8 INSTRUCTIONAL POLICIES

(Faculty Handbook)

10-15-2020 Revised Instructor Load and Hours
08-18-2020 Updated ADA Contact for the MacArthur Campus
05-27-2020 Updated ADA Contact MacArthur Campus
09-10-2019 Revised Instructor Load and Hours per ACCS MEMO# 2019-EXE-036 REVISED
04-30-2019 Revised Instructor Load and Hours, Employee Grievance, and Employee Complaint
03-05-2019 Revised ADA Contact for Greenville Campus
09-11-2018 Revised Prior Learning Assessment
07-10-2018 Revised Travel Policy Approved by Executive Council
06-19-2018 Multiple Revisions Approved by Executive Council
04-12-2018 Removed Uniform Guidelines and Updated Substantive Change Policy

NONDISCRIMINATION POLICY

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

FACULTY EMPLOYMENT POLICIES

Faculty are an integral part of Lurleen B. Wallace Community College. The selection, development and retention of a competent faculty at all levels are of major importance to the educational quality of this institution. The commitment of faculty to the College's purposes determines to a large measure the effectiveness of its total educational program.

Assignment and Schedules

Instructor Load and Hours

The President is authorized to approve instructor load and hours for faculty.

The normal workweek of a full-time instructor, librarian, or counselor shall be a minimum of 35 hours, excluding lunch and other regularly scheduled breaks. Full-time faculty and others paid from Salary Schedule D are expected to work a minimum of 35 hours per week. They can be required to work more than the minimum.

The duties of an instructor will be determined by the President and are found in the published job description. The number of preparations, the number of students taught, total credit hours produced, complexity of grading required, and the number of direct student contact hours is considered in determining instructor loads. No distinction is made between day, extended day, weekend, evening, method of delivery, and off-campus programs. Personnel will be employed to provide education for those enrolled, regardless of the day and time of day, or campus/teaching location.

Each academic full-time instructor at any ACCS institution shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. In using the contact hour method of calculation typically for full-time faculty, no single faculty member shall have a direct student contact hour assignment that is less than 24 hours or exceeds 30 or the equivalent assigned hours per week. Equivalence to a course is determined by the president and may include such assignments as Division Chairperson, Program Director of a Nursing or Health Sciences Program, Southern Association of Colleges and Schools Commission on Colleges accreditation chairperson; coaching duties and studio courses (such as athletics, drama, music); laboratory, clinical, and shop classes; student organization sponsors.) Any instructional load of more than 15 to 16 credit hours or more than 30 contact hours constitutes an overload and must be approved by the President.

If lab facilitators are employed to assist a full-time instructor with supervision of students and lab instruction, those lab courses for which facilitators are employed will not count toward faculty load.

Full-time faculty members must maintain regular office hours for student advisement and schedule from one to one-and-one-half hours weekly for each course taught. In addition to instruction and student advisement, other regular duties of all full-time faculty include, but are not limited to, committee assignments and curriculum development. The President may approve release time for full-time faculty assigned responsibility for grant writing and other appropriate projects.

A full-time instructor may be employed to teach overload(s) per term for pay. The overload course(s) must be taught outside the normal work week of the instructor, and the pay will be at the prevailing part-time salary rate. Under-enrolled classes taught as an overload by full-time faculty or by adjunct faculty will be remunerated at a reduced compensation rate as designated and approved by the President.

No full-time faculty member can be required to teach overload(s). Overloads will be at the discretion of the President, based on faculty desire, preparation required, non-instructional duties, and other considerations. The President is authorized to approve overloads for faculty.

Independent Study Course Assignments
Faculty members may teach an independent study course on a voluntary basis, but may not be required to do so. An independent study course will not count toward faculty load. However, during the summer term, credit hours generated by a student in an independent study course will apply toward total credit hours generated by students in courses assigned to an instructor. An instructor should not teach more than one independent study course in a semester and should not allow more than one to two students to be enrolled in the course without the approval of the Division Chair and Dean of Instruction.

Supervision of Clinical and Cooperative/Internship Agreements
In programs that require students to complete clinical, internship, or on-site cooperative learning situations, instructors are required to be available at the clinical work-site for supervision of student work, and to also provide necessary coordination and feedback for the improvement of the program. Faculty shall also be responsible to initiate the annual review of such agreements based on the previous year's results. In internship or cooperative agreements in which direct supervision of students is provided by employers rather than instructors, required student participation hours associated with a course (course contact hours) are not counted toward faculty load.

Certification of Instructional Personnel/Credentials and Records
Instructors are required to meet or exceed the current standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All faculty are required to submit the following documents and/or credentials to the College Office of Human Resources:

Official college transcripts that verify the appropriate credentials for the assigned teaching discipline(s)/program(s). All employees will be required to provide the appropriate official college transcript no later than the end of the first semester of employment.

2. Specialized Certificates or Licenses
3. Letters from previous or current employers verifying that the employee meets the experience qualifications required for the position. Employees will be required to provide letters of experience verification upon initial employment when applicable.
4. Annual Professional Development Plan (full-time faculty)
   All faculty are required to submit an annual professional development plan as a part of the Institutional Effectiveness process. In order for the professional development plan to be used toward an increase in salary level for a faculty member, the professional development plan must be approved as a planned program.

   The College defines a "planned program" as one of the following:
   1. A program of study that meets current or future needs of the institution and is documented in the annual professional development plan which is signed by appropriate administrators in the employee's chain of command.
   2. A program of study that results in a formal award in the faculty member's assigned teaching field (i.e., a doctorate) and is documented in the annual professional development plan which is signed by appropriate administrators in the employee's chain of command. The planned program of study must conform to SACSCOC principles for in-field teaching (i.e. course title, course description). Courses in a planned program of study that do not have an in-field course prefix must be approved by the Dean of Instruction prior to enrollment. Should the university awarding the degree accept graduate course credits previously earned by the faculty member toward the formal award the College will also count these hours as part of the planned program.

DISTANCE EDUCATION COURSES

Lurleen B. Wallace Community College recognizes the benefit of distance education courses for its students and accepts the responsibility of assuring that its distance education courses are achieving the purpose for which they are being offered. Distance education courses may be offered in the form of internet-based courses, CD-ROM discs, and classroom arrangements at off-campus instructional sites. Students who take advantage of distance education courses do so as a matter of convenience of scheduling and access. Distance education courses are supported and measured by the same standards expected of any other course offered by Lurleen B. Wallace Community College.

Virtual Office Hours
Due to the nature of online and hybrid course instruction, faculty regularly spend time outside of regular office hours communicating with distance education students. Distance education instructors who teach these courses may be allowed to count 1.5 hours per week per online/hybrid course as a part of his/her 35 hour workload.

Virtual office hours will be granted to faculty under the following conditions:
- Faculty must have access to the following at home:
  - Computer
  - Internet Access
- Faculty members must provide documentation in the form of emails detailing days and times logged into the Canvas system when requested by the Division Chair or Dean of Instruction.
- The Dean of Instruction and Division Chairs will be allowed to approve or disapprove virtual office hours for faculty in their respective division. If the Chair has documentation of past issues with faculty members not responding or communicating with students in online or hybrid courses they can choose not to grant virtual hours.
- Once virtual office hours are approved, any of the following could cause the instructor to have the virtual office hours removed from their work schedule:
  - Documentation requested by Chair does not prove the hours are being used to communicate with students.
  - Documentation from Distance Education Survey states students are not able to communicate with instructor.
  - Student complaints received by the Division Chair about an instructor not being accessible.
  - No Internet access or computer at home.
- The maximum amount of virtual office hours that can be approved for faculty during any given term is five hours per week.
- The virtual hours cannot be taken all in one day.

DEFINITION AND REMUNERATION FOR FULL-TIME, PART-TIME, AND ADJUNCT FACULTY

A full-time academic faculty member is one who is employed to teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semester. A full-time technical faculty member is one who is employed to teach a maximum of 30 contact hours per week for the academic year, fall and spring semester. Faculty and others on Salary Schedule D are expected to work a minimum of 35 hours per week, excluding lunch and other regularly scheduled breaks. They can be required to work more than the minimum. Full-time faculty are paid from the Alabama Community College System Board of Trustees approved full-time Salary Schedule D1 and on the appropriate salary ranks. Full-time faculty are employed on an academic year *Letter of Appointment*, fall and spring semesters, and work 175 days. Faculty employed full-time for the summer shall work 54 days. A full-time faculty position may be a regular position which is a routine (permanent) portion of the College budget. A full-time faculty position may be a grant-funded position for which employment is contingent upon the grant funding. In addition, a full-time faculty position may be for a temporary period of time due to emergency instructional needs within a department or discipline.

A part-time academic faculty member is one who is employed to teach less than 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semester, and less than 30 contact hours per week as a technical instructor for regular instructional positions. The normal work week of a part-time instructor is less than 35 clock hours, exclusive of lunch and other

regularly scheduled breaks. Part-time faculty are paid on the Alabama Community College System Board of Trustees approved pro-rata, full-time Salary Schedule D1 or on a local salary schedule at a set hourly rate. A part-time faculty position may be a regular position which is a routine (permanent) portion of the College budget. A part-time faculty position may be a grant-funded position for which employment is contingent upon the grant funding. In addition, a part-time faculty position may be for a temporary period of time due to emergency instructional needs within a department or discipline.

An adjunct faculty member is one who is employed on an as-needed, semester-by-semester basis determined by course offerings and student enrollment. Adjunct faculty are remunerated from a local salary schedule at a set credit hour rate or a set hourly rate. An adjunct faculty position is not a regular position and it is not a routine (permanent) portion of the College budget. An adjunct faculty position may be a grant-funded position for which employment is contingent upon the grant funding so long as the employment is on an as-needed, semester-by-semester basis.

Adjunct, Part-time and Overload Rate

Classes taught by adjunct or part-time faculty may be remunerated on an hourly rate that varies according to the type of program or courses taught. Classes taught by adjunct faculty or part-time faculty and full-time faculty teaching overloads may be paid at a per credit hour rate. For classes determined to have adequate enrollment and remunerated on a credit hour rate, payment for a faculty member is calculated in accordance with the standards as set forth by the institution.

> Teaching credit hours are calculated as follows:
> - Theory (one contact hour per one teaching credit hour)
> - Experimental Laboratory (two contact hours per one teaching credit hour)
> - Manipulative Laboratory or Clinical Practice (three contact hours per one teaching credit hour)
> - Preceptorship (three or five hours of clinical experience per week under the supervision of a currently licensed health care professional with expertise in a selected clinical area). Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require an 8:1 preceptorship must comply with discipline-specific time-to-credit criteria.
> - Internship (Five hours of experiential internship per week under the control and supervision of the employer on the job with coordinated employer/institutional representative planning). Internship includes cooperative education, practicums, and sponsored work instruction. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require a 10:1 ratio must comply with field-specific time-to-credit criteria.

The Business Office directly deposits salaries of adjunct instructors according to the College's regular payment procedures. The amount to be paid for fall semester is divided into equal payments and deposited at the end of September, October, November, and December. No payment is issued in August. The amount to be paid for spring semester is divided into equal payments and deposited in February, March, April, and May. No payment is issued in January. In some circumstances, such as mini-sessions, payments may deviate from this schedule in

accordance with the beginning and ending dates of a session. The Dean of Instruction must approve any variation in the payment schedule.

Remuneration Rate for Under-Enrolled Classes for Adjunct, Part-Time or Overload

Effective Fall Semester 2003, any university-parallel/general education class or technical class taught as an overload, or on an adjunct basis with less than eight (8) revenue-generating students shall be considered as an under-enrolled class. Students enrolling in classes under tuition waiver arrangements (i.e., students with senior citizen waivers and employee/dependent waivers) are not considered revenue-generating students unless they pay tuition. This policy is subject to revision by the President depending upon external conditions affecting the ability of the College to fund enrollments.

Unless the class is required in a sequence or needed by enrolled students to graduate that or the next semester, under-enrolled classes taught by faculty on an adjunct, part-time, or overload basis will be remunerated based on the following rate:

Eight (8) students=full rate

Students	Rate	Students	Rate	Students	Rate	Students	Rate
7	7/8	6	6/8	5	5/8	4	4/8
3	3/8	2	2/8	1	1/8		

If an adjunct instructor is teaching two or more courses and one course has less than eight students while the other has a large enrollment, the Division Chair may request that the Dean of Instruction review enrollments of each course and base remuneration on the average number of students enrolled in all of the adjunct instructor's courses.

Using the above formula and definition for under-enrolled classes, the instructor cost is approximately equal to the total tuition paid by students enrolled.

Guidelines for Computing Part-Time Faculty Remuneration

Part-time faculty, paid on a salary basis, will initially be placed pro-rata on salary schedule D at the proper rank according to academic credentials. Part-time faculty teaching less than 50% of full-time will initially be placed at Step 0. Part-time faculty teaching more than 50% of full-time will be placed at the appropriate step according to their proper full-time teaching experience. After initial step placement, part-time faculty may receive appropriate step increases each year thereafter.

Letters of Appointment may be by semester or nine months, depending upon need. The percentage of full-time will be calculated based on a forty (40) hour workweek. Part-time faculty assigned 20 or more hours per week (50% or more of full-time) will be eligible for pro-rata benefits.

Part-time faculty cannot be salaried at more than 85% of full-time (34 hours per week). Courses assigned outside regular work hours will be paid at the appropriate adjunct/overload rate.

Summer Employment Policy

First priority for summer employment will be given to instructors who have administrative planning responsibilities that require continuous effort throughout the twelve-month cycle.

Full-time instructors, counselors, and/or librarians employed on nine-month appointments are not automatically guaranteed summer employment. However, in the event that summer employment is available, a full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year letter of appointment (fall and spring semesters) shall have the first option (over part-time or temporary employees) for employment in the summer term (three months), provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee has expressed the desire for summer teaching by completing the *Intent to Teach Summer Term* form; (5) instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year. The local *Summer Employment Policy* for the College is based on a combination of the seniority principle and a rotation principle.

A full-time instructor may be employed for less than a full teaching load for summer term. Such instructor, however, must be paid a pro rata amount of salary Schedule D compensation based on: (1) qualifications and experience; and (2) a full teaching load. A full teaching load for an academic instructor is twelve (12) to thirteen (13) credit hours for the full summer or the equivalent, as determined by the president. (System institutions may consider the equivalence to a course to be an assignment of a faculty member as: Department or Division Chairperson; Southern Association of Colleges and Schools Commission on Colleges accreditation chairperson; coaching duties and studio courses (such as athletics, drama, music); laboratory, clinical, and shop classes; student organization sponsors.) Using the contact hour calculation for summer term for technical faculty, a full-time member should not exceed 30 direct contact hours per week. Any other equivalence for faculty load not included in these guidelines must be approved by the Chancellor. The course equivalence exception approved by the Chancellor will not alter the salary schedule or salary schedule placement granted to the faculty member by the institution.

Enrollment Requirement

Sufficient enrollment for the summer term shall be defined as follows: any class will be considered to have met the minimum enrollment if the full-time load enrollment for the instructor of the class averages ten (10) students. A full-time load during the summer term for an instructor teaching academic courses shall be 12-13 credit hours. A full time load during the summer term for an instructor teaching technical courses shall be 30 direct contact hours per week.

All classes assigned to full-time faculty may be averaged to compute the students enrolled (e.g., if an instructor has two classes with 8 students and two classes with 12 students, the average is 10.)

Assignment of Instructors to Classes

The Summer Class Schedule will be prepared each fall by the Instructional Council after review of course enrollment patterns of previous terms as well as course requests by transient and dual enrollment students received by faculty and staff. Courses for summer may be scheduled in a variety of formats including a full 10-week term, or in two five-week mini-terms.   Online courses are generally scheduled for the full 10-week term. Hybrid or online courses must be approved by the Distance Education Committee. After courses have been identified for inclusion in the *Summer Class Schedule*, classes will be chosen by instructors. If a department or program has more than one full-time instructor, classes will be assigned to instructors on a rotating basis, one class per instructor with classes assigned in seniority order. The following criteria must be met:

1. Instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year.
2. Desire for summer teaching has been expressed by completing the *Intent to Teach Summer Term* form.
3. Instructors of online courses must follow the *Distance Education Policy*.

Seniority rotation will be followed per available class (the faculty member with highest seniority will be offered the first class and the faculty member with the next highest seniority will be offered the second class and so on until all classes are assigned.)

A faculty member with a full course load and teaching courses which generate 120 or more student credit hours will receive a full summer salary.

The decision to cancel or prorate a class will be made prior to the first meeting of that class, unless there are exceptional circumstances.

The Dean of Instruction may make the decision to cancel any class based on insufficient enrollment, insufficient funding, or lack of availability of qualified faculty.

The following procedure will be followed to prorate courses that have not been canceled.   If the average class enrollment, does not equal ten (10) students for any given instructor, the appropriate Division Chair will consult with faculty to determine whether or not the instructor wishes to teach for prorated pay.

The following examples include calculations that will be used to determine prorated salary amounts for a variety of course loads. These calculations will not apply to every situation, such as a faculty member teaching both three-credit-hour courses and four-credit-hour courses within the summer semester.

- A faculty member teaching 12 credit hours:
  # of credit hours generated/120 (10 students x 12 credit hours) x summer salary

- A faculty member teaching 9 credit hours:

# of credit hours generated/90 (10 students x 9 credit hours) x ¾ summer salary

- A faculty member teaching 6 credit hours:
  # of credit hours generated/60 (10 students x 6 credit hours) x ½ summer salary

- A faculty member teaching 3 credit hours:
  # of credit hours generated/30 (10 students x 3 credit hours) x ¼ summer salary

Faculty teaching a course load comprised of four-credit-hour classes will carry a three-course-load of 12 credit hours in the summer.   Salary for these courses will be prorated as follows:

- A faculty member teaching 12 credit hours:
   # of credit hours generated/120(10 students x 12 credit hours) x summer salary

- A faculty member teaching 8 credit hours:
  # of credit hours generated/80 (10 students x 8 credit hours) x 2/3 summer salary

- A faculty member teaching 4 credit hours
  # of credit hours generated/40 (10 students x 4 credit hours) x 1/3 summer salary

Should an instructor not wish to teach for prorated remuneration, the under-enrolled classes will be offered to other full-time faculty without a full load based on seniority rotation and then will be offered as an overload to full-time faculty based on seniority rotation. If there are no full-time faculty who can teach a course, it will be offered to adjunct faculty or cancelled if adjunct instructors are not available. Exceptions to this process may be made in extenuating circumstances upon recommendation of the Dean of Instruction and approval of the President.

Determination of Seniority

Faculty seniority is defined as faculty with the longest employment within the regularly assigned teaching field or fields at their home base.

Seniority will be established on salary schedule D beginning with the employment date entered on payroll records.
1. The accrual of seniority is interrupted by a leave of absence. Upon an officially sanctioned leave of absence, seniority is frozen for the time of absence and resumed at the date of return to full-time duties.
2. Seniority is lost upon termination of employment (whether voluntary or involuntary) and must be newly established with re-employment.
3. An instructor, librarian, or counselor cannot begin to accrue seniority in a position until fully qualified in that position.

If a tie exists in seniority, the tie shall be broken by:

1. Greater number of graduate hours in qualifying course work calculated from the official personnel file located in the Office of Human Resources. If equal,
2. Greater total number of graduate hours calculated from the official personnel file located in the Office of Human Resources. If equal,
3. Higher rank held on salary schedule D. If equal,
4. Greater length of service as a full-time qualified employee of the institution on any salary schedule. If equal,
5. Greater length of service as a full- or part-time employee of the institution on any salary schedule.
6. Only items 3, 4, and 5 will be considered where a tie in seniority exists for a teaching position in a technical program.

Summer Employment Remuneration

Summer employment letters of appointment for teaching will be offered from 100% of a full summer load and pro-rated downward according to the student credit hours generated and the teaching credit hours assigned as stated in the paragraphs above.

Faculty letters of appointment are issued according to courses taught within a payment period. For example, an instructor could be assigned two courses in Mini Term One, an online course meeting full term, and one course in Mini Term Two. The instructor will receive a letter of appointment for Mini Term One, a letter of appointment for Mini Term Two, and a letter of appointment for the full term.

Overload Remuneration

Overload remuneration equates to the adjunct payment rate for one course. Overload remuneration will be based on the approved overload credit hours beyond a summer credit load of 12-13 credit hours for academic classes or an approved contact hour load based on 30 contact hours for technical classes. Full-time instructors with less than a full load or with a full load generating less than 120 student credit hours will not be eligible for overload remuneration. The President is authorized to approve overloads for faculty.

GRIEVANCE PROCEDURE FOR EMPLOYEES

LBWCC's Grievance Procedure for Employees can be found in Section 7 of the LBWCC Policies and Procedures Manual.

COMPLAINT PROCEDURE FOR EMPLOYEES

LBWCC's Complaint Procedure for Employees can be found in Section 7 of the LBWCC Policies and Procedures Manual.

INSTRUCTIONAL SERVICES PERSONNEL DUTIES AND RESPONSIBILITIES

The role of the faculty is to develop curriculum, instruct students, evaluate students, advise students, assist in recruitment of students, and provide input to the administration in all College matters that affect faculty including student-faculty ratios. The Office of Institutional Effectiveness and Quality provides data which details the ratio of students to full-time faculty and the ratio of students to adjunct faculty for the overall College, for each instructional site, for each instructional division, and for each discipline. Within each category, the ratio of students to full-time faculty and the ratio of students to adjunct faculty are separately detailed for traditional, on-line, and dual enrollment courses.

<u>**Performance Evaluations**</u>

Performance evaluations are designed to measure job-related performance according to the terms of the evaluation instrument and in accordance with the evaluation schedule and process described in the Section 5 of this manual.

The College routinely evaluates the performance of all employees to:

- Raise the quality of instructional and educational service to the citizens of the community
- Raise the standards of the College as a whole
- Aid employment growth and development
- Determine employee's career development with the College

The Division Chair will conduct an annual evaluation for both full and part-time faculty in conjunction with the individual instructor's professional development plan and student evaluations.

INTELLECTUAL PROPERTY POLICY

The College defines intellectual property as works, discoveries, or findings that are intellectual or creative in nature.

<u>**Employees**</u>
The following policy applies to all full-time and part-time faculty and staff, as well as to individuals who have contracted with the College to perform services:

> LBWCC owns all intellectual property, including but not limited to any copyrighted, trademarked, or patented works that are fully or partially created by employees on institution time or with the institution's resources, such as equipment, facilities, and supplies. Revenue generated from the sale or distribution of such intellectual property belongs to the College.

The employee retains the rights to any copyrighted, trademarked, or patented works that are not created on institution time or with the institution's resources. Employees who anticipate creating a piece of intellectual property on their own time shall submit a completed *Notification of Secondary Employment* form prior to beginning work in order to avoid potential conflicts over ownership rights of that material.

Students
The following policy applies to all full-time and part-time students:

Ownership of any intellectual property created by a student enrolled at the College such as written compositions, musical scores, sculptures, paintings, photographs, films, audio or video recordings, and computer software, shall be vested in the student unless the student has created this intellectual property in the course of employment by the College. Students who are employed by the College (e.g., tutors, work study students) are subject to the employee policy noted above.

When a student submits work as a course requirement, the College is granted a perpetual, royalty-free license by the submitting student to make copies of the work and to distribute copies to faculty, staff, or students for administrative and educational purposes.

The College and its students recognize that some intellectual property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the intellectual property may not be the exclusive property of the student.

When a student's work has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

Resolution of Disputes
In cases where ownership of intellectual property is uncertain, the President will establish an *ad hoc* committee to review the details of the case and make a final determination regarding rights to the material.

LEAVE

Please see Section 6 of the LBWCC Policies and Procedures Manual for information on leave policies and types of leave available for College employees.

PROFESSIONAL DEVELOPMENT PLANS

Please see Section 5 of the LBWCC Policies and Procedures Manual for information regarding Professional Development Plans for employees.

TUITION ASSISTANCE

LBWCC's Tuition Waiver policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

PROFESSIONAL DEVELOPMENT

The College provides travel funds to assist with the cost of approved professional development initiatives. Faculty and staff must first have identified the need for specific professional development such as seminars and workshops in the annual *Professional Development Plan*.

> **Procedure for Approval of Professional Development Activities**
> Faculty must complete the *Professional Development Plan* with their supervisor, with the approval to pursue professional development activities documented by the signature of all appropriate administrators. The following professional development activities are priorities for the College. Travel will be approved based on these priorities.
> 1. New Program Development
> 2. Licensure or Certification Requirements
> 3. Accreditation Requirements, etc.
> 4. Travel associated with faculty/staff roles in professional associations
> 5. Registration and/or other expenses for faculty presentations at national education workshops

FACULTY ORIENTATION AND MENTORING

As part of the employment process the Division Chairs will provide orientation sessions for new instructors including full-time, part-time, adjunct, dual enrollment, and distance education instructors. A full-time faculty member will be assigned by the Division Chair to serve as a mentor in order to provide information about College publications and procedures, classroom management and activities, and ongoing guidance. A *Mentoring Checklist* form will be completed during this period, and upon completion, will be submitted to the Office of Human Resources for placement in the new instructor's personnel file.

TRAVEL AUTHORIZATION AND REIMBURSEMENT

Please see Section 6 of the LBWCC Policies and Procedures Manual for information regarding Travel Authorization and Reimbursement Procedures.

SEXUAL MISCONDUCT POLICY

LBWCC's Sexual Misconduct Policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

SUBSTANTIVE CHANGE POLICY AND PROCEDURES

It is the responsibility of Lurleen B. Wallace Community College to follow the *Substantive Change Procedures of the Southern Association of Colleges and Schools Commission on Colleges* and to inform the Commission of such changes in accordance with those procedures. The purpose of the *Substantive Change Policy and Procedures* is to ensure that all substantive changes are reported to the Commission in a timely fashion. If an employee is unclear as to whether a change is substantive, he or she should contact the institution's Accreditation Liaison who may contact the institution's assigned Commission Vice President for consultation.

Scope: The College has established this policy using the Commission's definition of substantive change as posted on its website at:

http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf.

http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf.

Definition: Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

Procedures for Implementation and Review of the Policy

The Executive Council is responsible for planning and making decisions regarding the overall operation of the College which includes approval of College policies. The *Substantive Change*

Policy and Procedures were initially approved by the Executive Council on November 8, 2011. On March 13, 2012, the Executive Council reviewed and approved revisions to the policy and procedures which were recommended by the Instructional Council, the College's curriculum review committee. The Instructional Council is responsible for recommending new or revised policies, procedures, or processes related to instruction and instructional services.

Means to Inform Institutional Constituents

In order to keep employees informed about the *Substantive Change Policy and Procedures*, the Accreditation Liaison will make presentations regarding the *Substantive Change Policy and Procedures* to all employees at College-wide meetings scheduled each fall semester. Upon any amendments to the policy and procedures by the Executive Council, the President's Administrative Assistant will ensure that the *Substantive Change Policy and Procedures* are revised in the printed and online versions of the *College Policies and Procedures Manual and Faculty Handbook*. The President's Administrative Assistant will send an e-mail to all employees notifying them of the revisions and providing directions to access the revised policy and appropriate substantive change forms on the website at http://www.lbwcc.edu/about_lbwcc/publications/policies_and_procedures.aspx.

Responsible Personnel

In academic areas, the Dean of Instruction and Accreditation Liaison are responsible for implementing this policy and the related policies for course and program changes described in *Section 8 of the Lurleen B. Wallace Community College Policies and Procedures Manual and Faculty Handbook.*

The Accreditation Liaison is responsible for implementing this policy in non-academic areas. The Accreditation Liaison is available to assist all employees with questions regarding substantive change issues and will seek guidance from the institution's assigned Commission Vice President as needed.

Methodology for Monitoring Compliance and Reporting Results

At each meeting of the Executive Council and Instructional Council, the Accreditation Liaison or Dean of Instruction, respectively, will report any substantive changes which have been submitted to SACSCOC for notification and approval since the last meeting and will report responses from SACSCOC. The Executive Council will evaluate the effectiveness of the *Substantive Change Policy and Procedure* each November.

Substantive changes arise in many academic and non-academic areas and may be initiated by faculty members and administrators at various levels. The procedures to monitor academic substantive change and administrative substantive change involve several levels of review.

Academic Substantive Changes

The traditional process to request course or program changes as described in Section 8 of the *College Policies and Procedures Manual* is used to alert Division Chairs and the Dean of Instruction of possible academic substantive changes. The *Request for Course Change Form* and the *Request for Program Change Form* will be used by faculty or administrators to initiate a review process which requires input by discipline faculty, Division Chairs, the Instructional Council, and the Dean of Instruction.

Course changes include new courses, course deletions, or course revisions which may be required by updates in the Alabama College System State Course Directory. The *Request for Course Change Form* is used by faculty to propose course changes that will take effect fall semester of the next academic year. This form will be submitted to the appropriate division chair in April. If the course change results in a change in credit hours, the *Request for Program Change Form* must be completed as well. The division chair reviews and approves the changes before submitting the form to the Instructional Council for review and approval. After approval by the Instructional Council, the Dean of Instruction signs the form and provides updated course information to the Dean of Student Affairs for catalog course changes and to the Director of Admissions and Records for changes in degree plans. The Associate Dean of Institutional Effectiveness and Quality and the Luverne Center/Accreditation Liaison uses the form as a source document to update reports of credit hours available at each College site.

Although most course changes are not substantive changes, the form provides documentation of any plans to provide a course at a different location for the first time. In consultation with the Director of Admissions and Records, the Associate Dean of Institutional Effectiveness and Quality and the Luverne Center/Accreditation Liaison will use the *Request for Course Change* forms to update the *Report of Credit Hours offered Per Location* at the end of each semester. The report will show the percentage of required courses for each degree, short certificate, and certificate program that a student may complete at each site in which students can obtain 24% or less of credits toward a program. The report will reflect a two-year period, current as of the prior academic semester. This report will ensure that the College notifies SACSCOC of programs that are offered in part at locations, particularly at the thresholds of 25% and 50% of required coursework. If a program has intentionally or unintentionally approached these levels (within a 10 percentage point range) at any additional locations than those previously approved by SACSCOC, the Accreditation Liaison will notify the Division Chair and President and will send notice to SACSCOC in a timely fashion. If a prospectus is required, the department or Division Chair will be contacted to initiate the document. The Associate Dean of Institutional Effectiveness and Quality and the Luverne Center/Accreditation Liaison will work with the Director of Admissions and Records to update the report query to reflect changes in program plans at the end of each semester.

Proposed academic program changes will be recorded on the *Request for Program Change Form* which also requires review by discipline faculty, Division Chairs, the Instructional Council, and Dean of Instruction. Some program changes will be substantive changes; therefore, the *Request for Program Change Form* will be attached to the *Academic Substantive Change Form* along with complete documentation regarding needs assessment. The person requesting the change

will be assisted by the Accreditation Liaison in completing the *Academic Substantive Change Form.*   After the Instructional Council has reviewed the documents and provided any recommendations, the Dean of Instruction will submit the *Request for Program Change Form* and *Academic Substantive Change Form*, if applicable, to the President.   Upon review by the Executive Council and approval by the President, the Accreditations Liaison will receive copies of the approved forms for documentation and will submit to SACSCOC the notifications of academic substantive changes and/or requests for approval.

Administrative Substantive Changes

Requests for administrative substantive changes are proposed in writing to the Accreditation Liaison, who will complete an *Administrative Substantive Change Checklist*. The Accreditation Liaison will provide the proposal and checklist to the President for his review. The President or the Accreditation Liaison will present the proposal at a meeting of the Executive Council as an action item.   If approved by the Executive Council and President, the individual proposing the non-academic change will initiate SACSCOC notification paperwork. Assistance is available from the Accreditation Liaison who will send notification and/or request for approval to the Commission.

These review and reporting procedures ensure that the College adheres to the SACSCOC timeline for reporting substantive changes outlined below.

Reporting the Various Types of Substantive Change

Depending on the type of change proposed, notification and approval requirements vary. The chart in the Commission's Policy Statement regarding Substantive Change clearly outlines the different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting timelines. The chart is included in this section of the *LBWCC Policies and Procedures Manual* and on the SACSCOC website at: http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf.

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	Application for Level Change **Due dates**: March 15 (for June review) September 1 (for December review)
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 1	No	Yes	Cover Sheet Prospectus (See Appendix B in SACSCOC Policy.) **Due dates:** January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding at current degree level *(significant departure from current programs).*				
Expanding program offerings at previously approved off- campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution				
Initiating degree completion programs				
Initiating a branch campus (See definition of "branch campus" in SACSCOC Policy.)				
Initiating distance learning by offering 50% or more of the first program for the first time				
Relocating a main or branch campus				
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	See SACSCOC Policy. "Agreements Involving Joint and Dual Academic Awards"	No	Yes	Cover Sheet Prospectus (See Appendix B in SACSCOC Policy.) **Due dates:** January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	See SACSCOC Policy. "Agreements Involving Joint and Dual Academic Awards"	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy
Initiating a direct assessment competency-based program	See SACSCOC Policy. "Direct Assessment Competency-Based Educational Programs"	Yes – Screening Form	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, **Due dates**: March 15 (for June review) September 1 (for December review
Initiating a merger/consolidation with another institution Changing governance, ownership, control, or legal status of an institution Acquiring any program or site from another institution Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC Policy: "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status"	Yes: December 15 (for June review); June 1 (for December review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status") **Due dates**: March 15 (for June review); September 1 (for December review)

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice				
Adding a site under a U.S. military contract for a previously approved program				
Altering significantly the length of a program				
Altering significantly the educational mission of the institution				
Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy. "Agreements Involving Joint and Dual Academic Awards"	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 2	Yes	No	Letter of notification Including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time				
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification

Copies of the following forms related to Substantive Change Policy and Procedure can be found in Section11 of this Policies and Procedures Manual.

- *Academic Substantive Change Form*

- *Administrative Substantive Change Checklist*

- *Request for Course Change*

- *Report of Credit Hours*

- *Request for Program Change*

VACATION AND HOLIDAYS

A listing of the official holidays for LBWCC can be found in Section 1 of the LBWCC Policies and Procedures Manual.

ACADEMIC FREEDOM

Lurleen B. Wallace Community College faculty are free to conduct independent research and to publish the results so long as such activity does not interfere with their assigned duties; however, research for pecuniary gain should not be undertaken without approval by the President.

Although Lurleen B. Wallace Community College is a teaching institution, not a research institution, faculty and staff have the option to engage in research and other academic activities. Investigation, reporting, and publishing findings or results must not diminish or detract from their primary responsibilities as specified in their employment contracts.

Grant applications and employee contracts will specify the time and effort required of College employees for grant activities. Any consultative service outside the employee's regular duties as specified in the College employment contract must be detailed in a separate consultant contract and signed by the employee, grant project director, and President. Employees must follow the policy and procedures for Secondary Employment as detailed in *Section 7 of the* Lurleen B. *Wallace Community College Policies and Procedures Manual.*

In the classroom, instructors have full freedom to discuss their academic subjects. The College protects the right of both the students and instructors to a "free search for the truth and its free exposition."

Academic freedom allows faculty the opportunity to explore a diverse repertoire of teaching methods in order to maximize student learning. With this opportunity comes the responsibility to use good common sense in selecting teaching materials and methods that are effective but that are non-offensive to students.

It is the right and responsibility of students to bring to the attention of the College any class activity or material that offends, embarrasses, or is non-relevant to the subject being taught. This can be accomplished anonymously through the evaluation process or by notifying the faculty teaching the class, the faculty member's supervisor, the Dean of Student Affairs, or the President's office.

The College respects the rights and privileges of its faculty as citizens, but believes that their position imposes special obligations. Hence, the faculty is free from institutional censorship or discipline when they speak, write, or act as citizens. Faculty should therefore be accurate, exercise restraint, respect the opinions of others, and speak for the institution only with appropriate authorization.

ADA GUIDELINES

<u>Americans with Disabilities Act – Students</u>

All programs and facilities are available for eligible students with disabilities. If a student needs any special accommodations, please contact the appropriate ADA campus coordinator or the Dean of Student Affairs.

> Ms. Wendy Johnson – ADA Coordinator, MacArthur Campus (334) 493-5333
>
> Ms. Latrece Hall – ADA Coordinator, Andalusia Campus (334) 881-2271
>
> Ms. Shana Burke – ADA Coordinator, Greenville Campus (334) 382-2133, ext. 3102
>
> Ms. Laura Elliott – ADA Coordinator, Luverne Center (334) 335-2187

Documentation of a disability may be required. If so, such documentation will be maintained in a separate file from either the employee personnel file, or the academic student record.

ADMINISTRATIVE SUPPORT

Faculty who require assistance regarding instructional needs should first contact their immediate supervisor or Division Chair. The Office of the Dean of Instruction is located in the Administrative Building on the MacArthur Campus, and can be reached by calling (334) 493-5337.

ALTERNATIVE FORMAT COURSES

Alternative instructional formats include on-line courses and hybrid courses (a combination of distance and classroom instruction). These courses are comparable in content and degree of difficulty to the same courses offered in the traditional classroom setting.

All students taking a distance education course for the first time must preview the Screencast-O-Matic recording *Introduction to Canvas*. To access the recording, students may click on the link to http://screencast-o-matic.com/u/nMh1/canvasOrientation.   All students should review the recording before classes begin.

All students enrolled in distance education courses must submit a working email address to the instructor via Canvas and inform the instructor that the *Introduction to Canvas* recording has been reviewed. Books and/or access codes for on-line courses may be purchased during normal bookstore hours.

Students not attending the first day of a hybrid class will be dropped unless the instructor grants prior approval for the absence.

Students not completing the "Start Here" module in online courses by the time of attendance verification will be dropped unless the instructor grants prior approval for the absence.

For more information about accessing courses through Canvas, students may go to the *Distance Education – Student Resources* page on the LBWCC website and view all of the links. Students may view the Canvas and recorded session. The link for this session is listed below:

Introduction to Canvas: http://screencast-o-matic.com/u/nMh1/canvasOrientation

Suggestions for additional instructional formats may be made to the Associate Dean of Instructional and Information Technology or to the Distance Education Advisory Committee.

ASSIGNMENTS AND SCHEDULES - OFFICE HOURS

Faculty Office Hours
All faculty are required to be available to respond to student requests, and to provide assistance that may be needed with class assignments and/or advising. Faculty should provide the appropriate Division Chair and Dean of Instruction with a current copy of their weekly schedule and also post scheduled hours on their office door.

Adjunct Faculty
Adjunct faculty members must be accessible to students at times other than scheduled class meeting times in order to respond to student questions and concerns.

Virtual Office Hours
Due to the nature of online and hybrid course instruction, faculty regularly spend time outside of regular office hours communicating with distance education students. For this reason, distance education instructors who teach these courses may be allowed to count 1.5 hours per week per online/hybrid course as a part of his/her 35 hour workload.

Virtual office hours will be granted to faculty who teach online/hybrid courses under the following conditions:
- Faculty must have access to the following at home:
  - Computer
  - Internet Access
- Faculty members must provide documentation in the form of emails detailing days and times logged into the Canvas system when requested by the Division Chair or Dean of Instruction.
- The Dean of Instruction and Division Chairs will be allowed to approve or disapprove virtual office hours for faculty in their respective division. If the Chair has documentation of past issues with faculty members not responding or communicating with students in online or hybrid courses they can choose not to grant virtual hours.
- Once virtual office hours are approved, any of the following could cause the instructor to have the virtual office hours removed from their work schedule:

- o Documentation requested by Chair does not prove the hours are being used to communicate with students.
- o Documentation from Distance Education Survey states students are not able to communicate with instructor.
- o Student complaints received by the Division Chair about an instructor not being accessible.
- o No Internet access or computer at home.
- The maximum amount of virtual office hours that can be approved for faculty during any given term is five hours per week.

Instructional Services and Other Administrative Office Hours
The schedule of Instructional, Administrative, and Student Services office hours are as follows:

Instructional Services---------- 7:30 a.m. - 5:00 p.m. M-Th
                                  8:00 a.m. - 12:00 p.m. F

Student Services---------------- 7:30 a.m. - 5:30 p.m. M-Th
                                  8:00 a.m. - 12:00 p.m. F

Business Office----------------- 7:30 a.m. - 5:00 p.m. M -Th
                                  7:30 a.m. - 12:00 p.m. F

Bookstore----------------------- As Posted

Learning Resource Center---- Andalusia Campus
                                  7:45 a.m. - 8:00 p.m. M-Th
                                  8:00 a.m. - 12:00 p.m. F

                                  Greenville Campus
                                  8:00 a.m. - 5:00 p.m. M-Th

                                  Luverne Center
                                  7:30 a.m. – 5:00 p.m.   M-Th

                                  MacArthur Campus
                                  7:30 a.m. - 5:00 p.m. M-Th
                                  7:30 a.m. - 12:00 p.m. F

Division Chairs/Faculty------- Posted on office door

ATTENDANCE OF CLASSES

Attendance Policy (Effective Summer Semester, 2012)
Class attendance is considered an essential part of the educational process at Lurleen B. Wallace Community College. The College subscribes to the philosophy that academic success derived by students is dependent on class participation. Students are expected to punctually attend all classes in which they are registered. *Attendance will be verified as required by federal and state regulations.* Class attendance may not be used as a factor in determining a student's course

grade. However, instructors may require student participation in specific activities in the classroom or laboratory. Failure to participate in these activities may result in a "0" grade for those particular activities.

1. Each instructor should **<u>discuss attendance policies</u>** during the first class meeting, and each course syllabus must include information pertaining to each of the following items a. through e.viii.

    a. If administrative withdrawal is to be used, the number of absences allowed for the class.

    b. Handling of late arrivals and early departures.
        i.   Instructors may not prevent students from entering the classroom after class has started. However, the instructor may implement a policy that requires tardy students to enter the classroom quietly to prevent interruption of any lecture or activity in progress. In such occasions, the instructor is not obligated to repeat information already provided to the class.
        ii. If a test is in progress, it is the instructor's discretion whether to allow that student to participate in the test. If any student has already completed the test and left the classroom, it is recommended that the instructor not allow the tardy student to take the test.

    c. Policy for course makeup work, if allowed.
        i.   Each instructor documents the policy for makeup work in the syllabus for each class.
        ii. If the examination schedule for any course contains a minimal number of exams (e.g. three or less), it is recommended that the instructor consider a makeup opportunity since failure to attend a class may have a significant impact on the final grade.

    d. Students on financial aid programs are responsible for knowing attendance requirements of their programs. Those students must contact the Financial Aid Office to receive information regarding attendance requirements.

    e. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of the class.
        i.   Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
        ii.   Faculty will verify attendance as required by federal and state regulations.
        iii. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.
        iv.   In such cases, the student should withdraw from the class before the last day to withdraw with a grade of "W." Withdrawal from class may affect eligibility for Federal Financial Aid. Students should contact the Financial Aid Office for information.
        v.   When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.
        vi.   The instructor is not required to review with the student any material missed as a result of the student being absent, nor is the instructor required

> > to notify a student if the student is in danger of a lowered grade due to any graded work missed.
>
> > vii. The instructor is not required to provide an opportunity for makeup work. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be available on the first day of class.
> >
> > viii. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

2. Before the published withdrawal date (last day to withdraw with a "W"), a student may be administratively withdrawn from any course for excessive absences when the student has missed more than 20% of the total number of hours that the class meets, as a result of excused and/or unexcused absences. However, no student may be administratively withdrawn after the last day to withdraw with a "W" as published in the College calendar, except for extenuating circumstances. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification but must be clearly stated in the course syllabus. The form to be used to request a student be withdrawn from a class can be found in *Section 11 of the Policies and Procedures Manual*, along with a notification letter to be signed by the instructor. Instructors who plan to administratively withdraw students due to excessive absences must include that policy in their syllabus.

3. Federal regulations require each instructor to submit to the Financial Aid Office by the designated deadline the names of students who have never attended a class session.

4. Instructors must verify attendance as required by federal and state regulations. Faculty must maintain student attendance verification and grade records for a period of at least two years. Adjunct instructors must provide their student attendance verification and grade records to their respective Division Chairs at the end of each semester.
   a. Instructors' absences or administrative class dismissals will not be counted as student absences.
   b. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging non-attendance at classes or College activities without prior consent of proper College officials or by any action that might cause disruption to a student, instructor, or College activity. Sponsors of College activities must provide a list of students at least two days in advance of the activity.
   c. Grades must be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content. However, instructors are not required to provide make-up opportunities for scheduled assessment activities and instructors may assign class participation grades, provided that these do not penalize students with excused absences.
   d. An absence shall be excused due to College sponsored activities or extenuating circumstances. College sponsored activities include approved schedules for College teams, performing arts groups, field trips, and ambassadors. Excused absences are subject to verification and may include but may not be limited to the following:

      i.   Active military duty
     ii.   Jury duty/court appearance
   iii.   Illness of student or illness/death in the immediate family- This includes husband, wife, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to a student having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; grandson; granddaughter; grandfather; grandmother; uncle; aunt.

    e.   Absences that occur because of emergencies may be excused with proper notification to the instructor. Proper notification requires documentation as determined by the instructor. Recommended examples include copy of accident report, hospital admittance form, doctor's excuse, death announcement, or notification to the instructor by the student prior to the class that is missed where the circumstances discussed during that notification are deemed acceptable by the instructor. Such notifications may be by the student or appropriate representative of the student considering the circumstances involved (doctor, lawyer, hospital official, parent, spouse, etc.).

    f.   When excused absences make it impossible to reasonably make up class work, the instructor may assign an "I" grade in accordance with the *College's Grading System Policy in the College Catalog*, or the student may withdraw according to the *College's Withdrawal Policy*.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

5. Appeal Process:
- Students who have been administratively withdrawn for failure to attend and wish to be readmitted into the class, must submit, in writing, an appeal to the course faculty member.
- The faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal. Once a written appeal is received by the faculty member, the student is allowed to return to class until the faculty member has decided on the appeal.
- If a student is to be allowed to return to class, the faculty member must submit a request to the Director of Admissions and Records for the student to be re-enrolled.
- If a student's appeal is denied, the instructor must inform the student of the *Academic Appeal Policy in the College Catalog.*

6. Hybrid and on-line course syllabi are required to contain the same attendance guidelines as other courses.

Attendance Verification Procedures

The Department of Education requires that all students receiving Federal Financial Aid attend at least one class session of each class in which they are enrolled before they are eligible to receive Pell Grant. This is verified through a process called Attendance Verification.

All instructors are required to complete the Attendance Verification at the beginning of each semester. The Attendance Verification is generated by the Director of Admissions and Records after the last day of Drop and Add of each semester and mini-term. The Director of Financial Aid sends an electronic notice to all Full-time Faculty and Adjunct Faculty advising them that the Attendance Verification is ready to be submitted online and will include the deadline date and time. A valid email address for each instructor is required. (See instructions below). Instructors failing to complete the verification in a timely manner may be reported to their Division Chair and the Dean of Instruction.

After the Attendance Verification has been completed by all instructors, the Director of Financial Aid reviews the exceptions report, and all students who are reported as "No Show" who are receiving any type of Financial Aid are dropped from class and their aid is adjusted accordingly.

If a student starts attending class after the Attendance Verification is completed, the instructor should email the Director of Financial Aid at dbass@lbwcc.edu to advise that the student has attended and request that he or she be put back into the class. Once the email is received, then the student is re-enrolled in that class and financial aid is readjusted accordingly.

At the end of the semester, each instructor is responsible for reporting the last date of attendance for any student receiving a non-passing grade when they are submitting their grades. The system will not allow a non-passing grade without a last date of attendance. This last date of attendance is used to calculate a Return of Title IV Funds if necessary. The date used should be the last date the student attended class or the last documented class participation (i.e., exam or submitted homework). Records of students who received Federal Financial Aid and earned all W's or non-passing grades will be reviewed to ensure if a return of funds is required.

NOTE: Incorrectly reporting the attendance of a student receiving financial aid (i.e., attending when they are actually "no shows") may result in a financial aid overpayment. If an instructor incorrectly reports attendance verification which creates a financial aid overpayment, the student and instructor will be notified by the Business Office of the overpayment amount. The student will have 30 days to return the overpayment to the College. If after 30 days, the student has not returned the overpayment, the instructor will be notified and will be liable for the overpayment.

Instructions for Entry of Verification of Attendance Via the LBWCC Web Site:

1.   Log on to the LBWCC web site, www.lbwcc.edu

2.   On the top side of the LBWCC home page, look for "**myLBWCC**". Click this link. (If you get a security message click **continue with this website**.)

3.   Click "**Login**" and enter your User ID and PIN.
        Your USER ID   =   your Employee Number
        Your PIN   =   your six digit date of birth
           Example: User id   =   BAC0531
                        PIN   =   053150
        You may change your PIN at any time and many of you may have already changed
        yours. Initially, however, it will be your date of birth.

        Your Employee Number is the first two letters of your last name, the first letter of your
        first name, then the month and day of your date of birth.

        If you do not know your Employee Number, you may use your social security number.

4.   Click "**Login**". This brings you to a page that contains the Faculty Information Center.

5.   Look at the left side of the screen and check the **ACADEMIC TERM** to insure it is on
        the current term (ex: "**FALL 2012, SPRING 2013**, OR **SUMMER 2013**"). Click on the
        drop down box to select current term, if necessary.

6.   Under "**Course Attendance**" click on "**Attendance Verification**". (You will see "**1
        outstanding**" in Red if you have any to complete). If you do not have a verification
        listed with the current date, you will see "**0 Outstanding**" in blue, and you do not need to
        go forward.

7.   Click on the Control Number (Ex. "000001 ") for Title (Ex. "FA12 Full-Term Attend
        Verif), Date Due (a Current Date). This brings up Course list for the term.

8.   You will see the list of your classes with the Course Number and Section Number
        underlined, (Ex. "**BUS291 01643**"). Select each Course and your class roll will appear.
        If you do not have any exceptions (No Shows or Not on Roll), click "**Auto Fill Default**"
        button and then click "**Post Attendance**" button. If you have students who have not
        shown or have students attending that are not on roll, follow **Step 9**.

(PLEASE NOTE THAT THIS ATTENDANCE VERIFICATION WAS CREATED AT A
CERTAIN DATE AND TIME AND IF A STUDENT ENROLLED AFTER THAT TIME,
THEY **WILL NOT** APPEAR ON THE ATTENDANCE VERIFICATION. PLEASE REVIEW
YOUR **REGISTERED ROLL** AND YOUR **PRE-REGISTERED ROLL** AND COMPARE
THEM TO YOUR ACTUAL ATTENDEES!!!!)

9.   Enter **NS = No Show** for students who have not attended at least one class. **Please be
        careful and do not use NA for a student who has not attended a class. This could
        create an overpayment to the student and cause liability to you.**

For students who are not on roll, click "**Add Student**" at the bottom of the page. Scroll down until you see "**Add Student Section".** You may enter the **Student # (SSN)**, if you have it, or enter the **Student's LAST Name** and click the "**Look Up**" Button. Click the down arrow on the "Look Up Results" box and choose the correct student. You must add at least one comment "attending" will be fine. Then click "**Save Student**". You will get a box that says "**Student added successfully".** Click "**OK**".

10.   Once you have entered all exceptions and have verified your entries, click "**Post Attendance**". (If you are not ready to submit your response, you may click save and submit when you have completed your entries.) <u>You will get a box that states "**Attendance Verification Complete".**</u>

11.   You will return to the Main Menu and repeat steps 7-10 until all your courses are verified and you have "**0 Outstanding**" in blue.

12.   When you have completed the verification, the date submitted will be listed with the current date for each course. Please review the listing for each class to make sure that it is complete.

13.   If you incorrectly post a verification and need to make corrections it can be re-opened. Please call me at 881-2272.

14.   Immediately notify Donna Bass at 881-2272, Randi Bozeman at 493-5338, Breshawn

        Skinner at 382-2133 ext 3102 if you encounter problems with the above procedure.

        Problems with the User ID and PIN should be addressed to Alan Cobb at 488-3405.

TARDINESS

Instructors may not prevent students from entering the classroom after class has started. However, the instructor may implement a policy that requires tardy students to enter the classroom quietly to prevent interruption of any lecture or activity in progress. In such occasions, the instructor is not obligated to repeat information already provided to the class. If a test is in progress, it is the instructor's discretion whether to allow that student to participate in the test. If any student has already completed the test and left the classroom, it is recommended that the instructor not allow the tardy student to take the test.

CHANGES IN SCHEDULE FOR STUDENTS (DROP/ADD PROCEDURE)

Additions or changes to schedules must be made during the official drop/add period, subject to the approval of the student's advisor. The advisor must follow the procedure below:
- Obtain a *Drop and Add* form in the Office of Student Services.
- Verify that any course to be added is part of the student's degree plan.

- Complete the *Drop and Add* form and have it signed by the advisor.
- Return the form to the Office of Student Services for processing.

CREDIT HOUR DEFINITION AND POLICY

Lurleen B. Wallace Community College (LBWCC) defines a credit hour as follows.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates the following:

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 or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required 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.

Semester Hour Credit

The Alabama Community College System Board of Trustees requires institutions in the Alabama Community College System to operate on a semester system. Semester hours of credit are then based upon the average number of hours of instruction taught weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term. A variety of class meeting schedules that occur within this structure may be present within the College. The *College's Academic Calendar* which requires that the fall and spring semesters each contain a minimum of 78 instructional days. Instructional days include examination days, and a minimum of three examination days must be scheduled fall and spring. The summer term must have a minimum of 50 instructional days with a minimum of two examination days. The *College Academic Calendar* is approved by the Executive Council and submitted to the Alabama Community College System for approval each spring semester.

Credit Hour Equivalencies

The credit hour is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used. There are six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

1. Theory. Instruction focused on principles, concepts, or ideas. Generally requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. Theory instruction is the term which is used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. Theory instruction is under the direct supervision of an instructor. Theory instruction has a ratio of 1:1 (one hour of credit for one hour of theory instruction as defined).

2. Experimental Laboratory. Instruction focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. Work is normally completed in the learning environment, but may include out-of-class assignments such as practice and/or laboratory report writing. Experimental laboratory instruction is generally under the direct supervision of an instructor. The ratio for experimental laboratory may be either 2:1 (one hour of credit for two hours of experimental instruction as defined) or 3:1 (one hour of credit for three hours of experimental instruction as defined).

3. Practical Application Laboratory. Experience-based instruction focused on "real world" activities, albeit in a simulated environment for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program-specific work products. A practical application laboratory is generally required in career technical programs; requires limited out-of-class assignments per week; emphasis is in the use of equipment, tools, machines, etc. found within the lab environment. Practical application laboratory involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Depending on the program of study, the ratio is 2:1 or 3:1 (one hour of credit for two or three hours of practical application instruction as defined).

4. Clinical Practice. Experience-based instruction focused on "real world" activities, generally in healthcare or service occupation programs, offered in a real world environment, for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment, but may include out-of-class assignments. Clinical Practice is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. The ratio is 3:1 (one hour of credit for three hours of clinical practice instruction as defined).

5. Preceptorship. Advanced experience-based instruction, under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for students. The instructor must be readily available for consultation with the healthcare professionals. The preceptorship ratio may be either 5:1 (one hour of credit for five hours of preceptorship instruction as defined) or 3:1 (one hour of credit for three hours of Preceptorship) or as required by program accreditation and/or licensing bodies with different discipline-specific time-to-credit criteria.

6. Internship. Internship is the term which will be used to include cooperative education, apprenticeships, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the education program. Student activity in internship is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the learning environment, but may include out-of-class assignments. The internship ratio is 5:1 (one hour of credit for five hours of internship instruction as defined) or as required by program accreditation and/or licensing bodies with different discipline-specific time-to-credit criteria.

Distance Education

Of the instructional categories listed above, distance education courses may include theory instruction as well as experimental laboratory instruction with out-of-class assignments such as practice and/or laboratory report writing.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines distance education as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs if used as part of the distance education course or program.

The College has been approved to offer up to 100 percent of the Associate in Arts, Associate in Science, and Associate in Applied Science Degrees in Office Administration and Computer Science through distance education since August 21, 2006. In December 2012, the SACSCOC Board of Trustees revised the *Substantive Change Policy* and eliminated the requirement for prior notification to add approved programs to the institution's electronically delivered offerings. The majority of distance education instruction will be provided through the internet.

An on-line or hybrid course providing 50 to 100 percent of theory instruction through the internet must be approved according to procedures in the *College's Distance Education Policy and Procedures Manual* which require faculty review and administrative approval to ensure quality and equivalence to a traditional course. The amount of faculty instruction and the amount of required student work for on-line and hybrid courses must be equivalent to that of a traditional lecture class. Instruction may be provided through Screen-Cast-O-Matic lecture capture recordings presented in timed segments or notes which are at least the same length as lecture notes presented by the instructor during the traditional class setting.

COURSE AUDITING

Students who audit courses must pay tuition and fees and will be listed on the official class rolls, but are not required to take tests, a final examination, or make reports. No credit will be awarded for audited courses; however, the grade report will indicate "AU". The attendance policy does not apply for audited courses.

PRIOR LEARNING ASSESSMENT

Lurleen B. Wallace Community College recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to nationally recognized examinations, credit awarded for prior learning, military training credit, and local and state-wide articulation agreements. Credit awarded through non-traditional means shall not be included in the 25 percent of total credit hours that must be completed at the college granting the degree.

1. Nontraditional Credit: Academic
   Credit Awarded for Examination – College credit may be awarded through nationally recognized examinations such as: Advanced Placement (AP); College Level Examination Program (CLEP); United States Armed Forces Institute (USAFI); Defense Activity for Non-traditional Education Support (DANTES/DSST); or through examinations (challenge exams) developed by the College.

2. Credit awarded for transcripted military training
   A. Credit may be awarded for academic and technical courses based on equivalent transcripted military training as shown on an ACE Joint Service Transcript or an official transcript from the Community College of the Air Force.
   B. Evaluation of military transcripts will be conducted by the College's registrar in cooperation with the subject matter expert for the credit under consideration.

3. Nontraditional Credit: Career and Technical Education Credit Awarded for Articulation
   A. Students completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit to the Alabama Community College System institution of their choice offering the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.

4. Awarding Credit Through Prior Learning Assessment
   A. Prior Learning Assessment (PLA) is a means for a student to receive college level credit for experiential learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. Awarding of credit through PLA relies heavily on aligning knowledge and skills gained through experience with learning outcomes found in traditional courses of higher education. To facilitate the awarding of credit, the College has developed a series of Prior Learning Inventories

for applicable technical programs. These inventories provide a detailed list of course learning objectives for each program and align those with relevant industry credentials and experiences, identified by LBWCC technical faculty members, that will be accepted for prior learning credit. Inventories are updated regularly and kept on file with the Director of Admissions and Records.

B. Course credit earned from prior learning shall be noted on the student's transcript as having been awarded through PLA.

SCHOLARSHIPS

Institutional Scholarships

The following scholarships are awarded:

Ambassadors	Ms. LBWCC
Athletic	Performing Arts
Covington County Junior Miss	Presidential Academic
Cultural Diversity	Presidential Technical
GED Commencement	Technical Waivers
Honors Program	

The following scholarships can be awarded for the summer term only to students who have received the same scholarship in the fall and/or spring semesters. Additionally, these performance/work scholarships shall never be awarded to non-participants:

>   Ambassadors
>   Presidential Technical

Exceptions to this policy must be approved by the Dean of Instruction or the Dean of Student Affairs.

Policy on Using Institutional Scholarship to Cover Expenses Related to a Repeated Class

Institutional Scholarships will not cover the costs of a repeated course except in extraordinary circumstances (e.g., previous withdrawal from a required course due to circumstances beyond the control of the student). This policy will not apply to a student who received an "IP" grade in a developmental course.

In order to use an Institutional Scholarship for a repeated course, a student must request in writing, a review of his/her special circumstances. This request must be submitted to the Director of Financial Aid prior to the first day of class for the semester in which the repeated course will commence.

CHILDREN ON CAMPUS

The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on the campus. Therefore, to minimize distractions in the classroom and ensure safety, children are only permitted on campus to attend specific programs (e.g., Day Care Program) or athletic events

accompanied by adults. LBWCC students must not bring children to classes or leave them unsupervised on campus while attending classes.

DRINKS OR FOOD IN THE CLASSROOM OR LAB

Where drinks or food may cause damage to equipment or endanger the safety of students and faculty, the instructor may implement a prohibition of food and drink. Signs posting this prohibition must be placed at the entrance to any such facility prohibiting food or drink. The prohibition should also be stated in the syllabus of any course utilizing the designated classroom or lab. If food or drinks are allowed, the instructor must inform students that food or drink containers cannot be left in the classroom. Instructors are responsible for ensuring that students leave the classroom in a clean and neat condition.

SAFETY AND EMERGENCY PROCEDURES

LBWCC's Safety and Emergency Procedures can be found in Section 10 of the LBWCC Policies and Procedures Manual.

EVALUATION OF FACULTY

LBWCC's Faculty Evaluation policy can be found in Section 5 of the LBWCC Policies and Procedures Manual.

INSTRUCTOR RESPONSIBILITIES

Each instructor has a responsibility to manage and conduct his or her classroom in a consistent manner that provides a positive learning environment. In order to provide students with realistic expectations of course and program requirements, a syllabus must be provided to each student, and discussed in each class taught. Instructors are required to teach the subject matter of assigned courses as outlined in the syllabus. The syllabus should also identify learning objectives, teaching methods, and evaluation criteria for each course.

Each instructor is responsible for following all policies and procedures of the College.

Each instructor must meet her/his class as scheduled. If for any reason, the classroom location, or meeting time of class must be changed, the instructor must first obtain Division Chair approval.

If for any reason, an instructor is not able to meet the class as assigned, or must be absent from class, the instructor is responsible for notifying the Division Chair as soon as possible, so that other arrangements may be confirmed prior to the class meeting time.

Instructors must notify the Division Chair of any change in class meeting time or substitution of instructor for any class meeting.

Record keeping responsibilities for the instructional program are detailed more specifically in this section of the Handbook and require individual faculty to complete and submit the following documents to the appropriate administrative staff:

> ### *First of Semester/Term*:
> - Course Syllabi (submit to Division Chair)
> - Schedule and Office Hours (submit to Division Chair)
> - Verify class attendance via LBWCC website upon request from Financial Aid Office
> - Verify course rolls via LBWCC website upon request from Director of Admissions and Records
> - *Registration* forms (to be filed by advisor)
> - *Drop/Add* forms (submit to Student Services)
> - *Student Web Registration Agreement* forms (to be filed by advisor)

Instructors may also be given assessment responsibilities, which include the following: collaborating with other instructors in their program or discipline to create program and student learning outcomes; working with the Office of Institutional Effectiveness and Quality to gather the necessary data to determine the extent to which outcomes have been met; and entering planning and assessment information into the online *Outcomes Management System*.

GROUP/FIELD TRIPS

The appropriate Division Chair/Supervisor must be notified in advance of any group/field trip plans. It is necessary to complete a *Request for Travel* form, a *Group/Field Trip Information* form, and a *Liability Release* form for any group trip such as athletics, performing groups, or field trips. The person in charge of the activity should prepare the *Request for Travel* form and the *Group/Field Trip Information* form. These two forms should be submitted to the Business Office to follow the same routing process as an employee's *Request for Travel* form. Attach to the form any requisitions such as those for lodging. Be sure to identify the driver of the College vehicle used for the trip on the *Group/Field Trip Information* form. The driver must be included on the LBWCC Eligible Drivers List. Students traveling should submit a *Liability Release* form to the person in charge of the activity. If a student is under the age of nineteen years, then the parent/legal guardian having custody of the student should also sign and date the *Liability Release* form.

FINAL EXAMINATIONS

Final Examinations are to be given according to the published examination schedule. In the event an instructor finds it necessary to deviate from the published schedule, approvals of the Division Chair and Dean of Instruction are required.

GRADES

Final Grades
Faculty log on to www.lbwcc.edu and through the Faculty Information Center access their rolls, input the final grades, post the grades, and print a paper copy for their records by the deadline announced each term by the Director of Admissions and Records. If an instructor assigned any "I" (incomplete) grades from the previous term, the Director of Admissions and Records will print the "I" grade sheets and disperse these to the appropriate faculty who will write in the correct final grade, sign, and return the grade sheet. "I" grade sheets are due before final exams begin the following term.

Grade Records
Grade books may be obtained from the Business Office. Grades recorded in grade books or computer printouts must be kept by the instructor for a period of two years. Based on the date of the last grading period entered in the grade book, the instructor will destroy records over two years old. Grade books or computer printouts less than two years old must be turned in to the Division Chair by instructors who complete an *Exit Employment Form.* Examination materials (including, but not limited to, graded examinations, academic papers, and other student work) must be retained until the closure of the grade appeal period. Adjunct instructors must turn in grade book or computer records to their Division Chairs at the end of each semester.

Incomplete (I) Grade
A grade of *Incomplete* (I) may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

A grade of Incomplete (I) must be cleared by the last class day of the following term or the grade automatically becomes an "F." It is the student's responsibility to contact the instructor and to make up missed course assignments and/or examinations.

Grade Changes
All grade changes must be initiated by the instructor on a *Change of Grade* form, and must be made immediately following the semester during which the grade was earned. It is the responsibility of the student to check his/her grade report at the end of each semester/term and to immediately notify the instructor regarding a potential grading error. Grade appeals are handled through the chain of command with the final decision residing with the Dean of Instruction.

Academic Complaint/Appeal
An academic complaint is defined as a concern about a strictly academic matter such as grades, work assignments, quality of instruction, and fairness of instructor and/or examinations. Academic appeals, with the exception of grades, must be initiated within ten

(10) business days of their occurrence. Grade appeals must be initiated prior to the last day of classes of the following term.

The following procedure should be followed in filing an academic complaint/appeal:

1. The student should first contact the instructor and discuss the problem.
2. If the student does not receive satisfaction from the instructor, he/she should contact the Chair of the Division who will confer with the student and the faculty member to reach closure.
3. If closure is not reached by using this approach, the student may file a formal academic appeal to the Dean of Instruction. This must be done in writing and dated prior to the time limit stated above. The appeal must state the problem, the name of the instructor who is involved and previous attempts at resolving the situation.
4. The Dean of Instruction will review the information, prepare a written recommendation, and notify the student, instructor, and the Division Chair of the decision within two (2) weeks after the written appeal is received.
5. The decision of the Dean of Instruction is final.

GRADING SYSTEM

Semester grade point averages are computed on a 4.0 system. A grade of **A** equals 4.0 quality points per credit hour, **B** equals 3.0 quality points per credit hour, **C** equals 2.0 quality points per credit hour, and **D** equals 1.0 quality points per credit hour.

Grades of **I** and **F** equal 0 points. The grade point average is determined by dividing the total of quality points earned by the total number of credit hours attempted during the semester.

<u>Meaning of Grades Relative to Academic Achievement</u>:
A   Excellent
B   Good
C   Average
D   Poor
F   Failure
W   Withdrawal
I   Incomplete
AU   Audit

POLICY FOR MAKE-UP EXAMINATIONS

Make-up examinations may be given at the instructor's discretion when the instructor is convinced that extenuating circumstances prevented the student from taking the examination during the regularly scheduled time. The instructor's make-up policy must be included in the course syllabus. (*See the Policy on Attendance, in Section 8.*)

It is the student's responsibility to report to the instructor any conditions that cause an absence. If the instructor accepts the report as just cause for an absence, a time and place may be established for the make-up work.

In cases where the instructor determines that a student's reasons for absence seem irresponsible or negligent, opportunity to make-up work does not have to be given. In such cases, the instructor shall advise the Division Chair of the circumstances. The student has the right to appeal through the chain of command.

POLICY ON ROOM ASSIGNMENTS FOR OVERNIGHT STUDENT TRAVEL

Lurleen B. Wallace Community College (LBW) is committed to enhancing students' learning opportunities through a variety of activities that may require travel away from the College and possible overnight stay. This policy establishes the guidelines and responsibilities for room assignments for overnight travel that involves LBW students.

Employees responsible for student groups that will be traveling should follow the established *Authorization for Group/Field Trips* procedure prior to travel. If the event or activity will require overnight stay, the responsible employee must assign students to rooms prior to departure. Students shall share rooms only with students of the same biological sex. In exceptional circumstances, individuals may request single accommodations.

An itinerary and room assignment list must be submitted to the Dean of Student Affairs prior to departure from campus.

POLICY ON STUDENT NAME CHANGE

Students are required to provide their official legal name at the time of application to Lurleen B. Wallace Community College. Name change requests must be submitted in writing to the Office of Admissions and Records and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Admissions and Records, Lurleen B. Wallace Community College, P.O. Drawer 1418, Andalusia, AL 36420.

Current or former students may submit a *Change of Student Information* form along with appropriate legal documentation. Acceptable documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

PROGRAMS OF STUDY

Course/Program Revision
The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by

SACSCOC are substantive changes, and SACSCOC must be notified of substantive changes. The College will follow its *Substantive Change Policy* and utilize the *Academic Substantive Change Form* to identify and report all substantive changes.

The procedure for initiating a new course or a change in a course, or program changes is as follows:

Process for Proposals of Course and Program Revisions

1. Ideas for course and program revisions may come from such sources as the program advisory committees, Division Chairs, departmental coordinators and directors, Lurleen B. Wallace Community College faculty, business, industry, or others affiliated with the College. These ideas may be referred to the specific division/program instructor for further review.

2. The program instructor will propose the specific revision and submit it to the appropriate Division Chair for further processing.
    a. The *Request for Course Change* form is used by faculty to propose course changes that will take effect fall semester of the next academic year. The form should be submitted to the appropriate Division Chair and reviewed by the Instructional Council. Approved changes will be provided in May to the Dean of Student Affairs, the Director of Admissions and Records, and the Associate Dean of Institutional Effectiveness and Quality and the Luverne Center to annually update the catalog and degree plans, and update reports of credit hours available at each College site. If the course change results in a change in credit hours, the *Request for Program Change Form* must be completed. Unless there is a significant change in content, changes which do not affect total credit hours do not constitute substantive change and a *Substantive Change Form* does not have to be completed.
    b. The *Request for Program Change Form* is used to propose a new program, delete a program, expand a program to an off-campus site not previously approved to offer 50 percent or more of a program or increase program length by 20 percent or more. The individual requesting a program change will complete Section A of the form, attach the form to the *Academic Substantive Change Form*, and submit forms to the Accreditation Liaison (Dean of Instruction) who will provide assistance in completing the *Academic Substantive Change Form.*

3. The Division Chair and discipline faculty will be notified by the Dean of Instruction to review the proposal, document their ideas, and to provide their advice and support for the proposal.

4. The Dean of Instruction will review the proposal for budget implications, course transfer issues, influence of faculty assignments, and class scheduling and will provide the *Academic Substantive Change Form* and documentation to the Instructional Council for review and recommendations.

5. The Instructional Council will review the proposal after individual input and refer it to the President. The President may forward it to the Executive Council prior to approval.

6. The President will review and approve all curriculum requests prior to implementation or referral to the Alabama Community College System.

New Program Development

New programs of study are initiated through the *Strategic Planning Process* following the application procedures as outlined by the Alabama Community College System. Completed program applications are submitted to ACCS through the President's office. New programs of study are listed in the Institutional Management Plan and included in the *College Strategic Planning Process.*

A new program is a substantive change and SACSCOC must be notified of the change. In accordance with the *College's Substantive Change Policy and Procedure*, the *Request for Program Change* and the *Academic Substantive Change Form* must be submitted by the person or committee requesting new program development to the Dean of Instruction, who will determine the required notification and submit to the Department Director or Division Chair for approval. Upon approval by the Department Director or Division Chair and the Dean of Instruction, the form will be submitted by the Dean of Instruction to the President for approval prior to SACSCOC notification.

Program Review Information

Each program will be reviewed at least once every five years and reported in the *Institutional Management Plan* as well as in the *Strategic Plan for Institutional Effectiveness of the College*. Faculty members in each program shall work with the Division Chair and the Dean of Instruction to ensure comprehensive program reviews are conducted in a complete and timely manner. The rotation schedule for program review is outlined in the *Institutional Management Plan*.

USE OF STATE PROPERTY FOR POLITICAL PURPOSES

LBWCC's policy on the Use of State Property for Political Purposes can be found in Section 9 of the LBWCC Policies and Procedures Manual.

RECORD KEEPING

Class Rosters and Confirmation
1. Through the Faculty Information Center via the LBWCC website, instructors have access to preliminary class rosters the first day of the semester before classes begin. Each student attending class must appear on the class roster.
2. Upon notification by the Office of Financial Aid, instructors will verify class attendance via the LBWCC website after the close of the drop/add period.

3. Upon notification by the Office of Student Services, instructors will verify class rolls via the LBWCC website.
4. Any student attending who is not listed on your class roster should be sent to the Admissions Office to complete their registration. Any student whose name does not appear on the official roster must clear all records with the Business Office before returning to class; **students who have not cleared the Business Office will not be eligible to receive a final grade for any work attempted or completed.**
5. Updated rosters, which reflect any revisions or withdrawals, are available at any time to verify student enrollment. Instructors should log onto the LBWCC website to access these through the Faculty Information Center.

Class Syllabus

Instructors are expected to prepare and follow a course syllabus for each course. Specific course syllabi should be filed with the Division Chair and Dean of Instruction each term or semester that the class is taught. In order to provide students with realistic expectations of course and program requirements, a syllabus **must** be made accessible to each student, and discussed in class during the first week in each class taught. A copy of the College adopted syllabi format is available from your Division Chair.

ROLE OF FACULTY IN GOVERNANCE OF THE INSTITUTION

Lurleen B. Wallace Community College recognizes the central role of instruction in the College's mission and therefore incorporates faculty participation in the governance of the institution in a variety of ways, as follows:

1. Through participation in standing committees—standing committees facilitate day-to-day operations and ensure input into the decision-making process of the College;

2. Through participation in ad hoc committees—ad hoc committees are temporary committees formed from time-to-time to address an immediate need by making recommendations or conducting work as assigned by the President;

3. Through participation on the Instructional Council—the Instructional Council is a regularly functioning committee comprised of Division Chairs, the Director of the Learning Resource Center, and others and is chaired by the Dean of Instruction. The purpose of the Instructional Council is to resolve instructional issues, recommend curriculum additions and changes, discuss faculty compensation and class loads, develop semester schedules, recommend professional development activities for faculty, and to communicate other business of the College to faculty and faculty issues to College administrators;

4. Through representation on the Executive Council—the Executive Council meets regularly to discuss College matters, make decisions on policy and procedure issues, and communicate College information. The Council is chaired by the President;

5. Through participation in strategic planning activities—the College reviews and revises its *Strategic Plan* on a five year cycle. Faculty members participate in the planning activities through division meetings, College-wide in-service activities, and directly by providing strategic analysis input on forms provided to all members of the College community. Faculty define the expected educational outcomes for their departments and programs, document outcomes, and submit documentation to the Associate Dean of Institutional Effectiveness and Quality and the Luverne Center;

6. Through participation in annual budget planning—during the annual budget planning cycle in the spring of each year, faculty members meet with their departments to identify their needs, formulate their budget requests, and set their priorities and objectives for the following year. This information is forwarded to the College administration for incorporation into the College's operating plan for the following fiscal year;

7. Through annual in-service activities—College-wide in-service activities are scheduled to occur on a day and time when no classes are scheduled. These activities include workshops and focus group activities covering institutional policies and procedures. Faculty input on all issues pertaining to institutional governance are actively solicited during these in-service activities and incorporated into the agenda of the Executive Council for approval of appropriate revisions recommended to the President.

The faculty role in governance is also spelled out in the job descriptions for faculty members and Division Chairs. Elements of the faculty job description that pertain to governance of the institution are itemized below:

1. Review and recommend appropriate revision of curriculum periodically.
2. Assist in the development of course offerings.
3. Participate in the College committees as assigned.
4. Participate in the planning and budgeting processes of the division.
5. Dispense and submit necessary reports and plans in a timely manner.
6. Assist in enforcing all College policies.
7. Assist in the coordination of the Institutional Effectiveness Plan.

Elements of the Division Chair job description that pertain to governance of the institution are itemized below:

1. Supervise all faculty and staff within the division.
2. Coordinate and monitor the work schedules of faculty and staff assigned to the division.
3. Coordinate the day-to-day operations of the division by memos, individual faculty contacts, regular meetings, and telephone conversations.
4. Assist in planning and conducting faculty meetings.
5. Coordinate with division faculty to prepare budget requests and manage budgets for the division.
6. Coordinate the preparation of class offerings.

7. Evaluate faculty and staff throughout the division in accordance with the Institutional Effectiveness Plan to include student evaluation of faculty and Division Chair observation of classes taught.
8. Perform liaison functions as appropriate between the College and the external community.
9. Coordinate the planning and development of goals, objectives, and expected educational outcomes for the division.
10. Assist in securing adequate facilities, equipment, personnel, funding, and opportunities to support the mission of the institution.
11. Conduct division meetings as necessary and appropriate.
12. Assist in coordination and implementation of curricular reviews and viability reports.
13. Assist in the coordination and implementation of new programs.

SMOKING/TOBACCO POLICY

LBWCC's Smoking/Tobacco Policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

SOLICITATIONS POLICY

LBWCC's Solicitations Policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

STUDENT ADVISING

Entering students will be assigned advisors by Student Affairs personnel at the time of placement assessment, or by admissions staff at the time of application for students for whom the placement assessment is not required. Entering students will be encouraged at the time of placement assessment advising and /or next application to meet with their assigned academic advisor prior to the next scheduled registration.

Transfer students who have completed prior academic work at another institution of higher education should follow the instructions for the Admission of Transfer Students according to the *College Catalog* to assure proper credit is awarded.

STUDENT COMPLETION - REQUEST FOR GRADUATION

Faculty who serve as program advisors must certify students in their program have completed their program of study. Students, who complete the program of study required for a diploma, certificate, or degree, must submit an *Application for Graduation* form to verify official record data and clear all fees with the Business Office during their last term or semester of study.

STUDENT ACADEMIC INTEGRITY

The College expects all students to be honest in their academic activities and to abide by rules of the Student Code of Conduct as stated in the official catalog. The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization found in violation of the *Student Code of Conduct* may be disciplined.

Examples of academic dishonesty are:

- Giving or receiving unauthorized help during an examination.
- Using any source of unauthorized information or assistance (notes, books, spoken words, electronic devices, etc.) during examination.
- Submitting for credit any theme, report, speech, outlines, laboratory paper, notebook or similar item without appropriate acknowledgment (plagiarism) of the whole or part, if it has been obtained or copied from another source.

NOTE: The *Code of Conduct* is printed in the *College Catalog* and *Student Handbook* and lists 41 examples of misconduct which render a student subject to disciplinary action under procedures that provide for adequate notice and a fair hearing. The first ten examples of misconduct relate to student dishonesty. Faculty may establish specific requirements and penalties and provide more detailed clarification of the application of the conduct policy within their respective classroom, including the guarantee of procedural and substantive due process in all cases involving formal discipline charges. No disciplinary action is taken on grounds that are not supported by substantial evidence.

STUDENT WITHDRAWALS (Effective Summer Term 2018)

A student may withdraw from a course or all courses without a grade penalty until 14 days prior to the first day of final exams for the fall and spring terms. For the fall and spring mini-terms, students may withdraw from classes until 7 days prior to the first day of final exams. For the summer full term, a student may withdraw from classes until **9 days** prior to the first day of full-session final exams. For summer mini-terms, a student may withdraw from classes until **4 days** prior to the first day of mini-session final exams. The final date for official withdrawal is printed in the college calendar and published in each class schedule. To officially withdraw, a *__Withdrawal Form__* must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form and returned to the Office of Student Services.

NOTE: All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. __It is the student's responsibility to follow these withdrawal procedures.__

Students may be administratively withdrawn from all courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid and may result in the need to repay financial aid already received. Any exceptions to the administrative withdrawal policy must be authorized by the Dean of Instruction or the Dean of Student Affairs.

ADVISING STUDENT ORGANIZATIONS

All student organizations must have a qualified club sponsor/advisor and a co-sponsor approved by the Dean of Student Affairs. A faculty member who agrees to serve as a club sponsor/advisor accepts the responsibility for encouraging the organization in its purpose and activities, within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Policies governing clubs and organizations are published in the Student Handbook. Any group wishing to organize on campus must submit a written request to the Dean of Student Affairs.

No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Dean of Student Affairs. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor.

Speakers, special programs, activities, and program topics must have the formal approval of the club sponsor/advisor and the Dean of Student Affairs or his/her designees. Requests for activities other than normal meetings must be made in writing at least seven days prior to the activity. A request for outside speakers must be made, in writing, a minimum of seven days prior to the issuance of an invitation. Student organizations must hold meetings on campus unless special permission is obtained from the Dean of Student Affairs or his/her designee.

All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s). College fund-raising activities for student organizations and clubs must be approved by the Dean of Student Affairs.

LIBRARIES/LEARNING RESOURCE CENTERS

Introduction

Library Services are available on the Andalusia, MacArthur, and Greenville Campuses, and at the Luverne Center. Services are provided to all students, and faculty, and staff. The library's web page can be accessed at http://www.lbwcc.edu/library.aspx.

Contacts:

Hugh Carter, Director
334-881-2265 - hcarter@lbwcc.edu

Rebecca Brannon, Library Technical Assistant-MacArthur
334-493-5370 - rbrannon@lbwcc.edu

Virginia Compton, Librarian-Greenville/Luverne,
334-881-2265 - vcompton@lbwcc.edu

Susan Evans, Learning Resources Assistant- Andalusia
334-881-2265 - sbevans@lbwcc.edu

Barbara Mikel, Librarian- Andalusia
334-881-2228 - bmikel@lbwcc.edu

Alice Powell, Librarian- MacArthur
334-493-5370- apowell@lbwcc.edu

The mission of the LBWCC Libraries/Learning Resource Center is threefold:
(1) To acquire and organize informational and educational resources in support of instruction;
(2) To provide expert LBWCC Libraries/Learning Resource Center staff;
(3) To integrate LBWCC Libraries/Learning Resource Center use into the curriculum.

Services

The Library has several strategies and activities to support faculty and student information and research needs. Please sign up for participation in some of the following:

Curriculum Design—Library staff will be glad to suggest and research ways to integrate the use of information into your particular curriculum. Assistance with student assignments, distance education projects and faculty research is available and encouraged. Evaluation of web sites and recommendations are available.

Reserves—Library staff will place materials on reserve. Notify the library staff in advance about books, videos, and/or other resources that are needed for use by several students during the same time period. These materials will be kept near the service desk for "IN HOUSE USE ONLY" unless other instructions are provided by the instructor.

Selective Dissemination of Information—Library staff will notify you by e-mail of new resources (print and electronic, in the library, by subscription and on the Web) that match your teaching interests.

Alabama Virtual Library (AVL) Access—Library staff issues Alabama Virtual Library cards for community college students, faculty, and staff.

Orientation Sessions—Library staff will hold orientation sessions to introduce students to the library. Day classes requesting library orientations or bibliographic instruction should try to schedule appointments at least 24 hours in advance.

Equipment—The libraries not only order audiovisual materials in support of the curricula but also provide the needed equipment for use in the library or in the classroom. The libraries order equipment, maintain equipment, and check out equipment, such as VCR/DVD players, laptops and projectors, for extended periods of time. Requests need

to be made early so equipment will be available. A photocopier is available for photocopying materials.

Speaking Engagements—The librarian is available to reach out to the community through speaking engagements.

Community Commons—(1) The libraries provide students, faculty, and staff with comfortable, functional spaces for lounging and studying. Facilities are available for individual or small group use. (2) Since many inquiries about events and College offerings come to the Libraries via telephone calls or visits, it is important that the libraries be given the most current and accurate information possible.

Loan Services—Faculty are encouraged to request resources held on different LBWCC campuses. A courier service is in place to get requested materials from one campus to another. Faculty are also encouraged to ask for resources that cannot be located on any of the LBWCC campuses. Since LBWCC libraries are members of the WorldShare InterLibrary Loan System, resources may be borrowed from other libraries.

Users with Disabilities—The libraries are accessible for patrons with wheelchairs and maintain at least one computer workstation for wheelchair access. Wheelchair-accessible study carrels are provided. For special needs, contact the respective library.

Resources
LBWCC libraries provide paper and electronic resources in support of programs, career-oriented associate degrees and certificates. Resource collections include books, videos, DVDs and other formats.

Faculty input into the acquisitions of materials is imperative. Requests and suggestions are welcomed.

Alabama Virtual Library
The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the AVL, an equitable core of information sources is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state.
- AVL provides access to databases that are not free on the internet
- AVL provides advertisement-free information
- AVL guarantees personal privacy
- Users can limit searches to scholarly journals
- The AVL uses this geolocation technology to determine if a user is located in Alabama. If the user can be authenticated (using geolocation), then they are automatically logged in to the AVL.

o   Users that are not automatically logged in can come to an LBWCC Library and get an AVL card.

General Campus Information

All of the libraries provide materials, services, and facilities necessary to support the College's instructional programs, career-oriented associate degrees and certificates. Students have access to books, encyclopedias, audio-visual materials, computers, printers, and copiers. Online resources allow users access to resources on and off campus including the library catalog, the Alabama Virtual Library, and databases purchased by the College including CREDO Reference, Films On Demand, Statista, StatRef, and ProQuest. The libraries provide services such as reference, interlibrary loan, bibliographic/library instruction, and one-on-one research assistance.

Library Hours

Andalusia Campus: Mon-Thu 7:45 a.m. - 8:00 p.m., Fri 7:30 a.m. - 12:00 p.m.

Greenville Campus: Mon-Thu 8:00 a.m. - 5:00 p.m.

MacArthur Campus: Mon-Thu 7:30 a.m. - 5:00 p.m., Fri 7:30 a.m. – 12:00 p.m.

Luverne Center: Mon-Thu 8:00 a.m. - 5:00 p.m.

INSTRUCTIONAL RESOURCES AND SUPPORT SERVICES

Bookstore

The College Bookstore on the Andalusia Campus is located in the Student Center and operates from 9:00 a.m. to 1:00 p.m. Monday through Thursday. The bookstore on the MacArthur Campus is located behind the Student Center and is open from 7:30 a.m. 3:30 p.m. Monday through Thursday. The bookstore on the Greenville Campus is open for the first week of each semester, during book buyback, and then on an as-needed basis. Extended bookstore hours will be posted for official Registration periods. The bookstore stocks textbooks for student purchase as well as reference books.

Business Office

The Business Office handles functions such as payroll, purchasing, cash receipts, and disbursements.

Copy Machines

On the Andalusia campus, copy machines are located in the Administration Building and in the William H. McWhorter Learning Resource Center. On the Greenville Campus, copy machines are located in the student services building and in the Technology Building. On the MacArthur campus, copy machines are located in the Student Center and the Health Sciences Building. A copy machine is located outside the Business Office at the Luverne Center.

Copyright Regulations
Subject to certain exceptions, only the owner of a copyright has the exclusive rights to reproduce, distribute, perform or display the copyrighted work, or authorize such reproduction, distribution, performance, or display by others (*17 U.S.C.A. 106*).

Parking
All employees and students are subject to parking rules and regulations of the College. Parking is permitted in designated parking areas. Loading zones are provided for each campus building to accommodate faculty transporting heavy books, materials, and equipment.

Payroll Distribution Schedule
Payroll direct deposit is issued on the last working day of the month. Full-time faculty members have the option of being paid their nine month salary in nine months (September – May) or twelve months (September through August). Full time faculty payments for summer classes will be paid based on the combination of evening, mini-session, or full-term classes determined by the summer contract.

The adjunct and overload contract amount for Fall Semester payroll is divided into four equal payments and paid at the end of September, October, November, and December. No payment is issued in August. The adjunct contract amount for Spring Semester payroll is divided into four equal payments and paid at the end of February, March, April, and May. No payment is issued in January. Adjunct and overload payments for summer classes will be paid based on the combination of evening, mini-session, or full-term classes determined by the summer contract. (For information about the remuneration rate for under-enrolled classes for adjunct, part-time, or overload faculty, see *Definition and Remuneration for Full-time, Part-time, and Adjunct Faculty*.)

Purchasing
Requests to purchase supplies and instructional materials must be made through the Division Chair using the standardized *Requisition* form. The form is submitted to the Business Office through the appropriate supervisor/budget manager for final approval.

Once approvals are complete, the Business Office assigns a purchase order number and a copy of the purchase order is returned to the requester. The order is to be placed in accordance with the order process indicated on the requisition form at the time of approval. When the order is received, the requester will sign and date the invoice to indicate the order has been received and is in good condition. The requester has the responsibility to return the signed invoice to the Business Office to be processed for payment.

Campus Security
The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that the College "provide a healthful, safe, and secure environment for all members of the campus community." To promote safety and comply with SACSCOC requirements, each faculty member should:

1. Review emergency evacuation procedures with each class at the beginning of each semester.

2. Review medical emergency procedures with each class at the beginning of each semester.
3. Point out to each class at the beginning of each semester potential hazards that may be present in the classroom or lab.
   a. Chemical hazards
   b. Electrical hazards
   c. Physical hazards (saws, etc.)
   d. Other applicable hazards
4. Become familiar with provisions of the *LBWCC Emergency Management Plan*.
5. If an accident or incident should occur in the classroom, lab, or anywhere on the campus, notify the appropriate security and administrative staff on duty and complete an *Accident/Incident/Medical Emergency Report* form in accordance with College safety and security procedures.

Publications
All College publications are reviewed by the Marketing Department for consistency of message and accuracy of images.

Textbooks and Supplies
Contact the Division Chair regarding textbook requisitions and supplies needed for your class or for copies of textbooks needed for office use. To request a new textbook, instructors complete an *Instructor's Recommendation for Required Textbooks* form and include information about the proposed textbook, as well as current textbook information including the title, author, publication date and reasons for replacing the textbook. The form is then submitted to the Bookstore Manager who records information in the boxes and forwards the form to the Division Chair. Upon approval, the Division Chair submits the form to the Dean of Instruction. The dean forwards the approved form to the bookstore and a copy to the instructor.

The *Instructor's Recommendation for Required Textbooks* form must be submitted by the instructor to the Bookstore Manager according to the following schedule:

Adoption Term	Submittal Date
Fall	March
Spring	July
Summer	October

All textbooks, once adopted, must be used a minimum of three years unless technology requirements out-date the text, the publisher terminates publication, or the Alabama Department of Education mandates a curriculum change. All other exceptions must be approved by the Dean of Instruction. As soon as instructors realize that a change in textbooks is required, they should notify the Bookstore Manager. This notification will allow adequate time for the bookstore to process changes with the least financial hardship on students reselling books.

Sample textbooks are the property of the College. Any faculty wishing to dispose of unneeded textbooks should do so by delivering the unwanted copies to the College Bookstore for the purposes of becoming part of the library inventory. Any textbook not incorporated into library inventory will be disposed of by library staff through the normal process.

USE OF FACILITIES AND SERVICES

LBWCC's Use of Facilities and Services policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

COMPUTER AND INFORMATION SERVICES

Computer and Network Use Policy

The *Alabama Research and Education Network* (AREN), the College's computers and networks, and the Internet are available for use at the discretion of Lurleen B. Wallace Community College, by all faculty, staff, and students affiliated with the College. Lurleen B. Wallace Community College reserves the right to deny computer access to any individual, as it deems appropriate.

The advent of the Internet presents unprecedented opportunities to obtain, exchange, and manipulate data. Users of Lurleen B. Wallace Community College's computing facilities are responsible for using them in an ethical, legal, efficient, and effective manner consistent with the mission of the College and its policies governing such usage. The purpose of providing access to the computers and the Internet is to extend the primary functions of Lurleen B. Wallace Community College (i.e., instruction, community service, and the accompanying administrative support functions).

The Internet is not a secure network. Information that is transmitted over these networks is not encrypted or made private between the sender and the addressee.

Information Technology Resources

LBW Community College provides access to computer equipment and resources necessary to support the educational mission of the College. Access to College information systems is granted to students and employees as a privilege and, as such, imposes certain responsibilities and obligations. The purpose of information technology resources is to provide educational resources for the College's students and employees.

ACCEPTABLE USE POLICY

LBWCC's Acceptable Use Policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

STUDENT EMAIL POLICY

College Use of Email

Email is a mechanism for official communication within Lurleen B. Wallace Community College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of this process, the Office of the Associate Dean of Instructional and Information Technology is responsible for directing the use of the official student email. See, Guidelines for the Use of Official Student Email for details.

Assignment of Student Email

College email accounts are available for all enrolled students. The addresses are all of the form [Name]@se.lbwcc.edu. These accounts must be activated before the College can correspond with its students using the official email accounts. The student can log in and manage their account through the LBWCC website.

Redirecting of Email

If a student wishes to have email redirected from their official @se.lbwcc.edu address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @se.lbwcc.edu account.

Expectations About Student Use of Email

Students are expected to check their email on a frequent and consistent basis in order to stay current with College related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communications via email.

Authentication for Confidential Information

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through myLBWCC portal which is password protected. In these cases, students will receive email correspondence directing them to myLBWCC, where they can access the confidential information only by supplying their login credentials. The confidential information will not be available in the email message.

Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

Educational Uses of Email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @se.lbwcc.edu accounts are being accessed, and faculty can use email for their classes accordingly.

General Use

LBW Community College provides access to computer equipment and resources necessary to support the educational mission of the College. Access to College information systems is granted to students and employees as a privilege and, as such, imposes certain responsibilities and obligations. The purpose of information technology resources is to provide educational resources for the College's students and employees. All students using official student email addresses must adhere to the Information Technology Acceptable Use Policies.

GUIDELINES FOR THE USE OF OFFICIAL STUDENT EMAIL ADDRESSES

In the Spring of 2018, The College will establish official student email addresses to enable faculty, staff, and administrators to communicate more effectively and efficiently with students. Please view the *LBWCC Official Student Email Policy* for policies governing the use of student email addresses.

Appropriate use of email addresses is essential to the success of this mode for contacting students. On one hand, if the address is used to communicate too much information too often, particularly if the information is perceived to be unimportant, students will abandon the system. This document is intended to help guide the appropriate usage of student email, in particular those messages sent from College administrators, faculty and staff to students. Students may choose to use their email accounts more broadly than prescribed by these guidelines.

General guidelines

- Keep messages simple and direct.
- Use plain text in messages--do not include HTML or formatted content.
- Format messages so that lines wrap at 80 characters or less.
- When possible, send email messages only to the specific group of students for whom the message is pertinent.

- When a message is to be sent to many recipients, use an email program that will not list all the recipients in the message; alternatively, include all recipients' addresses as "Bcc:" instead of "To:"

- When a message is to be sent to more than 1,000 students, send separate mailings in groups of no more than 1,000 email addresses.

- The only email group or distribution list to email all LBWCC students is Allstudents@se.lbwcc.edu. Only specific individuals will be authorized to send emails to this group.

- Email size, message plus attachments, should not exceed 5Mb when sending messages to groups of students.

- A "From:" or "Reply-to:" name and email address of the sender is required.

- Encourage students to check their email accounts regularly or to forward their account to an address that they will check regularly.

Examples of appropriate uses

- Communicating commencement and convocation information

- Degree check information

- Notification concerning students' change of course schedules (drop/adds), general petitions, withdrawals, and residency

- Notification of cancellation of registration

- Student aid processing issues and deadlines

- Academic departmental information such as class changes, registration issues, new courses, job-opening lists, and events

- Math and English placement information

- Information about academic support services and academic policies

- Advising appointments

- Notices about student internships and workshops

- Payment deadlines and other Business Office information

- General education program information

Examples of inappropriate uses

- Information unrelated to College business

- Solicitation

- Promoting political viewpoints

- Personal information

- Surveys that do not serve sanctioned College purposes.

- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts

- Emails that violate the LBWCC - Official Student Email Policy

As steward of the official student email address, the Dean of Student Affairs is responsible for directing its use.

LAB USAGE POLICY

Computer laboratories will be closed on all state holidays and breaks between semesters.

Labs will have a schedule on the door listing the posted hours of operation. These hours will vary from lab to lab and semester to semester. These labs will only be open during the posted hours.

After hours students may use the Library for computer access.

Instructors may have to unlock the lab for your class and will be expected to lock the lab back unless a class is scheduled to follow yours.

Maintenance staff and instructors should lock any lab found open outside of the posted hours of operation.

During class time instructors should only allow students enrolled in class to access the lab.

If the lab usage policy conflicts with student needs and access, students should see the Associate Dean of Instructional and Information Technology.

Labs will only be opened outside of the posted hours on a case by case basis. For example:

> If a student must complete an assignment the instructor could open the lab as long as the instructor locks the lab once the student is finished.

Request for Information
Requests for institutional data or reports may be made by submitting an e-mail to the Office of Institutional Effectiveness and Quality.

Requests for Computer Services
In the event there are maintenance problems with an office or lab computer, submit a *Computer Problem/Work Order Request* form to the Office of the Associate Dean of Instructional and Information Technology. If immediate assistance is required for computer related services, you may contact the Office of the Associate Dean of Instructional and Information Technology directly.