrange to complete work in advance if absences are anticipated. If the absence is unexpected, students are responsible for consulting with faculty immediately upon their return to school.
3. Students who believe they have not been treated fairly have the right to appeal under the Academic Grievance Procedure.

Personal Appearance

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

Polls, Questionnaires, Interviews

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

Room Assignment/Maintenance

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

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

Special Events (Field Trips, etc.)

College-sponsored activities should be cleared through the Division Chair and Chief Academic Officer. All proposed workshops, outside groups, sponsored trips, and guest lecturers must be reported to the Division Chair and Chief Academic Officer at least two weeks in advance for approval. Funding requests should also be made as early as possible. Special events which

cause student absence from other classes should be reported to other instructors before the event. The Liability Waiver should be downloaded from the "Forms Listing" tab under Faculty and Staff on the Ozarka website and completed by the student BEFORE attending the activity.

Textbooks

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

General Information

Authority to Appoint and Reappoint Faculty

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

Full-time Faculty Appointments

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

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

Adjunct Faculty Appointments

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

Faculty Loading

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

Full-time Faculty

A. Faculty Salary Schedule

1. Full-time faculty members at Ozarka College are categorized and compensated according to guidelines established and monitored by the Board of Trustees.

2. Evaluation Criteria for Salary Schedule Placement-Current and New Hires:

- Full-time faculty members' salaries are based on a schedule which evaluates faculty members' degree level and number of years of experience. The salary schedule also has variables for high school teaching experience, labor market demand, and required occupational licensure.
- The salary schedule may be periodically updated to reflect cost of living increases. A copy of the current salary schedule may be obtained from the Chief Academic Officer or the Director of Human Resources.

B. Course Overload Formula

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

- Normal adjunct per credit hour rate times the number of credit hours over the normal semester load.

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

Adjunct Faculty

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

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

1. \$525 per credit hour for lecture or lecture/lab class.

2. Minimum enrollment of ten (10) students with a maximum of 30 students per class unless an exception is approved by the Chief Academic Officer. Adjunct Faculty will be compensated an additional \$50 per student per credit hour for class enrollments of 31 to 40 students. Classes with enrollment greater than 40 students will be split into two or more

sections for pay purposes. If enrollment is less than ten (10) students, the Chief Academic Officer may approve deviations to the minimum enrollment of ten (10) students at full pay or the Chief Academic Officer may approve payment of \$50 per student per credit hour for the class.

B. Full-Time Faculty or College Employee Summer Salary

1. \$600 per credit hour for lecture or lecture/lab class.
2. Minimum enrollment of 10 students. If enrollment is less than ten (10) students, the Chief Academic Officer may approve full payment or may approve payment of \$60 per student per credit hour for the class.
3. Faculty will be compensated an additional \$50 per student per credit hour for class enrollments of 31 to 40 students. Classes with enrollment greater than 40 students will be split into two or more sections for pay purposes.

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

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

Travel reimbursement is only available for clinical instructors above the 40-mile round trip the instructor drives to the clinical site. Travel costs must be strongly considered at all times when scheduling adjunct and when scheduling full-time personnel to teach summer classes

Leave

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

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

Non-Renewal of Faculty Appointments

Full-time Faculty

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

Adjunct Faculty

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

Employee Scholarships and Tuition Reimbursement

Employee Tuition Scholarship

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

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

Employee Tuition Reimbursement

Tuition reimbursements for Full-time employees seeking advanced degrees at other Institutions may be available as funding allows. Funding for these reimbursements will be determined each year during the annual budget process and approved by the Board of Trustees.

Division Chairs

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

Adjunct/Faculty Attendance

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

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

Full-time/Adjunct Faculty Professional Reviews

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

1. The faculty member will be provided a copy of the present job description and the Professional Improvement and Review Process form by the Division Chair.
2. The faculty member completes each area in Section I utilizing the present job description as a guide and forwards the completed document to the Division Chair with the job description attached.
3. The Division Chair reviews the document and completes Section II.
4. The faculty member and the Division Chair meet to review the document and discuss the personal assessment, the reviewer assessment, goals, actions, and improvement goals.
5. The faculty member and the Division Chair complete and sign off in Section III.
6. The Division Chair forwards the document to the Chief Academic Officer for review and signature.
7. The Chief Academic Officer reviews and signs the document. The Chief Academic Officer reviews with the President evaluations with any unsatisfactory performance markings.
8. Once the Chief Academic Officer signs the document, it is forwarded to Human Resources for inclusion in the faculty member's personnel file.

Travel and Per Diem for Full-time Faculty

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

1. All travel, for which reimbursement by the College is expected, must be approved at least one (1) working day prior to the proposed travel. Authorization to travel and for reimbursement must be obtained from their immediate supervisor.
2. No full-time employees shall receive compensation for travel to and from work.
3. Reimbursement for travel in private vehicles is computed at the rate established by the state by using the standard mileage table. Vicinity travel mileage may be claimed within the location visited if substantial and necessary.
4. Travel reimbursement limitations may be placed into effect at any time by the College.
5. The College abides by the following Arkansas regulations governing travel:

- a. Fines assessed for traffic violations will be the responsibility of the traveler and will not be reimbursed by the College.
- b. Meals can only be reimbursed when overnight lodging is required.
- c. The maximum daily allowance for meals and lodging will conform with the current state policy.
- d. Reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set by law and the maximum must not be claimed unless actual expenditures for such purposes were actually made. The College does provide a “per diem,” only reimbursement for actual expenses up to the maximum allowance.
- e. Travel expenses incurred in border areas, such as Memphis or Texarkana, are defined as in-state.
- f. When privately-owned motor vehicles are used for authorized travel on College business, the owner can claim reimbursement at the approved state rate. The maximum mileage allowed will be determined by the shortest major highway route. Any vicinity mileage claimed should be listed separately from the “to and from” mileage on the TR-1 Form. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. The College assumes no responsibility for any maintenance, operational cost, accidents, fines, or tolls incurred by the owner for the vehicle while in official business for the State.
- g. If a privately-owned airplane is used for official business of the College, the rate for reimbursement will be equal to the state rate for automobile travel with mileage to be determined by the shortest major highway route.
- h. College oil company credit cards may be used only for gasoline, oil, and emergency repairs to College vehicles. They may not be used to pay for meals, lodging, or commercial carriers.
- i. Reimbursement will be allowed to pay for registration fees for workshops, conventions, etc., and taxi fares if the traveler presents receipts with the TR-1. No reimbursement will be allowed to any traveler for entertainment, tips, valet services, flowers, laundry, etc.
- j. For out-of-state travel when traveling by either a privately-owned automobile or a College-owned vehicle, reimbursement for meals and lodging shall be limited to actual expenditures, not to exceed the established state rate provided 350 miles or more are traveled per day. For example, a trip covering 1400 miles allows the travelers to be reimbursed for a maximum of four (4) days while traveling to their destination.
- k. Each traveler must complete all claims for travel, and payment will be made only to the traveler who incurred the expense, even though another traveler may have actually paid for the item. A good example involves two College employees sharing a room and only one paying the entire amount. Each person must claim his\her share on the TR-1.

- l. All necessary forms and copies must be properly completed or the processing of travel approval or reimbursement will be delayed.
- m. The traveler will be held directly responsible for abuse of any of these provisions.
- n. The College is restricted by the State of Arkansas rules and regulations regarding reimbursement of expenses incurred during travel on College business.
 - o. Authorized representatives of the College may be permitted to travel in response to and on behalf of the College's business in accordance with pertinent laws and regulations. Care shall be exercised that necessary, and approved, travel shall be performed in the most economical and appropriate manner and pooling of transportation for a number of individuals with similar destinations is required.

Other Information

Bookstore

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

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

Campus Security

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

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

Copy Services

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

Faculty of the Year

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

Guidelines for Nominations

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

Guidelines for Voting

1. Start voting process upon return from Spring Break.
2. End voting process by April 15.
3. Vote in myOzarka.
4. Allow faculty and students to vote.
5. Allow one vote per person.
6. Weight votes (1 for faculty: .5 for students).
7. The Chief Information Officer will notify the Chief Academic Officer of voting results.

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

Library Services

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

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

All online databases provided by the Library are iconed on the Library Web Page and are accessible to students at the Ash Flat, Mammoth Spring, and Mountain View sites. Students

from Ash Flat, Mammoth Spring and Mountain View may request, by email or phone, any book or item housed at the Melbourne campus or information from other libraries through Interlibrary Loan. Items are sent by courier to the appropriate site and returned to the main library in the same manner.

Mailboxes and E-Mail

Physical mailboxes on the Melbourne campus are in the Administration Building in the Mailroom. The Ash Flat and Mountain View mail is delivered on a rotational basis from the Melbourne campus and coordinated through the site director's office.

A majority of the communication at Ozarka College is accomplished through our campus e-mail system. A campus email address will be assigned to you, and it is strongly encouraged that you monitor it every day. Most administrative, staff, faculty, and student communications are conducted through the e-mail system.

MyOzarka

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

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

Employment Practices

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

Emergency Closing of Campus

Inclement Weather

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

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

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

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

Emergency Campus Closure

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

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

Ozarka College General Policies

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

Drug and Alcohol-Free Workplace Policy

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

The users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

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

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

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

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

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

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

No Solicitation or Distribution

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

Political Activity

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

The political activities listed below are unacceptable to the College:

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

Tobacco Policy

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

Working Hours

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

Important Contact Numbers

You should ensure that you have your Division Chair's, your Campus Director's and the Chief Academic Officer's office and cell phone contact information for your use when needed. You should contact these individuals in the order listed for most academic issues you may

encounter. In addition, the most current Ozarka Telephone Directory is found on your myOzarka page under the “Tools” tab or under the “Ozarka Resources” tab.

Sexual Harassment Policy

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

Definition

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

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

Sexual Assault, Stalking and Domestic/Dating Violence

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

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

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

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

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

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

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

Domestic/Dating Violence is a pattern of behavior in which one partner uses fear and intimidation to establish power and control over a family/household member or intimate partner, often including the threat or use of violence. This form of violence may include, but is not limited to, actions that cause bodily injury through physical, emotional, psychological, economic, or sexual means; and may cause reasonable fear of harm on the part of the victim/survivor, or threaten children or pets. Such violence may be done knowingly or negligently on the part of the perpetrator. Violence in domestic and dating relationships tends to escalate in frequency and intensity over time. The longer it continues, the greater the risk of the victim being seriously injured or killed. Domestic/dating violence and abuse occur among all races, ages, classes, and religious groups. For legal descriptions, see Arkansas Criminal Code Title 5, Chapter 26, Sub- chapter 3.

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

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

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

Mandatory Employee Reporting

In order to enable Ozarka College to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at Ozarka College, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator and/or deputy coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

Off-Campus Conduct

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

Confidentiality

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

Availability of Counseling and Advocacy

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

Education and Awareness Programs

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

Policy Expectations with Respect to Consensual Relationships

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

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

Complaint/Grievance Procedure

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

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

Carnegie Units Worksheet

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

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or
2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
3. This credit hour policy applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the College) regardless of mode of delivery including, but not limited to, self-paced, online, hybrid, lecture, seminar, and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.
4. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course, whether it be fully online, a hybrid of face to face contact with some content delivered by electronic means, or one delivered in lecture or seminar format. Courses that have less structured classroom schedules, such as research seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should clearly state learning outcomes and workload expectations that meet the standards set forth above.

Notes:

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

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

Guide to Out-of-Class Work Carnegie Hours

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

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

COURSE ASSESSMENT SCHEDULE

Updated 6-8-21

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

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

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

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

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

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

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

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

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