



Academic Policies and Procedures

Compiled, September, 2020

Academic Integrity

Southeast Arkansas College holds the highest expectation of students in respect to their role as members of a community of scholars. To this end, students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SEARK's mission to create a community of lifelong learners who will be the leaders of tomorrow challenges faculty to work diligently to strives to build a foundation of knowledge, skills, judgment and wisdom students need to participate meaningfully in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination, violates the core values of higher education.

Guidelines for Academic Integrity

SEARK holds students fully responsible for the content and integrity of the course work they submit.

Students are expected to uphold the following standards of academic integrity:

- Students must do their own work and submit only their own work on examinations, essays, written assignments, reports, presentations and projects.
- Students are responsible for properly documenting information borrowed through paraphrase, summary or direct quotation using the documentation style required by their instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Academic dishonesty (academic misconduct) is defined as the misrepresentation of one's academic work, which includes, but is not limited to:

1. Cheating: the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
 - copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
 - using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation
 - obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded, or receiving unauthorized information regarding examinations
 - submitting another's assignment as one's own
 - having an examination taken or other graded assignment completed by a someone else
 - altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student
 - writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam
2. Facilitating academic dishonesty: the intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:
 - completing, in whole or part, an examination, or other graded assignment for someone else
 - permitting another student to copy one's work during an examination, test, or quiz
 - permitting another student to copy one's written work whenever the work is to receive a grade
 - collaborating with another individual or individuals in the completion of course assignments when collaboration is not permitted

- giving test questions or answers to anyone else
 - selling or purchasing all or part of examinations, papers, or other assignments
 - posting materials from a publisher without their express written permission
 - posting copies of, and/or answers to; tests, quizzes, or other assessments (e.g. lab reports)
3. Plagiarism: the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
 - duplicating an author's work (in part or whole) without quotation marks and/or accurate citations
 - duplicating an author's words or phrases or ideas with accurate citations, but without quotation marks as necessary
 - using an author's idea(s) in paraphrase without accurate citation(s)
 - submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited
 4. Other forms of academic dishonesty, such as:
 - submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
 - fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise

Academic Integrity Awareness

Students will be informed in each class about policies and procedures regarding academic integrity. The College policy and any instructor requirements are posted in the course syllabus and contains including information about the consequences of academic integrity violations.

Academic Due Process

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the Charge
2. Presentation of the Evidence Supporting the Charge
3. Opportunity to Respond
4. Notification of the Consequences
5. Information about the Appeal Process

Consequences for Academic Integrity Violations

Academic dishonesty or violation of academic integrity is not condoned or tolerated at Southeast Arkansas College. Faculty may, at their discretion, use any of the following in responding to infractions of academic integrity:

6. Require a reattempt at the assignment or assessment in question.
7. Require the completion of an alternative assignment or assessment.
8. Lower the score on the assignment or assessment in question.
9. Record a "zero" for the assignment or assessment in question.
10. Refer the incident for further review and disciplinary action to the administrative level.

Some infractions of academic integrity may violate state or federal laws or professional codes and may carry serious legal consequences. These violations will result in reporting to the appropriate authorities, and may result in disciplinary action, up to and including dismissal from the College.

Procedures for Addressing Academic Integrity Violations

Upon determination that an academic integrity violation has occurred, the following procedures will be followed:

11. The instructor will communicate with the student about the violation and the consequences.
12. In cases of flagrant academic integrity violations, the instructor will document the incident and the consequences on an Academic Integrity Infraction Form.

13. The instructor will submit the completed form, via College e-mail, to the student and appropriate college officials.
14. If a student does not challenge the accusation and accepts the proposed sanction, the student signs the form electronically and returns it to the instructor via College e-mail. The instructor then forwards the signed copy to the appropriate college officials.
15. If a student wishes to challenge the accusation or penalty, he or she must follow the Academic Appeal procedure as outlined in the Student Handbook.

Copyright Infringement and Peer to Peer Use

Southeast College is committed to operating in compliance with U. S. copyright law and enjoining copyright compliance by its instructors, staff and students in their performance of College related activities per 2.51 - Copyright Compliance Policy. College faculty, staff and students who infringe copyright by abusing "fair use" do so at their own risk.

Downloading or sharing music, videos, or any other copyrighted media without legally purchasing it or without the owner's permission is a violation of copyright law and the Digital Millennium Copyright Act (DCMA) and is subject to legal action including substantial fines and criminal prosecution. Using SEARK's network or Internet services to download or share media illegally is also a violation of College policies, and is subject to disciplinary action as outlined in the student handbook.

It is a violation of this policy to distribute, download, upload, stream, scan, store, or share any material including software, data, music, videos, games, or any other electronic file when:

- a. the file is copyrighted, and distribution to the user has not been authorized by the copyright owner or
- b. the intended use is specified as illegal by any federal or state law or statute

While using Peer-to-Peer (P2P) software is not illegal per se, their use does consume significant Internet bandwidth on the College's network and inhibits access to others for legitimate academic, administrative, or other purposes. Users also need to be aware that they are not entirely anonymous on the Internet and that copyright owners can often detect the origin of illegal downloading or sharing of media by identifying a computer's individual Internet address. In addition, the College is legally obligated to respond to legitimate notification of copyright violation from copyright owners.

In general, anyone found liable for civil copyright infringement may be legally ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed.

Users on campus who engage in peer to peer file sharing, copyright infringement, or other prohibited activities are also subject to disciplinary action in accordance with College policies.

This policy is taken and adapted from the Academic Integrity Policies of Ozarks Technical Community College. (<https://catalog.otc.edu/content.php?catoid=6&navoid=627>) and Northern Virginia Community College (<https://www.nvcc.edu/policies/policies.aspx?num=224>).

Attendance & Reporting Policy

Each faculty member has the prerogative of setting specific attendance requirements for their individual classes. In some courses, active student participation is an integral part of the course, and the instructor may base a portion of the students' grades on attendance and participation. In general, students are expected to attend class regularly. Students who miss class are responsible for finding out about the material covered, homework assignments, and any announcements or examinations. Make up work policies are at the discretion of the instructor and based on her/his published policy in the course syllabus.

On the census day (usually the 11th day of classes), students who have not attended class will be administratively withdrawn based on the reporting done on verification rosters. Faculty are expected to keep and report attendance records through the census day (11th day) in order to accurately report attendance on the verification rosters. Students may be administratively withdrawn from a class by the instructor for excessive absences during the semester, at the discretion of the individual instructor and consistent with the instructor's course policy published in the course syllabus.

Policy on Instructor-defined Class Attendance

Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation. Specific policies regarding class attendance are the prerogative of individual faculty members. Faculty shall inform each class in writing at the beginning of the course regarding the effect of absences on the determination of grades.

The student is expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade, except as provided in paragraph 4 below.

Instructors shall determine the policy regarding grading which they feel is best for the course. This policy shall be presented to the class, in writing, at the beginning of the term and will govern the actions of the instructor in the course.

Arrangement to make up missed major examinations (e.g. hour exams, midterm exams) due to properly authorized excused absences shall be initiated by the student within one week from the end of the period of the excused absence. Normally, a make-up exam shall occur within two weeks from the time that the student initiates arrangements for it. Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations. The format of make-up exams and opportunities for students to make up work other than major examinations are at the discretion of the instructor whose make-up policies should be stated in writing at the beginning of the term. Instructors are expected to excuse absences for:

1. Illness of the student or serious illness of a member of the student's immediate family. The instructor may request appropriate verification.
2. The death of a member of the student's immediate family. The instructor may request appropriate verification.

3. Trips for members of the student organizations sponsored by an academic unit, trips for university classes, and trips for participation in intercollegiate events. When feasible, the student must notify the instructor prior to such absences, but in no case more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
4. Religious holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays.
5. Subpoena for court appearance.
6. Any other reason the instructor deems appropriate.

Additional Class Attendance Stipulations

- If the instructor does not appear within 20 minutes after the designated class hour, it may be assumed the class is canceled.
- It is College policy that all classes will meet as scheduled on the last day before and the first day after holiday periods designated by the university.
- Unresolved problems regarding class attendance or procedures should be referred to the Student Grievance Committee.

Attendance Verification – Census

This is a very important duty of faculty to submit, on time and accurate attendance verification of students. This has implications for student's financial aid eligibility, retention and success rates and for Title IV reviews. Please make every effort to verify all students who are on your WebAdvisor Roster. If you have students attending class or active in Moodle who are not on the Webadvisor roster, or if you have students attending who are not listed in Moodle, you need to contact your Dean immediately.

Ways to Determine Attendance:

1. **In-person attendance noted on class roll**
2. **Completing activities (quizzes, homework, tests, discussion groups) on Moodle, Cengage, Pearson, Townsend Press or any other platform used for student work**
3. **Attending via Zoom (check Zoom logs)**
4. **Viewing Zoom recording (check Moodle activity logs)**
5. **Moodle Class Participation Assessment**

Class Participation Assessment is a tool you may use to determine participation for your 11th Day Census. You can determine if a student has completed this by looking in your Moodle Gradebook.

CLEP Policy at Southeast Arkansas College

Southeast Arkansas College welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning by accepting a full range of College-Level Examination Program® (CLEP®) exams, which measure mastery of college-level, introductory course content.

Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below. Our institution will grant a total of 60 credits for successful performance on CLEP examinations.

Visit the Testing Office or call to register for an examination

**The CLEP policy is based on recommendations by the [American Council on Education \(ACE\)](#).

For more information, or to register to take a CLEP exam, go to: <https://clep.collegeboard.org/exams>.

Course Approval Policy

Adding new courses or requesting major changes to existing courses are all actions which require the full set of college-level approval steps.

Major changes would include the following:

- Course title or course description
- Major content changes
- Number of credit hours assigned to a course
- Changes to course numbering that affect course level or number of credit hours
- Adding or removing a course from a program

Before a course will be considered for approval, it is expected that thorough research is done to support the request and evidence be submitted i.e., course equivalents, accreditation requirements, licensure requirements.

The following chart lists the procedure and approval steps associated with new courses and major changes:

1. Course description created and supportive evidence gathered.
2. Department Chair will review and approve description and evidence.
3. Standard syllabus created or edited. Must include course objectives, learning outcomes, unit objectives, and activities and assignments both in-class and out-of-class.
4. Division Dean review and approval
5. Vice President of Academic Affairs review and approval
6. Instructional Affairs Committee (IAC) review and approval
7. Registrar review and approval

8. Arkansas Division of Higher Education

For ADHE approved courses to be adopted from the Arkansas Course Transfer system, Southeast Arkansas College will follow the Guidelines for Course Approval policy as stated in Arkansas Higher Education Coordinating Board Policy.

College Credit for GED Students

Any student entering SEARK with a GED, who provides test scores from the ACE GED College Ready Credit level exam, will be placed according to the following guidelines:

- **GED® College Ready:** Test-takers who score in the GED® College Ready level (165-174) demonstrate the skills needed to start college-level courses and should qualify for waivers from placement testing or developmental education requirements.

Any student entering SEARK with a GED, who provides test scores from the ACE GED College Ready Credit level exam, will be awarded credit according to the following guidelines:

- **According to GED® College Ready + Credit:** Test-takers who score in the GED® College Ready + Credit level (175-200) demonstrate some of the skills that are taught in college-level courses and may be eligible for up to 3 credits in Math, 3 credits in Science, 3 credits in Social Studies, and 1 credit [SEARK is giving 3 credits for Comp I because this meets all outcomes for this course] in English.

SEARK College has approved the following procedure for granting credit to GED Students who score over 175 in the subject area tests.

Students test scores should be evaluated in English, Math and Social Studies. They may receive the following credit at SEARK:

3 Hours Credit for Applied Math (Quantitative Literacy) or College Algebra (for STEM majors)

3 Hours Credit for Sociology or Economics I

3 Hours Credit for English Comp I

3 Hours Credit for Lecture Portion of Physical Science, Students will need to enroll in just the lab portion of physical science.

Credit Hours

Credit Hour Assignment Policy and Procedure

POLICY

Southeast Arkansas College uses the Federal definition (*34CFR 600.2*) of a credit hour, which states:

1. *One hour* of classroom or direct faculty instruction and a minimum of two hours of 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 in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.*

*A class hour is defined as a minimum of 50 minutes per week.

Southeast Arkansas College has adopted Arkansas Higher Education Coordinating Board Policy 5.11 in defining traditional instruction which states:

The amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.

- A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction;
- A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction; and
- Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction.

Consistent with the federal definition of a credit hour, it is acceptable to replace sessions of equivalent instruction and/or examinations with alternative forms of coursework (e.g., laboratory work, practicums, out-of-class assignments and projects, assigned readings, problem sets, discussion questions, service learning experiences, a “capstone” project, etc.). Southeast Arkansas College also allows credit to be awarded for non-traditional instruction (self-paced, distance technology) by demonstrating evidence of achievement, represented in intended learning outcomes, that is equal to the amount of work that is equivalent to traditional instruction-based courses. Courses delivered by traditional methods, non-traditional methods, a combination of methods, or on a shortened term shall all have the same objectives, requirements, and quality of instruction.

The normal class load for students at Southeast Arkansas College is defined as 15 credit hours. Students may carry up to 18 credit hours as a maximum load in the Fall or Spring semesters without special permission. No more than 6 credit hours for Summer 4-week terms or 10 credit hours for the Summer 8-week term can be taken. Any deviation from these requirements will require approval from the Vice President of Academic Affairs or Dean.

PROCEDURE

When assigning credit hours to a new or revised course, the college expectation is that for each hour of classroom or direct faculty instruction, a minimum of two (2) hours of out-of-class work will be expected for a minimum of sixteen (16) weeks for one semester of credit, or the equivalent amount of work over a different amount of time.

Each course offered at Southeast Arkansas College shall have a standard syllabus, created and maintained by the course Lead Instructor and reviewed by the Dean. Each standard syllabi will contain course expectations, both in-class and out-of-class.

All new or revised courses must adhere to the Course Approval Policy.

Assignment of Online Credit Hour Policy

The institution’s assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, will demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices in higher education, and with any federal definition of the credit hour as they may appear in federal regulations; the institution must also establish policies and procedures that result in appropriate awarding of institutional credit.

Southeast Arkansas College defines one credit hour (a minimum of 50 minutes) as college level credit that is awarded for completion of coursework, the transfer of coursework from another institution, or the evaluation of college-level prior learning. One credit hour (a minimum of 50 minutes) reflects an amount of work represented in the intended learning outcomes, and verified by evidence of student achievement for these learning outcomes. A credit hour is awarded on the basis of the following criteria: For online courses; the completion of an equivalent amount of faculty instruction and student work, as stipulated in the paragraph above, may occur over a different amount of time.

The following table illustrates how the instructional time and outside work time requirements should be met for a 3-credit hour online course.

Requirements for a 3-credit hour Online Course	Online Instructional Activity Time Requirements (work assigned)	Outside Work Time Requirements (amount of time student will spend on outside activities)	Total Time Per Week Times Number of Week
15-week Online Course	150 minutes (or 2.5 hours)	360 minutes (or 60 hours)	$(150+360)*15=7650$
8-week Fully Online Course	<div style="text-align: right;">Weeks</div> 1-7: 307 Minutes (or 5.1 hours)	<div style="text-align: right;">Weeks</div> 1-7: 743 minutes (or 12.4 hours)	$[(307+743) *7] + [100+200]=7650$

The time of direct faculty instruction and student work may vary depending on many different factors. According to the U.S. Department of Education, section 600.2 of the code of Federal Regulations defines “credit hour” as:

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 not less than the following: One hour of classroom or direct faculty instruction, and a minimum of two hours of 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;

1. Or at least an equivalent amount of work as required in the previous paragraph of this definition for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.
2. The credit-hour definition does not dictate amounts of classroom time versus out-of-class student work. There is no requirement that a 3-semester hour course meet 3 hours per week during a semester. The requirement is that the institution determines that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours out of class student work per week over a semester for a semester hour.

Deceased Student Procedures

Approved by Executive Cabinet on April 6, 2020

Purpose

Southeast Arkansas College (SEARK) regards the academic records of deceased students as confidential. In the event of the death of a currently enrolled SEARK student, the proper notification channels must be followed to respect the decedent and their next of kin, and to ensure that all appropriate campus individuals have been contacted.

Notification process

Once the Registrar’s Office has been made aware of and confirmed the death of a current student, the following offices will be notified with the student name, student id number, and date of death.

NOTE: Notification may come in the form of a phone call, email, or general conversation, but must be confirmed with an obituary, police report, or death certificate.

- President’s Office – to send a note of condolence
- Vice President for Student Affairs – to handle media or other inquiries
- Vice President for Academic Affairs – to notify current instructors and advisors, and attend to awarding of final grades, if applicable
- Financial Aid – to adjust any aid awarded, and to communicate with family to request a death certificate, if needed for closing financial aid
- Director of Technology – to deactivate student email, Moodle, etc.
- Security – to be aware as necessary
- Registrar’s Office – to mark the student’s record as deceased in Colleague

Releasing records of deceased students:

According to the AACRAO 2012 FERPA Guide, FERPA rights and privacy rights of an individual expire with the individual’s death. Thereby making the records of deceased students an institutional matter.

The Registrar's Office will evaluate each request for release of a transcript or other academic records of a deceased student on the individual merits of the request and reserves the right to deny the request in whole or to release only partial academic records. The Registrar's Office does not release academic records of deceased students to the news media or for research purposes.

Written requests for academic records of deceased students submitted by immediate family members (spouse, mother, father, children, or siblings) and/or executor of the estate will be evaluated on an individual basis. Immediate family members may submit a written request along with the following certified documents in English:

- Death certificate of student
- Photo identification of requestor
- Certified documents verifying relationship to the deceased

If there are no living immediate family members, academic records may be requested by the executor of the estate or holder of power of attorney for the deceased. A written request along with a notarized copy of the executor statement or power of attorney in English is required. Documents must be mailed to or presented in person to:

Southeast Arkansas College
Registrar's Office
1900 Hazel Street
Pine Bluff, AR 71603

Processing of academic records

Upon verification of the student's death and notification to the Vice President of Academic Affairs by the Registrar's Office, the deceased student's academic records will be updated as Faculty will have the option of assigning the grade earned at the point the student is deceased, if at least 51% of the work has been done in order to assign a grade. If less than 51% of the work has been completed the student will be administratively withdrawn from the course. The VPAA will have responsibility for ensuring that the appropriate grade is awarded.

Media involvement

All media requests for information concerning a deceased student should be directed to the Vice President for Student Affairs. No official comments to the media should be provided by faculty or staff of Southeast Arkansas College unless specifically directed by the Vice President for Student Affairs. Accordingly, no person involved in the College's response to a student death will speculate as to the cause of death or make statements assigning responsibility for the cause of death.

Abatement of Student Account

The business office will deal with the abatement of any outstanding balances on the student's account.

Moodle

Class Participants in Moodle

If you pull up your attendance list to record attendance, or your Moodle gradebook, and do not have the same number of students there as on your official Webadvisor roster, it is because students have not logged into Moodle. Once a student logs into Moodle, her/his information automatically populates in your class. You may want to have your students log in to Moodle while they are in class.

There is information for students starting on Moodle on the SEARK website at the following link: <https://www.seark.edu/getting-started-moodle-0>

Please remember, your OFFICIAL class roster is the one in WEBADVISOR. This WEBADVISOR roster will be what you will verify on Census day, which will be Sept. 8.

Minimum Requirements for Moodle Course Shells Policy

This policy is created as a rule and guideline for all courses (face-to-face and online) that have Moodle course shells.

YOU MUST POST THE FOLLOWING:

1. Instructors must add their course syllabus (via Simple Syllabus) to each Moodle course shell.
2. A posted message on the Shell to students explaining what is expected of them and all assignments that they will be responsible for.
3. Virtual Office Hours Posted (not within the syllabus but as a separate document or posted comment)
4. Lecture Material (lecture notes, videos, etc.) Even the courses that use an online supplement such as My Lab, WebAssign, or Townsend Press should have something posted.
5. Lectures should be made available for students who are unable to attend the original sessions.
6. Material organized by week or by topic. It must be easy for students to find and navigate through.
7. Assignments posted. Quizzes, tests, discussions...something!
8. (For Internet Delivery Courses, or if we must transition to Internet Delivery again) Include AT LEAST ONCE EACH WEEK a live, interactive session during your regular class time. (Voicethread, FreeConferenceCall.Com, YouTube Channel, Zoom) Make sure students know when these live sessions will be held. The recordings of these should be made available for students to access later, as well.
9. Clear information regarding due date flexibility due to difficulty in accessing on-line materials for students. (Make your due dates reasonable and be willing to work to allow students every reasonable opportunity to complete work.
10. Links to helpful supplemental material to help students grasp material.
11. The quality and rigor of online courses should follow the same quality and rigor as a face-to-face course.

Prerequisite Policy & Procedure

1. Departments should be selective in determining prerequisites for courses. Prerequisites should not be set for a course except in progressive, sequence courses or where departments can clearly demonstrate that a student will not be able to complete the course successfully without first completing the prerequisite course work.
2. The process of setting prerequisites will include a proposal from department faculty, forwarded up the chain to be approved by the Instructional Affairs Committee (IAC). No prerequisites shall be set that have not been recommended by faculty and approved by the IAC, except for those which may be requirements by accrediting bodies for accredited programs.

3. Where prerequisites have been set, catalogues and course materials must list them and advise students to take only those courses for which the prerequisites have been met.
4. Where prerequisites have been set, instructors may require that any student who has not taken the specified prerequisites for the course must withdraw. Instructors may, however, grant permission, on an individual basis, for a student to take a course without having taken the prerequisite(s).
5. The overriding of a prerequisite will require a signature from the faculty member and Division Dean on a paper registration form in order for the student to register for the course.
6. When a student successfully completes a prerequisite course after successfully completing a subsequent course that required the prerequisite, credit for the prerequisite course will be granted. Departments, at their discretion, may also allow students to receive credit by examination for the prerequisite course.
7. Prerequisites will be reviewed on an annual basis by department faculty, chairs and Deans.

Exclusions

This policy is not applicable to courses in accredited programs which require sequential progression, defined by the accrediting body.

Reason for Policy

Prerequisites inform students that, in order to be successful in a particular course, they must enter the course already having attained specific knowledge as a necessary background. Prerequisites provide a process for directing students to courses for which the students are adequately prepared. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

Procedures

1. To set or change prerequisites, the faculty in a department must submit a proposal and rationale for the establishment of the prerequisite, in keeping with the policy.
2. The proposal of a prerequisite will be forwarded to the Department Chair for review and either sent back to faculty for needed revision or forwarded to the Division Dean.
3. The Division Dean will forward the proposal to the VPAA for inclusion on the IAC agenda.
4. The proposal will be considered and approved or rejected by the IAC.
5. If the proposal is approved, it will be forwarded to the Registrar and Vice President of Student Services for inclusion in the Student Information System and College Catalog.
6. Each department will review prerequisites listed for courses to ensure that they meet the requirements of the policy on an annual basis. Any needed changes to prerequisites should follow the same process of submitting a proposal to be ultimately approved by IAC.

Transfer Credit Policy

Transfer students are required to furnish official transcripts from all colleges or universities previously attended. Once the official transcript has been received by Southeast Arkansas College, the Admissions Office will evaluate in-state transcripts for ACTS courses. The remaining courses will be evaluated by the Dean of each department for additional courses that will be accepted by Southeast Arkansas Courses. Also, all out-of-state transcripts will be evaluated by the Dean of each department for transferable coursework.

There is no maximum number of hours that may transferred and accepted by the College, however, there is an in-residence graduation requirement that must be met to earn a degree or certificate from Southeast Arkansas College. The last fifteen (15) semester credit hours of work

for associate degrees and the last six (6) semester credit hours of work for certificates must be taken in residence unless thirty (30) or more hours have been completed at Southeast Arkansas College. In this case, six (6) of the last fifteen (15) hours may be transferred from another institution. The in-residence requirement is also listed in the College Catalog under Graduation Requirements.

NOTE: Only courses completed with a 'C' or better will be considered for transferability.

Zoom

Zoom Recording on Tablets

When you start your Zoom session on the tablet, go to the Three Dots... at the bottom right of the screen. A box will pop up and Record is the first option. Click Record. This will automatically record the session to the Cloud. You will then need to go into your Zoom account on your computer and download the MP4 file from the Cloud to upload into Moodle. Remember that the recordings will only remain in the Zoom Cloud for 2 weeks. Be sure to promptly go and download and transfer the file to Moodle. Meagan has instructions for how to do this in the Faculty Polices and Procedures Course in Moodle.