

Faculty & Mentoring Handbook

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General Information

GENERAL INFORMATION

Accreditation

Andrew College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](http://www.sacscoc.org) (SACSCOC) to award certificate, associate, and baccalaureate degrees. Questions about the accreditation of Andrew College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Andrew College is endorsed by the University Senate of The United Methodist Church as an affiliated United Methodist institution.

The College and the Methodist Church

Andrew College is chartered as a non-profit corporation under the laws of the state of Georgia. The charter currently in effect is dated March 16, 1972, and states: "... the affairs of the corporation are governed by a board of directors, which shall, however, be designated as the ' Board of Trustees,' and which shall be determined and elected as provided in the by-laws of the corporation."

The purposes for which this corporation was formed and for which it continues are "to establish, maintain and operate a College providing higher education in a Christian atmosphere and to attempt to exemplify the redemptive philosophy of The United Methodist Church in every area of student relationships; to offer young men and women an opportunity for academic achievement and to instill in them a desire for intellectual as well as moral integrity."

History

Andrew Female College and Academy opened in 1854. The college, named in honor of Bishop James O. Andrew was dedicated by Bishop Andrew to "the service of God." During the years 1864-65, classes were held in town, and the college was used as Hood Hospital. When the school reopened in 1866, a physical culture course, the first offered for women, was in the curriculum. All the college buildings burned in 1892, but funds were raised immediately by the people of Cuthbert and the surrounding area. "Old Main", the present administration building, was built in 1892. Warren Bush Hall, the first classroom building, was built in 1900 and Cuthbert Hall in 1912.

In 1917, Andrew College became a two-year institution. Andrew remained a woman's college until 1956. A period of expansion began in 1948 with the construction of the original Pitts Library, now the Suarez Fine Arts Buildings. In the 1960s, Rhodes Hall, the Parker Physical Education Building, the new Pitts Library, and Mitchell Hall were built. During the 1980s, the Don Abbott Turner Dining Hall, the Charlotte and Idus Rhodes Science and Computer Center, and the Jinks Physical Education Complex opened. Fort Hall was completed in 1991 and the Phyllis and Jack Jones Chapel in 2001.

In 2017, Andrew College began an ADN program, and by 2019, the College became fully accredited to grant the BS in Business Administration. The campus began an expansion into the downtown area

with the Wilda and Jack Berryman Ceramics Studio and the reception area, 80 Peachtree. A commitment to moving the arts downtown has resulted in the acquisition of four more buildings in the downtown area.

Philosophy

In keeping with its Christian heritage, Andrew College provides an environment that prepares students for further study at a senior college and enables them to understand themselves as persons of responsibility and potential within the global community. Andrew College is not sectarian and its services are open without regard to race, gender, ethnicity, creed, or economic status.

Andrew College seeks to achieve its purpose by providing the following advantages, many of which are unique to a small campus with a church-related environment.

- opportunity for intellectual, social and spiritual development;
- a professionally competent faculty dedicated to teaching;
- individual attention to students at all levels of operation within the College;
- a cultural enrichment program which encourages students to appreciate the arts;
- the opportunity to learn leisure time skills which lead to the development of a healthy body;
- redemption in the basic skills;
- orientation experiences for successful adjustment to college life;
- academic advising;
- challenging programs for the intellectually gifted student;
- a student community committed to the earning of a college education;
- cultural and academic resources for the community and the churches in the area.

Mission Statement

Andrew College – the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854 – prepares students for lives of servant leadership and purpose through higher education relevant to its region and beyond.

College Imperatives and Goals

In keeping with the College's mission and philosophy, Andrew College has established six imperatives and related goals that will encompass and guide all services and programs of the institution. These imperatives and goals are as follows:

Imperative I - Academic, Spiritual, and Cultural Development

- Goal 1:** To provide opportunities for intellectual, social, and spiritual development.
- Goal 2:** To provide a two-year curriculum that parallels that of four-year colleges and universities.
- Goal 3:** To provide an effective program of learning support designed to help each student to overcome academic weaknesses determined through an effective assessment process.
- Goal 4:** To provide systematic encouragement of academically talented and gifted students to develop their potential to the fullest extent through an honors program, research

opportunities, and similar activities.

- Goal 5:** To provide for promotion of the physical conditioning and well-being of students through the provision of physical education activity courses designed to condition the body as well as the provision of intercollegiate and intramural athletic programs for both male and female students.
- Goal 6:** To provide cultural enrichment programs that encourages students to appreciate the arts.
- Goal 7:** To provide the opportunity to learn leisure time skills that lead to the development of a healthy body.

Imperative II - Comprehensive Student Services Programs

- Goal 1:** To provide for a systematic means of admission for all qualified applicants.
- Goal 2:** To provide for recruiting and dissemination of information so that potential students and students will be properly informed of the College's services and programs.
- Goal 3:** To provide orientation experiences to assist the successful adjustment to college life.
- Goal 4:** To provide career counseling.
- Goal 5:** To provide comprehensive academic advising services.
- Goal 6:** To provide a comprehensive program of student activities which complement the educational process of the student.
- Goal 7:** To provide a system of student governance that allows students to practice democratic procedures while promoting input concerning college affairs.
- Goal 8:** To provide placement assistance to students seeking employment or transfer to senior institutions.

Imperative III - Quality

- Goal 1:** To assure quality in all programs and services employing cycle of effective planning, evaluation, and improvement.
- Goal 2:** To strengthen teaching and learning by promoting effective teaching methods.
- Goal 3:** To attract, retain, and support qualified personnel and to provide opportunities for their professional development.
- Goal 4:** To secure resources to assist in providing a quality learning environment.
- Goal 5:** To pursue and maintain accreditation by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) and appropriate program accreditation.

Imperative IV - Accessibility and Diversity

- Goal 1:** To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

- Goal 2:** To provide educational opportunities without regard to race, gender, creed, socio-economic status, or age for those who have documented eligibility and ability to benefit.

Imperative V - Articulation

- Goal 1:** To strengthen program and course articulation between the College and other colleges and universities.
- Goal 2:** To strengthen program articulation or linkages (e.g., linkages through programs such as the *Joint Enrollment Program*, etc.) between the College and high schools.

Imperative VI - Community Linkages

- Goal 1:** To provide cultural and academic resources for the community and churches in the area.
- Goal 2:** To provide for continual communication with educational and community agencies.
- Goal 3:** To provide community services that support personal growth, cultural enrichment, and recreation; provide access to college facilities for community activities; and promote community, social, and economic well-being.

Freedom of Expression

Andrew College is committed to the principles of free speech, robust exchange of ideas, and the pursuit of truth. Civil debate, discussion, and deliberation may seem to some members of the Andrew College community to be offensive, immoral, or wrong. It is up to individuals within the Andrew College community to make judgements regarding ideas to which they may or not agree. In the spirit of Andrew College's educational mission, fostering debate and deliberation of ideas that may not be popular or well-received and allowing individuals to discuss these ideas in a responsible manner is part of the educational mission of an institution of higher learning.

In addition to Andrew College's commitment to protect and promote free exchange of ideas, the Andrew college community itself must allow free expression. Members of the Andrew College community may criticize, contest, or debate ideas to which they do not agree, but they may not obstruct or interfere with the freedom of other people to have ideas which may not be accepted by others.

Andrew College has a responsibility to all freedom of debate and deliberation as well as a responsibility not to allow others to restrict this freedom.

COLLEGE ORGANIZATION AND ADMINISTRATION

Administration

Board of Trustees

The Bylaws of Andrew College clearly identifies the Board of Trustees as an active policy-making body and charged with ensuring that the financial resources of the institution are adequate to accomplish the College's mission. The Board of Trustees consist of not less than 15 and not more than thirty-nine elected members, including ex-officio members, who are the Presiding Bishop of the South Georgia Conference and the Executive Director of the Georgia United Methodist Commission on Higher Education. Of the total number of trustees, including the ex officio members, at least a two-thirds

majority of the Regular Trustees must be members of The United Methodist Church. The President is elected by the Board of Trustees and reports directly to the Board of Trustees and the Executive Committee.

President of the College

The President of the College is elected by the Board of Trustees to serve as the chief administrative officer of Andrew College. The President reports to the Board of Trustees and is charged with administration of the College in achieving set goals. The President is the hiring authority of all persons employed by the institution.

Dean of Academic Affairs

The Dean of Academic Affairs is the chief academic officer of the institution and is appointed by the President. This position reports to the President and is charged with the leadership and administration of the academic and instructional programs. The Dean of Academic Affairs responsibilities include the following: administering academics, AndrewServes, SSC, and IWRC budgets; assigning the faculty duties, responsibilities, and work load; editing and publishing the *College Catalog*, *Faculty Handbook* and *Academic Mentoring Guidebook*; planning commencement, honors night, and convocation; planning the faculty workshops and in-service training programs, preparing class schedules, proposing opportunities for faculty and staff professional development; representing the College at meetings and research procedures; oversight of SACSCOC accreditation requirements; responsible for implementation and creation of the Strategic Plan; serving as campus SACSCOC Accreditation Liaison; supervising and evaluating AndrewServes Program; supervising and evaluating faculty; supervising and evaluating Library; supervising the ordering of textbook by the faculty; supervising Tiger Pause; the Honors Program, IWRC, and Student Success Center.

Division Coordinators

Each Division Coordinator is responsible for providing leadership within the division. Each division is comprised of academic disciplines. There are seven academic divisions: Allied Health, Fine Arts, Humanities, Mathematics & Science, Nursing, Social Science and Learning Support.

1. **Fine Arts** include Visual Art, Music, and Theatre Arts.
2. **Humanities** include English, Communication, Liberal Arts, Literature, Philosophy, Religion, and Servant Leadership.
3. **Mathematics/Science** includes Biology, Chemistry, Information Systems, Engineering, Mathematics, Physics, Sustainable Agriculture, and Forestry.
4. **Social Sciences** include Business Administration, Criminal Justice, Education, History, Political Science, Psychology, and Sociology.
5. **Learning Support** includes all sub 100 level coursework in English and Mathematics.
6. **Nursing** includes Nursing.
7. **Allied Health** includes Cancer Registry Management, Athletic Training, Health Science, Pre-Health Professionals, and Respiratory Therapy

The Division Coordinator is responsible for managing the administrative affairs of the division under the direction of the Dean of Academic Affairs. The Division Coordinator is responsible for managing the administrative affairs of the division under the direction of the Dean of Academic Affairs. Division Coordinators evaluate faculty, full, part-time, and adjunct, as well as Program Coordinators, in their divisions; hold a minimum of one division meeting per semester and record minutes; coordinate division planning and curriculum evaluation and changes; assist the Registrar in scheduling classes for the division; assist in faculty and student recruitment and retention as well as mentorship; report textbook selections and overload hours to the appropriate staff; inform full, part, and adjunct faculty of courses in the division that have embedded assessment and work with the IE Director to report results of that assessment as well as provide the IE Director copies of embedded assessment directions and rubrics for courses within the division; review and analyze, with division faculty, the division grade data each semester, make recommendations for improvement, and implement those improvements;

represent the division on campus and in the community.

Program Coordinators

The Program Coordinator is responsible for managing the program needs - curricular, faculty, and scheduling - under the supervision of the appropriate Division Coordinator. Program Coordinators are assigned after reviewing the faculty members' length and quality of service to the College and terminal degree.

Faculty Offices

The Chair of the Faculty, the Faculty Secretary, and the Faculty Representative to the Board of Trustees are voted upon every two years by the Faculty. There is no limit to the number of terms one may serve in either capacity, but a change in officers allows others to serve and prevents a monopoly on leadership. The Faculty Chair arranges and runs the monthly Faculty meetings where the Faculty Secretary records the minutes of the meeting. Both retain their voting rights in meetings. In the event that the Faculty Chair/Secretary cannot be present for a meeting, another faculty member may be appointed to perform duties in the meeting. The Faculty Chair is responsible for reporting all faculty actions from the EPC or regarding policy/procedure to the Registrar for inclusion in the *College Catalog*. The Faculty Representative to the Board of Trustees attends the meetings of the Board of Trustees, where he/she records minutes of the meetings to share with the Faculty. This person also serves as a representative Faculty member to the Board, answering questions and establishing a working relationship with them.

Administrative Coordination

President's Cabinet

The President's Cabinet advises the President on all matters pertaining to Andrew College. The President's Cabinet consists of the Dean of Academic Affairs, Dean of Student Affairs, Vice President for Finance, Vice-President for Enrollment Management, and the Vice-President for Advancement. The cabinet is chaired by the President and meets on a weekly basis.

The Faculty

All full-time faculty who teach at the equivalent of 15 hours and who have advising responsibilities as part of their contract are voting members of this body. The Director of Library Services and the Director of the IWRC are considered full-time faculty members. The voting membership has the right to grant voting privileges to others upon petition. Adjunct and part-time faculty members are encouraged to attend the regular meetings of the faculty. They have voice but are not considered voting members of this body.

The Faculty has a special charge to develop, maintain, assess, and approve academic, andragogical, and pedagogical initiatives that are necessary to fulfill the mission of the College, to serve the educational needs of students, to enhance faculty morale and professionalism, to maintain effective communication with the College administration and to assume responsibility for the shared governance of the College in accordance with established accreditation practices and learned societies of American higher education. This goal is accomplished primarily through a committee structure with approval by majority of voting faculty.

Shared Governance

Andrew College practices shared governance through representation of faculty, students, staff, and administration on standing committees and councils of the College. All members of the College community are welcome to participate in the decision making process and to provide recommendations to the President. Each member of the faculty is expected to be of general service to the College via participation on College Standing Committees.

Ordinarily, new faculty members are not asked to chair a committee during their first year of service. Senior faculty members should expect to chair one or more committees.

College Standing Committees

Academic Appeals Council: *Hears students' appeals of scholastic suspension.* Appointed as needed, chaired by a senior faculty member with at least three other faculty members, including the student's advisor.

Academic Competition Committee: *This committee coordinates the Academic Competition Day.* Co-chaired by a faculty member and staff member it includes at least two other faculty or staff members.

Appeals Board (Discipline): *This committee reviews all student appeals regarding misconduct and discipline issues.* The Appeals Board will make the final decision. There is no appeal process beyond this board.

Arts and Letters Committee: *This committee is responsible for approving programs in the cultural arts as suitable to meet the graduation requirements for degree-seeking students at Andrew College and to provide cultural enrichment to the community and area churches. The committee is responsible each year for compiling a schedule of approved cultural arts events its distribution to the campus and surrounding community. The committee is also responsible for evaluating and reporting earned CEP credit and assessing the adequacy and effectiveness of the CEP in bringing cultural events to the community and area churches.* Chaired by a faculty member and comprised of three other faculty members and one student. Ex officio: President and Dean of Academic Affairs.

Athletic Advisory:

Awards & Achievements Committee: *This committee is responsible for the soliciting of nominations and determining the winners of awards given at the Academic Honors Convocation held during the spring semester every year. Awards given include: Andy Awards, outstanding achievement at the state, regional or national level, academic department awards, Phi Theta Kappa awards, and Who's Who in American Junior Colleges.* Chaired by the Registrar. Comprised of at least four faculty members representing different divisions and the Phi Theta Kappa President. Ex officio members: Dean of Academic Affairs, Financial Aid representative, Director of AndrewServes and the Athletic Director.

Benefits Committee: *This committee reviews, evaluates, and determines the College's benefits and fringe benefit programs.* The committee is chaired by a Faculty member and includes a representation of faculty, staff, and administration. Ex officio member is the Vice President for Finance.

Campus Safety Council: *The committee will review current campus security and safety policies and procedures and make recommendations for their improvement on an annual basis. It shall specifically review plans and procedures for educating the campus community, including safety department personnel and those persons who advise or supervise students, about sexual assault; and, educating the campus community about personal safety and crime prevention.* The committee is chaired by Dean of Student Affairs. The committee includes the Director of Athletic Safety and Therapy, a member of the Student Affairs staff, and members from the faculty, staff, and administration for a minimum of six, half of whom should be female. Ex officio members: Dean of Student Affairs and Vice President of Finance.

CARE Team Committee: *CARE Team promotes early intervention with students of concern to prevent culminating problems from escalating into a crisis. The goal of the CARE Team is to identify students of concern and develop an action plan focusing on retention through provision of support and resources.* Chaired by the Dean of Student Affairs, the committee includes a member of the Student Affairs staff and faculty.

Educational Program Committee (EPC): *This committee must approve any significant change in the Andrew College curriculum as appropriate to the mission of Andrew College. Proposals for consideration must be approved by the Division Coordinator before presentation to the EPC. Presentations to the EPC should contain such information as program and/or course descriptions, course transferability, teacher availability, cost data, pre-requisites, potential student interests, and a syllabus for a specific course. Curricular changes approved by the EPC are presented to the Faculty for*

final approval. The EPC Chair is responsible for communicating changes to the Registrar for corrections in the Academic Catalog. Chaired by a senior faculty member and comprised at least one other senior faculty member, and representative faculty from each of the College's academic divisions, and the Vice-President of the Student Government Association. Ex officio: Academic Dean and the Director of Library Services.

Enrollment Management Committee: *This committee is charged with the review and determination of conditional admission for students who do not normally meet the standards for unconditional admission. This committee is also charged with an annual review of admission policy.* The Vice-President for Enrollment Management is the chair of this committee, which includes a representation of faculty and administrators, the Director of the Student Success Center, Director of the Disabilities Services Coordinator, and a member of the athletic department.

Faculty Development Committee: *This committee makes recommendations to the Dean of Academic Affairs regarding the allocation of funds for faculty development travel and training, and faculty promotion and tenure. Additionally, using assessment data, this committee assists in the planning of annual in-service faculty development workshops.* Chaired by a senior faculty member, the committee consists of four additional faculty members not eligible for tenure or promotion. Members on the committee may be considered for funding; however, they must recuse themselves during the voting process. Ex officio: Dean of Academic Affairs.

Honors Program Advisory Council: *This council serves as an advisory board to the Honors Program Coordinator. The committee is charged to review and evaluate the program and make recommendations for improvement on an annual basis.* Chaired by a senior faculty member with two additional faculty members from different divisions, the Director of AndrewServes, Director of the Library and an honors program student in the second year. Ex-officio: Honors Program Coordinator and Dean of Academic Affairs.

Institutional Effectiveness Committee: *This committee will guide, coordinate, and monitor institutional effectiveness efforts to foster a climate of continuous improvement and data-driven decision making. The committee will collect, analyze, review and report data to identify areas of annual emphasis as related to the overall Strategic Plan and to suggest campus planning initiatives to continuously improve the achievement of the College Mission. This committee will review the effectiveness of each institutional unit on a two-year cycle. The committee will be responsible for review and updates to the Institutional Effectiveness Manual. The Committee will play a major role in the accreditation planning and implementation.* The Coordinator of Institutional Research and Effectiveness serves as chair. Members are selected with the approval of the President. Ex officio: President and Dean of Academic Affairs.

Library Advisory Council: *This committee is responsible for advising the Director of the Library on matters related to the Library facility, collections, and operations. This committee reviews and evaluates the Library assessment data and makes recommendations for improvements.* Chaired by a senior faculty member with at least two more faculty, a staff member, and a student. Ex officio: Dean of Academic Affairs and Director of the Library.

Maintenance Committee: *The role of the maintenance committee is to monitor overall campus appearance and safety by ensuring that building, grounds, and equipment maintenance requirements are satisfied in a timely manner and to identify and plan for preventative maintenance needs. The committee also serves as a means of communication for the setup/cleanup of special events and functions of the College.* Chaired by the Vice-President for Finance with representatives from the maintenance and food services providers, student affairs office, athletic department, and academic affairs office.

Online Education: *This committee reviews and evaluates the online education program and processes.* Chaired by the Online Education Coordinator with members at least four other faculty members. Ex-officio: Vice-President of Enrollment Management and Director of IT.

Student Retention: *This committee reviews and recommends retention strategies.* Chaired by the Coordinator of Retention with a mixture of faculty, staff, and administration as members.

Technology Committee: *This committee reviews and evaluates campus technology, including software, hardware, policy and procedures.* Chaired by a senior faculty member with members of faculty, staff, and

administration.

Title III Committee: *This committee reviews, evaluates and makes recommendations regarding the Title III Grant.* Chaired by the Title III Coordinator, this committee consists of faculty and staff, including the Director of IT, the Director of Library Services, and the Vice-President for Finance, all ex-officio.

Title IX Hearing Board: *This committee reviews Title IX processes and hearings.* Chaired by the Human Resources Director with members from the faculty and staff.

Ad Hoc Committees: Small groups of faculty and staff are appointed annually by the President/Dean of Academic Affairs or elected by the faculty to serve on a variety of special purpose committees or teams

POLICIES

General Institutional Policies

This section contains institutional policies that are mandated by the nature of our institution and are applicable to all members of the College community to include faculty of all classifications. Faculty members are expected to be familiar with policies and procedures stated in the *Policies & Procedures Manual, Faculty Handbook & Academic Mentoring Guidebook, College Catalog, and Student Handbook*. Faculty members are responsible for following policies and procedures. If there are any questions on following the policies or procedures, faculty should consult with the Division Coordinator and/or Dean of Academic Affairs.

Equal Employment Opportunity/Non-Discriminatory Policy

Andrew College does not discriminate on the basis of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in the administration of its employment and education policies, admission policies, scholarship and loan programs, athletic programs, and other college administered programs. Furthermore, the College does not discriminate on the basis of physical handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal law and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is the Vice President for Finance. Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of the Vice President for Finance or the President of the College. Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Relationships in the Workplace

Faculty and staff should be aware of the possibility that an apparent consensual relationship with a student or supervisee may be interpreted (either now or at a later date) as non-consensual and, therefore, sexual harassment. The power differential inherent in faculty-student or staff-student and supervisor-supervisee relationships may compromise the student's or supervisee's ability to decide and thus call into question the bona fide consensual nature of the relationship. It is a violation of this policy for a college employee to undertake an amorous relationship or permit one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship. Amorous relationships between faculty or staff members and students outside the instructional and supervisory context are strictly prohibited. A complaint alleging violations of the policy regarding consensual relationships should be made to the President of the College or any President's Cabinet member. These relationships could

result in the dismissal of the employee in a student-employee relationship or the dismissal of one or both employees in a supervisor-supervisee relationship. Faculty should refer to the *Andrew College Policy & Procedure Manual* under Section 5 – Relationships in the Workplace for more information on this topic.

Drug-Free and Alcohol-Free Workplace

The Drug-Free Workplace Act of 1988 requires all institutions receiving grants from any State or Federal Agency to certify to that particular agency that they will maintain a drug-free workplace by taking certain actions. The following policies and procedures relating to employment, disciplinary action and reporting of violations is in response to this requirement and affirms the United Methodist Church's posture that discourages the use of any substance which diminishes the development of the full potential of all persons. Faculty should refer to the *Andrew College Policy & Procedures Manual* under Section 3 – Drug-Free and Alcohol-Free Workplace and under Section 4 -College's Drug and Alcohol Use Policy for more information on this topic.

Harassment

It has always been Andrew College's policy to maintain the best possible employment atmosphere for all employees. This policy includes the right of the employees to be free from all forms of harassment of any kind by anyone in connection with their employment, including harassment because of a person's race, color, religion, gender, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by applicable Federal, State or local legislation.

- a) Prohibited harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the College's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.
- b) Whether or not the person means to give offense or believed his or her comments or conduct was welcome is not significant. Rather, the College's policy is violated when other employees, whether recipients or mere observers are, in fact, offended by comments or conduct based on race, religion, color, sex, age, national origin, disability, genetic information or any other legally protected characteristic.
- c) Andrew College is committed to maintaining an environment where the education of students is of the greatest importance. The College's mission is best advanced through adherence by faculty and staff to the highest standards of professionalism in the discharge of their duties. Trust and respect are diminished when those in positions of authority abuse that authority or place themselves in a situation of actual or perceived conflict of interest by participating in amorous relationships with students. Even when the faculty or staff member and student act with integrity others may perceive bias, partiality, or influence. Furthermore, the dissolution of these relationships can create discord and significantly impair the normal operations of the College. It is, therefore, the policy of the College that dating, romantic, or sexual relationships between faculty or staff and students compromise the integrity of such faculty and staff thus constituting unprofessional conduct. Such relationships are therefore prohibited. This policy also applies during college breaks and summers. A demonstrated failure to abide by this policy will result in the initiation of disciplinary action against the faculty or staff member engaged in the relationship. Amorous relationships between faculty or staff and students are strictly prohibited.

- d) As a large employer of the area, the College does have members from the same family who work on campus. However, employment of family members in situations where one family member has direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, etc.) is discouraged. Faculty and staff, particularly in relationships with persons under their supervision, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They also need to be aware that a relationship may give rise to a perception on the part of others that the evaluative capacity of the faculty or staff member has been compromised. For the purpose of this policy, family members are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law or father-in-law.

In cases where a concern over conflict of interest may arise or staff is unsure about a potential conflict, they should fully disclose the circumstances in writing to their immediate supervisor. The hiring, changing of position, or termination of employees regarding this matter is at the discretion of the cabinet level supervisor and/or the President.

Sexual harassment is prohibited by Andrew College and by state and federal law. Sexual harassment of any member of the College community is prohibited and will subject the offender to disciplinary action, up to and including termination.

Faculty and staff members who violate this policy are subject to disciplinary action up to and including termination of employment. Complaint of violations of this policy should be made to the Vice President of Finance or Dean of Student Affairs.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their education records and a burden of responsibility on maintaining the privacy of said records. No faculty/staff member is authorized to release any information related to a current or former student to the student or a third party unless authorized to do so by nature of their position or by written authorization by the student. Generally, schools must have written permission from the student before releasing any information from a student's educational record. However, the law allows schools to disclose records, without consent of the student, to the following parties:

- College employees who have a legitimate need to know
- Parents of dependent students as defined by the Internal Revenue Service
- Persons who need to know in cases of health and safety emergencies
- Accrediting organizations to carry out accrediting functions
- Appropriate parties in connection with financial aid to a student
- Federal, State and local governmental officials for purposes authorized by law
- Individuals who have lawfully obtained court orders or subpoenas
- Organizations conducting educational studies for the College
- Courts during litigation between the College and the student or parent
- Victim of crime or violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence

Any employee having a question about FERPA compliance should contact the Registrar or refer to the *Andrew College Policy & Procedures Manual*, Section 3 – FERPA.

Threats of Violence/Hostile Workplace

Andrew College recognizes that violence in the workplace is an unfortunate reality in today's society and that college campuses are not exempt from this trend. Violence in the College workplace may appear in different forms and can include direct or indirect threatening, verbal and physical assaults,

domestic disputes, sabotage or behavior that disrupts and creates a hostile work environment. Andrew College is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. Andrew College will not tolerate any act or threat of violence made in the workplace, on College property, or while the employee is in work status. For more information on this policy, please refer to the *Andrew College Policy & Procedures Manual*, Section 3 – Threats of Violence/Hostile Workplace.

Any faculty or staff member who either experiences or observes an act of violence or threat of violence must immediately report the incident to a member of the President's Cabinet or the Andrew College Police Department. Failure to report acts of workplace violence is grounds for discipline, up to and including termination

Tobacco-Free Campus Policy

Effective on May 1, 2015, Andrew College became a tobacco-free campus. This policy will prohibit the use of tobacco in any form by any person while on campus property. More information on this policy may be found in the *Andrew College Policy & Procedures Manual*, Section 4, under header "Tobacco-Free Campus Policy".

Pet & Animal Policy

Pets are not allowed to reside in campus buildings and/or facilities. Under the Americans with Disabilities Act (ADA), service animals are allowed on the Andrew College Campus. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. More information relating to this policy may be found in the *Andrew College Policy & Procedures Manual*, Section 3, under header "Pet & Animal Policy."

Georgia Trespass Law

Andrew College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and employees or to loiter on the College premises. All guests on campus must be escorted by an Andrew student, faculty, or staff member. All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges. Please refer to the Andrew College Guest Policy in the *Student Handbook*.

Incident/Accident Reporting

Any job-related accident, illness or any incident involving damage to College property must be reported by college personnel to their immediate supervisor/department head as soon as possible but within 24 hours of occurrence. If the immediate supervisor/department head is unavailable, the information should be given to the Chief of Police, the Vice President for Finance or the President. The administrator receiving the information has the responsibility to determine the particulars of the incident and forward them to the Vice President for Finance via an Incident Report Form. Employees reporting an accident need to see a physician immediately.

Weapons

Any firearm, BB or pellet gun, martial arts weapon, hunting bow, illegal knives, electronic control device (stun gun or taser), or any other kind of weapon and ammunition is not allowed on the campus (including vehicles on campus). Students who like to hunt should arrange to store their weapons off campus. Firearms on campus can be very dangerous in the community. Any student violating this policy will face suspension from the College. Staff or faculty not adhering to this rule could face disciplinary action including termination. Uniformed officers are exempt from the weapons exclusion. Explosives of any type are illegal in Georgia as well as on the campus. The Chief of Police may define any specific item as a weapon, at his/her sole discretion and order it to be removed from campus.

Safety in the Workplace

Andrew College provides information to the faculty about workplace safety and health issues through regular internal communication channels such as meetings, bulletin board postings, memos, or other

written communications. A Campus Safety committee has been established to assist in these activities and to facilitate effective communication about workplace safety and health issues.

Each faculty member is expected to obey safety rules and to exercise caution in all work activities. Faculty members must immediately report any unsafe condition to the appropriate administrator. Persons who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, staff members should immediately notify the Vice President for Finance or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

More information of Safety in the Workplace may be found in the Policy & Procedures Manual, Section 4.

Fund Raising Policy

Andrew College enjoys the public trust and the tax exempt status afforded by the Internal Revenue Service. Therefore, it is in the best interest of the College to ensure that the fundraising activities of its various constituencies maintain the public trust and comply with the guidelines set forth in the U.S. tax code.

Andrew College realizes that, from time to time, clubs/organizations, athletic teams, and other campus groups may hold fundraising activities to enhance their ability to serve the Andrew College community. In any fundraising effort there is to be no interference with the educational process. All funds raised must be used in a manner consistent with the mission of the College.

1. All fundraising events by clubs, organizations or athletic teams held on campus and for the campus community must be approved by the Office of Student Affairs and placed on the campus calendar. Such activities include car washes, bake sales, service activities, etc.
2. Any club/organization, athletic team, or other campus group in the Andrew College community wishing to solicit funds from constituents outside the Andrew College community for sponsorships or special projects must seek approval from the Office of Development. A list of prospective donors, as well as a list of potential solicitors, must be provided to the Office of Development at least two weeks prior to the fundraising event. Letters will be sent to prospective donors asking for their support of the project and alerting them as to when they can expect a solicitation. No approval will be made to an organization or club, athletic team, or campus group without a list of prospective donors and potential sponsors. The Office of Development reserves the right to remove any name from the list of prospective donors where a conflict arises with the ongoing institutional development program of the College.
3. It is in the best interest of Andrew College to control the content and presentation of the solicitation process. Therefore, all fundraising events must be coordinated and solicited by members of the Andrew community (faculty, students, administration, trustees and staff). No outside organization or individual may be retained to solicit funds for Andrew College, or use the name of Andrew College or one of its organizations or athletic teams to solicit funds. The only exception to this occurs in certain instances, such as a capital campaign, where the President may approve the use of an outside organization or individual to aid in the coordination and solicitation of donors.
4. No club, organization or athletic team may solicit funds for scholarships. If a prospective scholarship donor is identified, the name should be brought to the attention to the Office of Development, who will coordinate the cultivation and solicitation effort.

College Publications

In order to convey a uniform message in agreement with the College's mission statement, all college publications, press releases, and advertisements must be approved prior to their dissemination by the Director of Communications.

Americans with Disabilities Act (ADA)

It is the responsibility of the student with a disability after admission to Andrew College to self-disclose the disability and to provide the appropriate documentation of a disability to the Americans with Disabilities Act Officer. The ADA Officer will work directly with the student to determine appropriate and reasonable accommodations consistent with the student's documentation. The ADA Officer will supply documentation for the student to inform each instructor of the disability and reasonable accommodation during the first week of class. Each course syllabus will contain a statement about the student's responsibility in self-disclosing a disability. Reasonable accommodations are available under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodations are provided to help "level the playing field" and give students with disabilities equal access; however, no adjustments should be made that will jeopardize the integrity of the class or make fundamental alterations to the class. The following list includes some examples of reasonable accommodations:

1. The use of tape recorders, typewriters, personal computers or other communications equipment;
2. The use of note takers (arranged through the Disability Services Coordinator);
3. Special seating in the classroom
4. Modified testing procedures - i.e., oral tests and exams; extended time on tests, tests with reader;
5. Taped textbooks.

Under ADA and Section 504, reasonable accommodations must be made to allow the student with documented disabilities full participation without discrimination in the full curricula of the College. If a faculty member is concerned about reasonable accommodations for a student with disabilities, please contact the ADA Officer.

Academic Policies

Code of Student Classroom Behavior

Students will acknowledge and respect the authority of professors pertaining to all academic and management matters regarding their courses as well as the rights of their fellow classmates concerning their own academic pursuits. It is the students' responsibility to read and understand this code and penalties for violating it.

Violations of this code include but are not limited to:

1. Damage or Theft of Property: Intentional damage or destruction of materials, technology, or other equipment in the classroom.
2. Discrimination or Bullying: Language or behavior used in the classroom that attacks an individual based on their perceived sex, gender identity, race, ethnicity, age, religious beliefs, learning disability, status, or other cultural attribute.
3. Dishonesty/Falsification: Intentionally forging or submitting false identification, documents, accounts, records, or other materials pertaining to academic or financial affairs.
4. Sexual Harassment: Language or behavior used in the classroom categorized as sexual harassment as stipulated by Title IX under the Department of Education.
5. Uncivil/Disruptive Classroom Behavior: Language or behavior used in the classroom that challenges or obstructs the learning environment and/or the professor's control of the classroom.

Penalties for violating the Code of Classroom Behavior include the following:

- a. First Offense: In the event that the offense cannot be resolved verbally, the professor will ask the student to leave class, and the student will be marked absent for that class session. The professor will report the incident in writing to the Academic Dean.
- b. Second Offense: The professor will immediately ask the student to leave the class, and the student will be marked absent for that class session. The professor will report the incident in writing to the Academic Dean. The student will not be allowed to return to class without

permission of the Academic Dean, who will determine whether the student may return to class immediately, at the next class meeting, or after an appropriate suspension.

- c. Subsequent Offenses: The professor will immediately ask the student to leave class, and the student will be marked absent for that class session. The professor will report the incident in writing to the Academic Dean. This infraction may result in suspension – for a few days, the remainder of the semester, or a full semester – or in exclusion from Andrew College activities, as determined by the Academic Dean.

Attendance

Andrew College believes that class attendance is a necessary part of the learning experience. The classroom enriches the learning experience through the collective interaction of peers and professor. Therefore, the policy of the College is that students must attend all their classes.

The responsibility of handling absences rests entirely with the faculty member. All instructors will, at the beginning of each semester, make a clear statement to each of their classes regarding their policies in handling absences. The statement should be included in the course syllabus. Instructors must maintain records of class attendance in Empower. Absences will be recorded from the date that the student is officially registered in the class.

The College recognizes that students may be compelled to miss a class due to illness, death in the immediate family, or college sponsored events. When students are absent for these reasons, they may be allowed to make up assignments. When students are compelled for any reason to be absent from class, they should immediately convey the reason for the absence directly to the instructor.

Absences may not exceed 20 percent of the class sessions in any one course. A student who exceeds the maximum absences will be administratively withdrawn from class at the request of the faculty member and receive a grade of WF in the course. The only exception will be by vote of the faculty in case of prolonged illness.

Academic Integrity

Andrew College is founded on the ethical principles associated with the United Methodist Church, which advocates self-knowledge for a fuller, richer life, and a search for truth to better serve mankind. Andrew College seeks to instill in students a sense of confidence in themselves and their thought processes through the development of strong academic abilities. Such development is not possible without hard work and practice. However, some students seeking to avoid this necessary arduous process will attempt various ways to evade it by dishonest means. These students are denying themselves the very education that they are attending Andrew College to receive.

Therefore, it is necessary that students conduct themselves with academic integrity and honesty by preparing and submitting assignments that reflect their own individual abilities. It is the student's responsibility to read and understand this code and penalties for violating it.

Violations of this code include but are not limited to:

1. Plagiarism: Essays, research papers, tests, laboratory reports, homework assignments or any other written work must be the work of the student submitting them. Plagiarism includes intentionally or unintentionally copying published or unpublished ideas or words, in part or in whole, without appropriate citation, quotation, and/or documentation. Plagiarism also includes plugging synonyms into borrowed sentence structure, whether citation is present or not.
2. Cheating: Using or attempting to use any unauthorized materials or assistance for a paper, exam, homework assignment, laboratory report, or other written work that is expected to be the work of the individual. Unauthorized assistance includes but is not limited to notes, another student's work, data, and/or electronic devices.
3. Fabrication: Submitting false or nonexistent data, quoted passages, or making up and citing any information as part or whole of an assignment such as a paper, test, or lab report.

The penalties for infractions against the Honor Code are as follows:

1. Academic Irregularity
 - a. First offense: Failing grade (zero) for the assignment or test in question and written report of the offense to the Dean of Academic Affairs.
 - b. Second or subsequent offenses in any course: The student will receive a failing grade of zero for the assignment or test, and a written report of the offense will be filed with the Academic Dean. In addition, the student may: 1) receive a WF in the course, 2) be suspended academically, 3) be expelled from the college.
**Violations are documented over the student's entire duration of enrollment at Andrew College.

Attendance

Excessive absences or tardies, as defined by the professor in accordance with the Andrew College Attendance Policy, will result in administrative withdrawal from the course with a grade of WF.

Field Trips

Faculty members who direct field trips are responsible for completing an Event Planning Form. The Event Planning form must have the signature of the Dean of Academic Affairs and Dean of Student Affairs. The form should be on file no later than three days before the scheduled date of the trip. (See Appendix 2 – Event Planning Form)

It is the duty of the faculty sponsor to communicate to all trip participants that campus regulations apply at any time that they are part of a college organized, off-campus activity. Faculty members are expected to exercise decorum and to serve as role models for students. They should be sensitive to appearances and should never condone behavior that jeopardizes the reputation of the College or of the students under their supervision. Any serious infraction of college policy should be reported immediately to the appropriate college administrator. The faculty member should impress upon students that inappropriate behavior on a field trip could result in sanctions, including dismissal from the College.

Final Examinations

The College requires that a final examination be administered in every course. The final examination must be administered during the official examination period in accordance with the final exam schedule. Waiver of the final examination or permission to take exams early must originate with the faculty member(s) involved. Faculty should discourage students requesting an early final examination. However, when a faculty member is convinced that a student has a legitimate reason for such a request (i.e. more than three final exams in the same day, students absent due to college approved reasons, military obligation, etc.), the faculty member should initiate the following sequence of actions:

1. The faculty member should tell the student to put the request and the reason in writing, along with the names of all the student's instructors.
2. The faculty member should forward the written request with a short written faculty recommendation to the Dean of Academic Affairs.
3. The Dean of Academic Affairs will either approve or deny the request. If the decision is to deny, the Dean of Academic Affairs will then decide whether to offer the student the option of taking an incomplete (I) in the course.

Grant Administration

Faculty members are encouraged to become involved in grant activities. The Dean of Academic Affairs must approve all grants with input from the Office of Development, and all monies appropriated must be channeled through the Business Office.

Grades

The following grading scale will apply across the entire academic program:

| | |
|-----------------|------------|
| A Superior | : 100 - 90 |
| B Above Average | : 89 - 80 |
| C Average | : 79 - 70 |
| D Below Average | : 69 - 60 |
| F Failure | : 59 - 0 |

W (WITHDREW) This symbol indicates that a student was permitted to withdraw from college without penalty. The withdrawal must occur before the end of the mid-term period or as noted on the Academic Calendar as "Last Day to Withdraw (WD) from a Course." After that date, a grade of WP or WF must be assigned by the instructor at the time of withdrawal. A grade of W does not affect GPA.

WP* (WITHDREW PASSING) This symbol indicates a student was permitted to withdraw from a course after mid-term and was passing at the time of the withdrawal. A grade of WP does not affect GPA.

S (SATISFACTORY) This symbol is assigned for satisfactory performance in a Cultural Enrichment learning activity. The symbol S followed by a number (i.e., S1, S2, S3...) indicates the number of CEP credits earned.

U (UNSATISFACTORY) This symbol is assigned for unsatisfactory performance in a Cultural Enrichment learning activity. .

WF* (WITHDREW FAILING) This symbol indicates that a student withdrew from a course after the drop/add period. A grade of WF affects GPA in the same way as a grade of F.

I (INCOMPLETE) This symbol indicates that a student was unable to complete a course for non-academic reasons acceptable to the Dean of Academic Affairs. Permission of the Dean of Academic Affairs must be obtained before an "I" is recorded. All work necessary to remove the grade of incomplete must be completed by mid-term of the succeeding semester. Failure to complete by mid-term of the succeeding semester will result in a grade of "F" in the course.

IP (IN PROGRESS) This symbol indicates that a student is making progress in a course but needs additional work to complete the course requirements and must re-enroll in the course.

K (CREDIT BY EXAMINATION) This symbol indicates credit for a course earned by taking an examination (for example, CLEP).

****A student cannot withdraw from a class after final examinations begin.***

Incomplete Grades

Permission of the Dean of Academic Affairs must be obtained before an "I" is recorded. All work necessary to remove the grade of incomplete must be completed by the beginning mid-term of the succeeding semester. Failure to complete by the mid-term of the succeeding semester will result in a grade of "F" in the course.

Grade Appeals

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic

performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures.

Step 1. Within the first four weeks after the award of the grade in question, the student should have informally appealed the grade to the instructor. If that instructor is not teaching at Andrew College during the term following issuance of the grade, the student will make contact with the instructor through the Division Coordinator to informally appeal the grade.

Step 2. If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective Division Coordinator. This request shall be addressed to the Division Coordinator and shall be received no later than five weeks of instruction into term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor.

Step 3. Within two weeks of receipt of the request, the Division Coordinator shall discuss the appeal with the student and with the instructor, separately or at the same time. If the Division Coordinator upholds the decision, the matter is closed. The decision is final.

Step 4. If the Division Coordinator does not support the decision of the instructor, the matter shall be appealed within two weeks of the Division Coordinator's decision to the Dean of Academic Affairs. The Division Coordinator will forward the appeal package to Office of Academic Affairs. The Dean of Academic Affairs will empanel three full-time faculty as an ad hoc Academic Appeals Council to review the matter. *The decision of this council shall be final and binding on all parties.*

Note: Students may not use this procedure to appeal grades resulting from violations of Academic Honor Code.

Independent Study

A faculty member may agree to provide a student with an independent study, with final approval granted by the Dean of Academic Affairs. Independent study should be given infrequently. There is no monetary compensation teaching an independent study.

Textbook Adoption

MBS Direct is the College's textbook service provider. MBS Direct provides Andrew College all aspects of the ordering, selling and buy back of texts to the student body and college community.

Faculty **MUST** place textbook orders eight weeks prior to the start of each semester by submission to the Bursar/Accounts Payable person (**See Appendix 1 – Book Adoption Form**). If needed, adoption approvals will be given by the Dean of Academic Affairs through a review process that considers the needs of the faculty member, MBS Direct inventory, and availability of old/new texts. Textbooks for courses taught by various adjunct faculty may be made in consultation with the respective Division Coordinator and/or Dean of Academic Affairs.

The faculty member must be made aware of the shelf cost (student cost) of the text(s) selected for a course during the selection process. The faculty member will identify the text as "required" or "optional," and that designation will not be changed after a class begins without the approval of the Dean of Academic Affairs.

A textbook should be adopted for a three year period. The faculty member will take into account the next planned edition of the text and any available information related to its continued desirability as a text.

Instructor's copy of textbooks should be requested by the instructor directly from the publisher. If an

instructor copy cannot be obtained via the publisher, the professor may purchase a copy from MBS Direct and charge the cost to their respective departmental budget.

Student Enrollment in Learning Management System (MOODLE and/or CANVAS)

Students must be enrolled in courses by instructors prior to course start date. Instructors may not use the self-enrollment method whereby students can enroll themselves.

Operational Policies and Procedures

Keys to Buildings and Offices

A new faculty member may pick up office keys and building entrance keys from the Office of Academic Affairs. No charge is made to the faculty member.

The locking of individual offices is the responsibility of the occupant. Faculty members entering a building during hours when it is not open to the public are responsible for the security of the building and must ensure that the door through which they entered the building is locked when they depart.

The right to hold a key is not transferable and in no case should a key be loaned or duplicated. Keys issued to faculty members should be returned promptly to the Office of Academic Affairs when the holder's duties no longer require access to the office or building. Loss of keys should be reported at once to the Office of Academic Affairs.

Use of Equipment and Vehicles

When using property, faculty and staff members are expected to exercise care, perform or report required maintenance, and follow all operating instructions, safety standards, and guidelines. Seat belt usage is required. No cell phone usage is allowed when driving.

Please notify the physical plant supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

All persons authorized to drive college vehicles must adhere to the requirements listed in the College's policy concerning the use of college vehicles. Students are never allowed to drive college owned vehicles.

Purchase Orders

Please be aware of and follow the procedure outlined below:

1. A purchase order may be generated with the approval and authorization by a division coordinator. Once approved by the division coordinator, the completed purchase order should be forwarded for Office of Academic Affairs approval if the amount of each purchase order exceeds \$500.
2. The Vice President for Finance or Controller will either (a) disapprove the purchase in which case he/she will notify the person submitting the purchase order; or (b) approve the purchase order, retain the yellow (accounting) copy, and return the pink (department) copy and white (original) copy. Note: An account number, with adequate budget balance to cover request, must be provided. The vendor name and address should be complete and legible. If it is not complete and legible, it will be returned to the originator.
3. Upon receipt of the item(s) ordered, the originator should check to make sure that the shipment is satisfactory as to item(s) ordered, condition received and price charged. Invoices accompanying the shipment should be initialed and forwarded to the business office for payment. If the invoice comes to the business office, it will be forwarded to the originator for

approval. If the invoice amount is greater than the P.O. amount, the department head must also approve the invoice.

4. Vendor is paid.

Faculty Personnel Policies

Definition of Faculty

The faculty of Andrew College are responsible for the instruction of the students and may make recommendations to the President regarding any and all phases of the College's educational mission. Faculty members are appointed to their positions on an annual or term basis. Andrew College utilizes full-time, part-time, and adjunct faculty to meet its academic mission.

Full-time tenure and non-tenure faculty members are those persons having faculty status whose primary assignment is to teach a minimum of 15 credit hours each term for an academic year; or whose primary responsibility is to teach less than 15 credit hours each term but have significant additional administrative, recruiting, or other instructional duties.

Part-time faculty members is a classification utilized for reporting purposes only and not used for employment classification. Examples would be the Chaplain who regularly teaches one or more classes but whose primary responsibility is other than instruction. These individuals would not have a faculty contract.

Adjunct faculty are those persons receiving an appointment of faculty status not exceeding one term.

Faculty Qualifications

Both the full-time faculty and the part-time faculty of Andrew College meet or exceed the minimum faculty qualifications as established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):

1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.
3. Faculty teaching bachelor's degree courses: a doctoral or terminal degree in the teaching discipline.

Faculty Rank

Except for temporary appointments to meet emergency circumstances and/or appointments in professional areas, such as art, athletics/physical education, strategic studies, and music, faculty ordinarily will not be appointed who have not earned the master's degree. All appointments and promotions are made by the President and subject to approval by the Board of Trustees.

| Degree | Instructor | Asst. Professor | Assoc. Professor | Full Professor |
|-----------|------------|-----------------|------------------|----------------|
| B.A. | Perm | X | X | X |
| M.A/MS | 3 | Perm | X | X |
| M+* | X | 5 | Perm | X |
| Doctorate | X | 3 | 5 | Perm |

*Unless degree represents a terminal degree in the area whereby the person may be promoted to full professor after seven years at the rank of associate professor.

Instructor: Instructors must hold the master's degree or the appropriate credentials and be competent in the teaching discipline.

Assistant Professor: Assistant Professors must either have the terminal degree in the discipline or a master's degree in the teaching discipline with a minimum of three years college teaching experience as an instructor or its equivalent.

Associate Professor: Associate Professors must hold the terminal degree or have exceptional recognition in the teaching area. Associate Professors must have a minimum of five years as an Assistant Professor.

Professor: Professors must have the terminal degree (ordinarily the doctorate) in the teaching discipline and/or have received exceptional recognition in the teaching area. Professors must have a minimum of ten years of college teaching experience or its equivalent and at least six years as an Associate Professor (See Page 27).

Faculty Recruitment

As a church-related college, Andrew affirms the worth of every individual and thus does not discriminate for reasons of age, marital status, origin, physical handicap, race, sex, or religion.

1. All full-time positions must be:
 - a. advertised in at least one national publication (i.e. *The Chronicle of Higher Education*); and
 - b. listed on at least one web site appropriate to the position being advertised.
2. Following advertisement for position vacancies:
 - a. the Division Coordinator and the Dean of Academic Affairs, will review all applications;
 - b. the Dean of Academic Affairs will issue an invitation to interview to those applicants chosen to the committee as finalists;
 - c. the search committee, consisting of at least two faculty from the specific or related discipline, will review all applicants who accept the invitation to interview and recommend a candidate to the President;
 - d. the President will, in consultation with the search committee and the Dean of Academic Affairs, offer a contract as well as the academic rank that will accompany the appointment.

Resumes and credentials received from the applicants will serve as the position application and no other application will be required. Copies of official transcripts from every institution of higher education attended by the faculty member must be on file in the Office of Academic Affairs. A current resume is required.

New Faculty Orientation

The Dean of Academic Affairs will be responsible for the orientation of all new members of the faculty. Topics will include, but will not be limited to, a description of the goals of Andrew College, a description of the Andrew student, a description of the "successful faculty member" at Andrew College, the preparation of syllabi, administrative procedures, rights and responsibilities of the student, the criteria and processes of evaluation of faculty, continuation and termination, community responsibilities and community life. In order to guarantee continuing support of the faculty member, each faculty member will be assigned a mentor who is an experienced member of the faculty.

Faculty Contracts

Andrew College contracts are annual contracts subject to annual renewal. Faculty members are issued contracts by the President assuming need, compatibility with the goals of the College, and proper

recommendations from the Dean of Academic Affairs. Faculty members will be notified of a contract no later than April 15.

A decision not to renew a contract may be made by either the College or by the faculty member. A faculty member should give notification of intent to separate from the College at least ninety days (90) prior to the end of the current contract period. The faculty member may properly request a waiver of this requirement of notice in the case of hardship or in a situation where the faculty member would otherwise be denied substantial professional development or other opportunity.

A decision not to renew a contract on the part of the College requires notification by April 15. Faculty should understand that in cases of contract nonrenewal, statements of reason will not be given. A written notice of nonrenewal will be provided.

Andrew College subscribes to the principals of academic freedom. While the College protects the academic freedom of each member of the faculty, it reserves the right to terminate for cause the service of a faculty member with 30 days notice. Cause includes, but is not limited to, loss of competence, neglect of duty, immorality, sexual harassment, insubordination, program changes, inability to relate to students and/or colleagues, and financial exigency.

Faculty Workload

Andrew College desires, insofar as possible, to practice equity in the distribution of assignments. An unduly heavy workload can affect the instructor in performing teaching and advising duties. An unduly light workload deprives the College of services that should be rendered by full-time faculty and inflicts an unjust burden on other faculty members. It is difficult to establish a policy which applies across all members of the College due to the variance in teaching, advisory, service, and abilities. Nevertheless, policies can be stated which are reasonable, but sufficiently flexible, to allow faculty at Andrew College to cooperate in efficient and effective assignments.

The duties of a faculty member may include special, often unpredictable, assignments that are deemed desirable or necessary for the proper operation of the College. One such special assignment recurs each semester: assistance in registration procedures under the direction of the Dean of Academic Affairs. Other special assignments are such services as the following: advising student organizations, representing the College at professional meetings, acting as special delegates at the request of the administration, serving on special committees, and helping with the Orientation program. These are examples and are not intended to represent a complete listing.

Faculty Teaching Load

The standard teaching load will be the equivalent of 15 semester hours during Fall & Spring semester. Each contract hour of a lecture class counts as one teaching load hour. For lab courses, one contact hour equals 0.75 teaching load hours and each hour of a private lesson equates to 0.66 teaching load hours. Teaching load may be temporarily or permanently reduced when involvement in non-teaching activities of the College is greater than normal. If more than 15 teaching hours per semester is assigned, the faculty member will be compensated. Such compensation will be determined by the Dean of Academic Affairs after it is reported by the Division Coordinator and agreed to as a supplemental contract by the faculty member in advance of teaching the overload; or the faculty member may accept a proportionately reduced teaching load in a subsequent term of the same academic year.

Non-teaching Load

Because it is almost impossible to measure the non-teaching portion of a faculty work load, the College endeavors to assign non-teaching duties equitably but at the same time considers the uniqueness of disciplines and programs. The procedures for seeking a reduction in the teaching load are explained in "Reduction in Teaching Load." All faculty members are expected to become active and valuable contributors to the College's efforts for continuous, on-going, improvement in its academic programs and operations based upon assessment and data-driven decision making.

Reduction in Teaching Load

When involvement in non-teaching activities of the College is greater than normal, a faculty member may request a temporary or permanent adjustment in teaching load. The College's request for such involvement by a faculty member must be agreed to by the faculty member and the Division Coordinator. The request for a reduction in teaching load may be initiated by the faculty member or Division Coordinator. The request will be acted upon by the Dean of Academic Affairs in consultation with the faculty member and Division Coordinator.

Annual Faculty Evaluations

Annual faculty evaluation is developmental in that it emphasizes documenting progress toward attaining goals. It is tied to the expectations and elements needed in the development of a portfolio that will serve as the basis for promotion and tenure. Division Coordinators help guide faculty members through the promotion and tenure process in an advocacy and mentoring role. Faculty seeking promotion or tenure should discuss with their Division Coordinator other college-specific materials that should be included in tenure or promotion packet. (Refer to Appendix 4 – Faculty Evaluations) The annual faculty evaluation cycle timeline is as follows:

1. September 1 – Professional development plan for upcoming academic year is prepared by the faculty member and sent to supervisor or Division Coordinator for approval. The supervisor will either approve or deny the submission. If approved, it will be submitted to the Academic Dean for approval. If denied by the Division Coordinator, the Faculty member must make revisions before submitting for approval a second time. The same process will be in effect for the Dean's approval.
2. May 10 – Year End Evaluation- The faculty member will complete a self-assessment on the following categories; instructional design, instructional delivery, instructional assessment, course management, advising, availability/access, records management, service to the institution, profession, and community, and professional development. The Division Coordinator of the faculty member will also complete an assessment on instructional design and instructional delivery. Faculty members are also required to attach updated vita, an updated evaluation of the previous year's goals in terms of teaching, service, and professional development, and an updated list of collegiate events attended. All materials must receive final approval from the Division Coordinator, Academic Dean, and Human Resources.

Copies of annual faculty evaluations will be filed in the faculty member's official file in the Office of Academic Affairs. The Dean of Academic Affairs will share the results of all of the above with the President (and/or appropriate committee) when evaluating faculty members for retention, salary increases, promotion, and tenure. Copies are also expected to be kept by the faculty member in their professional development portfolio.

When a faculty member's evaluation suggests improvement is needed, the Dean of Academic Affairs may require meetings with another professor teaching in the same area for professional guidance; articles from professional journals that focus upon a perceived weakness; classroom visitation by a colleague; and continued evaluation by students beyond that normally required. The Dean of Academic Affairs also may initiate suggestions for improvement stemming from written responses of the students.

Full-time faculty members will be evaluated once annually.

Adjunct Faculty (Face-to-Face and Online) Members

Adjunct faculty, both face-to-face and online, members are evaluated each semester. Adjunct faculty members are encouraged to attend faculty workshops and regularly scheduled faculty meetings whenever possible. Adjunct faculty members are assigned to the appropriate Division Coordinator as an immediate contact person. During each semester, the contact person meets with the adjunct faculty member to insure the continuity and quality of instruction. In particular, the following is ascertained:

1. Does the instructor meet the class regularly and for the time scheduled?
2. Does the instructor understand and operate within the mission and purpose of Andrew College?
3. Does the adjunct faculty member provide students access to him/her before or after

classes for purposes of academic assistance?

The Division Coordinator provides results of the adjunct faculty member's evaluation to the Dean of Academic Affairs, and the evaluation is filed in the adjunct faculty member's official file by the conclusion of each semester.

Promotion

The system of promotion at Andrew College is intended to recognize professional growth and promote cultivation of the developing relationship between the faculty member and the College. This relationship will include but not be limited to a lifestyle and philosophy of education compatible with the goals and the mission of Andrew College and a sound working relationship with students, fellow faculty members, administration, and staff.

Promotion to Assistant Professor. Four years in rank, and master's degree, and evidence of professional growth and service to Andrew College, positive leadership, scholarly achievement and commitment to Christian higher education.

Promotion to Associate Professor. Five years in rank as Assistant Professor at Andrew College and A.B.D. or recognized terminal degree in the discipline; (six years of consecutive service at Andrew College may serve in lieu of completion of the doctoral level course work) and evidence of professional growth and service to Andrew College, positive leadership, scholarly achievement and commitment to Christian higher education.

Promotion to Professor: Six years in rank as Associate Professor at Andrew College, and doctoral degree or recognized terminal degree in the discipline; (ten years of consecutive service at Andrew College may serve in lieu of the doctoral degree) and evidence of professional growth and service to Andrew College, positive leadership, scholarly achievement and commitment to Christian higher education.

Procedure for Promotion Evaluation

1. Faculty members will be responsible for notifying the Dean of Academic Affairs that they are eligible to be considered for promotion with a letter explaining eligibility. The Dean of Academic Affairs then notifies the Faculty Development Committee.
2. The Faculty Development Committee will meet with the applicant, explain the procedure, and request the faculty member to submit a list of four full-time colleagues (faculty members) to act as evaluators. Evaluators may not be the applicant's Division Coordinator. The committee will choose two evaluators, representing different divisions and one with faculty rank higher than the applicant's, from this list of four. The faculty member will supply the evaluators with their Professional Development Portfolio. (See Appendix 4 – Faculty Evaluations)
3. The evaluators will evaluate the candidate based upon the portfolio and classroom teaching observations then will prepare recommendations for the committee who will review.
4. The committee will review the recommendations of the evaluators and make a recommendation to the President through the Dean of Academic Affairs. The President will then make a recommendation to the Executive Committee of the Board of Trustees who present it to the Board.
5. The President, in the name of the Board of Trustees, will notify the faculty member. All evaluations will be confidential and shared with the faculty member only if the President chooses to do so.

Tenure

Tenure is designed for the protection of academic freedom, and it is one of the highest honors a faculty member can receive. It protects faculty members from arbitrary sanctions that would curtail or inhibit the search for truth in the classroom, the veracious consideration of matters concerning the college, and voluntary participation in the life of the community and society at large. Tenure assures open consideration of issues in committees served by the faculty as well as in student organizations seeking

faculty help and guidance. Tenure helps maintain the open market of ideas essential to the vitality and survival of a democratic society.

Tenure at Andrew College is not associated with any particular rank. It will be based on merit and extended only to those individuals whose performance as teachers and/or scholars is clearly of high quality and to those who are above the rank of instructor and are employed full-time. (Full-time denotes service on a one hundred percent workload basis.)

When the Board of Trustees of Andrew College grants tenure, a permanent relationship between the faculty member and Andrew College is established. Both assume mutual responsibilities and obligations. For this reason tenure will not be granted in routine fashion. Factors other than length of service will be considered. These will include, but not necessarily be limited to, good growth, a life style and philosophy of education compatible with the goals of Andrew College, a sound working relationship with students, faculty, administration, and staff, and a support of Andrew College programs and activities.

Eligibility for Tenure

1. A faculty member appointed initially at the rank of instructor will be considered for tenure at the end of seven years; at the rank of assistant/associate professor at the end of five years; at the rank of professor at the end of four years.
2. Part-time faculty members will not be eligible for tenure consideration.
3. Tenure will expire at the close of the academic year in which the faculty member's seventieth birthday occurs before March 1. If the seventieth birthday occurs after March 1, tenure will expire at the close of the next year. This does not preclude the issuance of one-year contracts.

Consideration for Tenure

The Dean of Academic Affairs will notify the President when a faculty member becomes eligible for tenure consideration. Not more than fifty percent of the faculty will be tenured. The Board of Trustees upon the recommendation of the President grants tenure.

A committee on tenure will be appointed by the president and be composed of the Dean of Academic Affairs and three tenured faculty members who hold the rank of associate professor or professor. The committee will review the records of all candidates for tenure and recommend to the President the granting or denying of tenure to the candidate. When final authority for granting tenure is granted, proper notification will be given to the faculty member.

Andrew College does reserve the right to terminate the services of a tenured faculty member for cause. Cause includes, but is not limited to, loss of competence, neglect of duty, immorality, insubordination, program changes, inability to relate to students and/or colleagues, and financial exigency. In all such cases, the due process of the faculty member is guaranteed.

DUTIES AND EXPECTATIONS OF A FACULTY MEMBER

At Andrew College, professionalism governs the faculty member's relationship with all of the College constituencies: fellow faculty members, students, administration, board members, outside agencies, and the community at large. Professional expectations include the following:

1. Support of the College's mission by attendance at its events and familiarity with the history and purpose of Andrew College as a two and four-year, church-related college, and a life-style and philosophy compatible with the purpose of the College;
2. A high level of ethics and academic practices
3. Adherence to college policies and procedures
4. Commitment to excellence in teaching and enhancement of student learning
5. Availability to students to advise them in academic matters
6. Service to the institution by active involvement in committee work and the decision making processes regarding academic matters
7. Participation in programs of evaluation that include self-evaluation, peer evaluation, program evaluation, course evaluation, and administrative evaluation
8. Evidence of professional growth
9. The exercise of academic freedom in a responsible fashion
10. Recognition and support of the rights of students, which include the right to privacy of information, the right to due process, the right of appeal, the right to quality instruction, and the right to be treated with dignity.

Support of the College Mission

Each faculty member is a representative of Andrew College in the community and at professional meetings. The faculty member should endeavor to promote and establish good relations at all times. All statements, information and newsworthy material released in the name of the College will be channeled through the Director of Communication.

Faculty members are expected to actively support college events.

For all academic processions, faculty will wear full academic attire that is, robe, cap, and hood appropriate to the highest degree attained. All members of the faculty and administration who hold an academic degree are expected to participate in Convocation, Honors Night, Baccalaureate, Commencement, as well as other special events as they occur.

Academic Ethics

Andrew College endorses the statement on Professional Ethics as set forth in the AAUP Policy and Documents Report (2009). The College confidently expects all faculty members will scrupulously adhere to these standards.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline.

Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Adherence to College Policies and Procedures

Faculty members are expected to be familiar with policies and procedures stated in the *Policies & Procedures Manual*, *Faculty Handbook* and *Academic Mentoring Guidebook*, *Academic Catalog*, and *Student Handbook*. Any infraction of a college policy or procedure should be reported to the appropriate Department or Division head.

Faculty members are responsible for following policies and procedures. If there are any questions on following the policies or procedures, faculty should consult with their Division Coordinator and/or Dean of Academic Affairs.

Absence

Faculty are expected to be on campus and teach all classes as specified in the schedule. If a faculty member does not hold class as stated in the schedule via the mode noted in the schedule at a required time for any reason, the Dean of Academic Affairs must be notified. (See Appendix 9)

Discrepancy Report

Students should not be allowed to attend class until their names are officially listed on the class roll. Class rolls may be viewed by individual faculty members through the Empower campus management system.

Gifts and Gratuities

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should a faculty member solicit nor accept anything of value in return for influencing or exercising his/her discretion in a particular way on a college matter. More information regarding conflict of interest and accepting of gifts and gratuities may be found in the *Policy & Procedures Manual*, Section 5 under the header "Gifts and Gratuities."

Simultaneous Employment

Authorization and/or appointment for teaching is issued through the Dean of Academic Affairs. A faculty member must receive approval from the Dean of Academic Affairs before accepting simultaneous employment elsewhere.

Commitment to Excellence in Teaching and Enhancement of Student Learning

Course Syllabi

Faculty must provide students with access to the course syllabus at or before the first class meeting. The syllabus for each course shall describe the course's purpose, scope, and student learning outcomes. In addition, each syllabus shall include office hours and contact information for the instructor, refer to the current procedure for accommodating students with disabilities (refer to Student Disability Services), and describe the course design, required materials, schedule, and grading policies, which may vary by section. A syllabus shall not bind the faculty member to specific details, and the faculty member shall retain the right to adjust the course design. Major departures from the syllabus, however, especially with regard to student learning outcomes, major assignment due dates, exam dates, and grading policies, shall be made only for compelling reasons. All faculty members must provide the Office of the Dean of Academic Affairs with a copy of the most recent syllabus for each course they teach (See Appendix 5 - Course Syllabus Guidelines)

Early Alert System (EAS)

Faculty are expected to participate in the Empower Early Alert System (EAS). Faculty must enter class attendance daily and enter mid-term and final grades in Empower. The system allows a seventy-two (72) hour window for the entering of attendance; therefore, it is recommended that attendance be entered into Empower at the beginning of each class period to ensure proper use of the system. Additionally, between the beginning of a term and mid-term and from mid-term to the final class period, the faculty is to alert the Coordinator of Retention of any low grade concerns.

When a student has missed two classes consecutively, an Early Alert (EA) is sent out to the Coordinator of Retention, the student's academic advisor, and if applicable the student's coach. The same alert is sent out any time a student has accumulated three absences and for every absence thereafter for each class in which the student is enrolled or when the reported grade is a D or lower at mid-term. The Coordinator of Retention or a member of the academic support team will contact the student to set up a face to face meeting to discuss what issues might be causing the absence or poor grade performance and offer suggestions to remedy the issue(s). The academic support advisor will continue follow-ups with the student until the end of the term, or at such time the academic support advisor deems is appropriate to end follow-up sessions. When necessary final grades are also addressed by a member of the academic support team and intervention strategies discussed during the first two weeks of the next term the student is in attendance.

Technology in the Classroom

Faculty members are expected to embrace the use of technology that is appropriate to teaching and learning. Faculty members are expected to introduce Andrew College students to a variety of educational technology resources.

Faculty Deadlines and Required Materials

Specific duties regarding instruction include these responsibilities:

1. To provide a syllabus for each course that states the course requirements, the grading system, attendance policies, and sanctions for academic dishonesty; (See Appendix 5 – Syllabus Template)
2. To file a copy of each syllabus with the Office of Academic Affairs;
3. To meet all classes for the full period of time required;
4. To notify the Office of Academic Affairs in case of absence and to provide that classes will not suffer adversely if an absence cannot be avoided;
5. To schedule a minimum of ten office hours per week (Monday through Friday), to post office hours for the benefit of students, and to file each term a copy of posted office hours with the Office of Academic Affairs;
6. To serve as an academic mentor in assisting students to achieve both academic and personal goals and to pursue a curriculum appropriate to the students' transfer plans;
7. To deal with student absences in accordance with college policy;
8. To record grades in Empower by due dates stated and to guarantee privacy of information regarding students' grades and their posting, and to remember the ethical principles of commenting upon a student, whether positively or negatively;
9. To hold final examinations as scheduled and to be present for all examinations;
10. To submit mid-term and final grades according to the set due date and guidelines issued by the Registrar;
11. To be accessible to administrators and students between the last day of examinations and graduation day;
12. To submit all proposed courses and course changes to the Educational Program Committee according to the schedule guidelines issued by the committee; (See Appendix 6 – Educational Program Committee Request for Consideration of Program Change(s) Form)
13. To attend all faculty meetings;
14. To participate in Commencement, Convocations, Honors Night, Baccalaureate, and other official functions of the College;
15. To serve on committees as appointed by the President and the Dean of Academic Affairs;
16. To participate in college workshops, registration, and testing programs as announced and scheduled by the Dean of Academic Affairs; and
17. To submit notice of absences in Empower and low grade concerns to the Coordinator of Retention

Faculty members are expected to consult periodically with the Director of Library Services for the purpose of requisitioning new materials that are appropriate to their departments.

Faculty Availability and Office Hours

Since faculty members assist and mentor students in all matters relating to their academic progress, it is imperative that each student have sufficient opportunity to see faculty members. Faculty members are expected to keep a minimum of 10 office hours (Monday – Friday) per week, to post hours, and to file a copy with the Office of Academic Affairs. Adjunct faculty members are to be available at least two hours per week to meet with students online or on-campus.

Hours on Campus

The College recognizes the need of faculty on occasion to be absent from campus pursuing justifiable personal and professional activities. However, full-time faculty members are expected to be on campus during a portion of every day when their classes are scheduled and during normal business hours as needed for essential duties and college assignments. The Division Coordinator will work with faculty members to determine the hours that best support the students and assist with the mission of the College.

Additional office hours are normally needed during registration and examination periods. Established office hours and procedures for appointments must be brought to the attention of the students, and a copy filed with the Office of Academic Affairs.

Faculty Service

Faculty participation in the activities and governance of Andrew College is critical to its ongoing success.

The College depends on its faculty for quality services rendered outside the classroom. Faculty members may be expected to demonstrate active participation in the various operational concerns of the College, which may include, but not necessarily limited to, the following:

1. Service on standing or ad hoc committees
2. Participation in the decision-making and curriculum development processes
3. Service as a sponsor or advisor to a student group, organization, or activity
4. Fulfillment of special, designated assignments (i.e. administrative, recruitment, accreditation assignments)
5. Service to the community
6. Service to academic and professional disciplines and organizations.

Course and Curricular Changes

According to the Bylaws of Andrew College, the faculty of Andrew College is “responsible for the instruction of the students... and (may) make recommendations to the President regarding any and all phases of education at the College.” Andrew College expects the faculty to stay current in their fields and to be vigilant to changes needed in the curriculum to stay current with disciplinary trends. Faculty proposing curriculum changes should seek approval of their Division Coordinator before presenting the Educational Program Committee with the proposed changes. (See Appendix 6 – Educational Program Committee Request for Consideration of Program Change(s) Form).

Professional Growth and Development

As academicians, faculty members are considered expert and competent professionals in a designated field. It is therefore incumbent on each faculty member to maintain disciplinary competency by keeping abreast of the developments and trends in their designated field and in related fields. There are various ways of maintaining growth and development, and each faculty member must find the most appropriate one. Reading current books, monographs, and professional journals are obvious ways of improving. Other means of improvement include advising the library on relevant media, attending continuing and summer educational opportunities, and participating in academic travel programs.

Continued growth and development help keep the faculty member concerned about the vitality of courses and should be evidenced in the course content and the teaching quality. Moreover, faculty members who are aware of new developments are better able to assist colleagues in curriculum development and improvement.

College Support for Professional Development

Andrew College supports and encourages professional development.

1. In-service Professional Workshops. At least one program of in-service professional education will be sponsored annually. All faculty are expected to participate in this in-service offering.
2. Attendance at Conferences/Professional Meetings. Monies will be budgeted annually for faculty professional development. Written requests, with descriptive information, should be submitted to the Office of Academic Affairs (See Appendix 7 – Request for Faculty Development Funds). Faculty requests for monetary support to attend relevant profession meetings and/or conferences will be reviewed and a recommendation to approve or deny the request made to the Dean of Academic Affairs. All applications will be considered if monies budgeted for this program have not been exhausted. Although larger amounts may be awarded

in a single year, grants to individual faculty members should average \$500 annually. If a faculty member chooses not to use professional development money in any given year, the funds may be allocated to another faculty member upon approval by the Faculty Development Committee.

3. Mini-Grants. The Faculty Development Committee will consider all faculty applications for mini -grants for those who wish to do research, to participate in a workshop, to take a course, to attend summer school, or to participate in a similar program of professional development. Persons who wish to be considered for a mini-grant should submit a written request, with descriptive information, to the Office of the Academic Affairs.
4. Professional Memberships. The college will pay for one professional membership for each faculty member, provided the cost of the membership does not exceed \$75 annually. Requests for payment should be submitted to the Office of the Academic Affairs on an annual basis.

FACULTY SUPPORT, BENEFITS, and RIGHTS & PRIVILEGES

Faculty Support

Facilities and Instructional Support

Classrooms and Office Space. The assignment of classrooms is the responsibility of the Office of Academic Affairs. Assignments for a given semester do not continue into the following semester. Classrooms will be assigned to accommodate class size as much as possible and equipment and/or special provisions needed to conduct a particular class. The assignment of office space is the responsibility of the Dean of Academic Affairs in consultation with the Chief Financial Officer. Faculty needs of facilities, equipment, and supplies should be directed to the Division Coordinators.

Computers. All voting faculty are provided with college-owned computers. All voting faculty are connected to the College network and have access to the Internet from their office. All users are required to comply with the College's acceptable use policies. (See Appendix 8 – Acceptable Use Policy for Informational/Communications Systems)

Pitts Library. The professional staff at Pitts Library is ready to assist faculty whenever help is requested. Hard copy subscriptions of periodicals and newspaper supplement the holdings and provide research and reading sources. GALILEO (Georgia Library Learning Online) provides access to close to 9,000 periodical titles and at least 50 local and regional newspaper titles. Subscriptions to Films on Demand and microfilm resources provide materials in different forms to supplement faculty in the instruction of their classes. Orientation lectures may be arranged by faculty. *Poetry Criticism, Short Story Criticism, Contemporary Library Criticism* and *GALE Virtual Reference Library* are available 24/7 with a password. Faculty members are expected to consult periodically with the librarian for the purpose of requisitioning new books in the library or in the classroom. A reference help desk may be accessed 24 hours a day through email. Andy Cat Café provides free coffee and a place to visit with students and other faculty members. The College Store, Tiger Pause, provides frequently requested classroom, faculty and student supplies. Strategically arranged nooks with comfortable furniture encourage an atmosphere of academic exchange and learning.

Student Services. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic development. The student affairs program is designed to promote activities and programs supportive of the College's aims and purposes. The College tries to make time spent here special and rewarding for each student. Andrew College is committed to the idea that total education involves more than academic pursuit. Activities in these areas are coordinated by Student Affairs to achieve a continuing optimal student life environment.

Campus Security. Andrew College Police are on duty seven days per week and make regular rounds of the campus. They are available for assistance and have radio contact with the Cuthbert Police. Matters of safety or security should be brought to their attention immediately.

Catering Services. Catering service is available through the management of the food service operation. The staff is able to assist with planning any kind of special event and is able to provide a full array of catering options.

Chaplain's Office. The Chaplain is available for spiritual guidance as well as individual counseling. Appointments may be made individually with the chaplain or through the Office of Student Affairs. In addition, the Chaplain serves as liaison for the Wesley Fellowship. The chaplain is responsible for chapel services which are open to all.

College Store. The College Store, Tiger Pause, is located in the Pitts Library. Basic educational supplies, as well as Andrew College memorabilia and spirit wear may be purchased.

Dining Hall. The Don Abbott Turner Dining Hall is located at the north end of the campus and is the central daily gathering point of the campus community. The food service operation, managed by SAGE Food Services, provides a wide variety of choices that reflect the lifestyle of today's college student. Andrew College employees receive a discount for themselves and their families and are encouraged to take advantage of this opportunity.

Lost and Found. The central reporting area for lost and found items is the Andrew College Police Department located on the ground floor of Old Main. The bulletin board in this area can be used to announce lost or missing items. All thefts should be reported to this office. Andrew College does not assume liability for any personal property.

Parking. Parking permits are issued by the Andrew College Police Department and are required on every vehicle that parks on campus on a regular basis. There is no fee for faculty parking permits.

Student Employment. Faculty may, upon request to the Office of Financial Aid, have work-study students assigned to assist them with appropriate duties. The faculty member, as the work-study student's supervisor, must keep an accurate record of the hours worked and must report student hours to the Office of Financial Aid as directed.

Tutoring Services. Faculty may recommend students for tutoring who need help with their course work. Students may be advised or required to attend tutoring sessions by the Enrollment Management Committee, Dean of Academic Affairs, academic support team, advisor, or by request. Tutoring is available to all students through the Student Success Center (SSC), the IWRC, and Upswing. Hours are distributed each semester. Professional and peer tutoring support are available. Upswing, an online tutoring system, is available to all 24/7. More information regarding the academic support programs and tutoring services is available in the *College Catalog* and on the College's website.

Faculty Benefits

As a member of the faculty at Andrew College, a number of benefits are available. This following information was prepared to help define your benefit options and assist you in taking advantage of them. If you have any questions, please contact the Business Office.

Insurance

Major Medical Insurance: Full-time faculty are eligible to participate in a major medical insurance program through Anthem, Blue Cross, Blue Shield. Details on coverage and costs are available from Human Resources. For eligible faculty, the College will pay 80% of the premium if participation in the plan is elected. The faculty member is required to pay the remaining 20% of the premium as well as costs associated with dependent coverage (if elected). Eligibility begins on the 30th day of employment. Persons wishing to participate in this plan should elect to do so within the first thirty days. If election to participate is made after the first thirty days, the insurance company reserves the right to determine insurability of the person and dependents. Applications should be made as soon as possible. NOTE: the major medical and certain other insurance plans may have features that allow continuation or conversion of coverage upon termination of employment.

Life Insurance: The College provides all eligible faculty with \$15,000 of term life insurance as well as \$15,000 of Accidental Death and Dismemberment. The College pays all costs. Each eligible employee has the option of electing additional Life and Accidental Death and Dismemberment insurance up to twice the salary, but \$50,000 is the maximum.

Workers Compensation and Unemployment Insurance: The College pays 100% of the premiums associated with this coverage.

Social Security Insurance: The College pays one half of the social security taxes on each faculty member's eligible compensation.

Retirement

Full-time faculty members who have been with the College for two years or new staff who had participated in a qualified plan just prior to their current position, and are vested in that plan, are eligible for this benefit. For eligible faculty, the College will contribute 10% of annual base providing the eligible faculty member contributes 5% in the TIAA-CREF program. Contributions will be made only to the TIAA-CREF program.

Cafeteria Plan (IRS Section 125)

All full-time faculty are eligible to participate in the cafeteria plan established by the College. Participation in the plan is defined and limited by the regulations of the plan. The purpose and benefit of the program is to enable faculty members to pay certain medical-related and eligible childcare expenses with pre-tax dollars, resulting in savings to the faculty member. It is possible to realize significant savings through participation in this plan. For additional information please contact Human Resources.

Tuition Grants

Full-time faculty, their spouses, and dependents are provided tuition grants to attend Andrew. In addition, dependents that meet all acceptance criteria as a student may be eligible for a grant covering housing fees. Dependents receiving a housing grant are required to participate in the boarding plan. Part-time faculty are eligible for the tuition grant, but their spouses and dependents are not eligible. If the faculty member/spouse/dependent enrolls for twelve hours or more, they are required to complete the FAFSA and any grants received by the student will be used to offset the amount of the tuition/housing grant. Faculty members who attend class must do so during non-working hours. Exceptions to non-working hour class attendance may be made by the Dean of Academic Affairs.

Faculty Discounts

All faculty are given discounts on purchases in the bookstore and receive reduced rates on meals at the Turner Dining Hall.

Alcohol/Chemical Dependency Counseling

The College offers counseling and referral services to all faculty members who have an alcohol/chemical dependency and/or abuse problem. Confidential assistance may be obtained by directly contacting the department head, the College Chaplain, or the Chief Financial Officer to receive assistance of a referral to appropriate resources in the community.

Fitness and Recreational Facilities

As a general rule, all recreational facilities are available for the individual use of faculty and their families. The College does reserve the right to restrict facility use to normal operating hours and to give priority to instructional and scheduled events. All persons using the College recreational facilities are expected to comply with college policy and guidelines established by the Athletic Director. No dependent under fourteen years of age may use the facilities unless accompanied by parents or guardian.

Faculty Rights & Privileges

Academic Freedom

Andrew College subscribes to the following principles of academic freedom, as set forth in the Bulletin

of the American Association of University Professors (2004).

Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights...

- a) *Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*
- b) *Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into the teaching of controversial matter that has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.*
- c) *The college and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.*

Due Process

In case of termination for cause, the faculty member is entitled to due process. Within thirty days of the notice of termination, the faculty member may request in writing a hearing date. This request should be addressed to the President of the College. The President will appoint a hearing committee. The committee will consist of three faculty members with no more than one from the same division. The committee will be chaired by someone appropriate to the situation and not of the same division.

The committee will set a time, place, and date for the hearing as soon as possible. The faculty member will appear at the hearing to give testimony, offer witnesses, or provide any evidence in opposition to the charge(s) of cause. The committee will also hear the Dean of Academic Affairs as the responsible supervisor for all faculty members. Upon completion of all testimony and evidence, the committee will recommend a course of action to the President. Should the ruling be adverse to the faculty member, then the faculty member will have the right, by request in writing, to have a full hearing, *de novo*, before the President of the College. The decision of the President in this hearing is final. Due process is not afforded to adjunct faculty members or non-tenure track faculty. Likewise, tenure-track faculty terminated before being awarded tenure are not afforded due process.

Intellectual Property Rights

Scholarly works such as articles, computer programs, books, musical, or dramatic compositions of employees or students of Andrew College are considered the property of the creator unless the work is prepared by special agreement or is a part of the expectations of the employment contract.

Any discovery or invention which a) results from research carried on, by or under the direction of any employee which is supported by Andrew College funds or by funds controlled or administered by the College, or b) has been developed in whole or in part through the use of college resources or facilities not available to the general public, or c) results from an employee's duties with the College shall belong to Andrew College.

College employees and students shall disclose any item that may fall within items "a" or "b" listed in this statement on intellectual property."

Leave of Absence

The administration may suggest or mandate that a faculty member take a leave of absence in order to improve credentials or for reasons of health. Faculty members may also request a voluntary leave of absence. Written requests, with descriptive information, should be submitted to the office of the Dean of Academic Affairs by March 1 of the year preceding. Mandatory leave will be processed administratively. Requests for voluntary leave will be submitted to the Faculty Development

Committee who will make a recommendation to the President of the College. In considering requests for leaves of absence, the following guidelines will apply:

1. Persons who have completed fewer than five years of service ordinarily will not be granted a leave of absence;
2. Benefits will be continued for persons granted an official leave of absence;
3. Although it is not required to do so, the College may provide financial assistance to persons on leave if monies are available;
4. Unless otherwise specified at the time leave is granted, persons granted a leave of absence will be expected to return to the College for a period of time equal to the amount of leave time granted;
5. Persons who do not return to the College will be required to reimburse the College for any monies advanced, including the costs of benefits provided;
6. Except for persons enrolled in a doctoral program and for persons whose leave is mandated by the College, a leave ordinarily will not be granted for more than one year in any five year period;
7. A leave of absence may be terminated at the discretion of the College.

Maternity Leave: Full-time faculty will be granted (according to FMLA), upon request, up to 12 weeks unpaid maternity leave with rights to job retention.

Complaints & Grievances

Faculty complaints and grievances are usually based upon issues pertaining to co-workers, instruction methodology, and the academic program. The faculty member should talk with the appropriate Division Coordinator to attempt to resolve the issue(s). If the Division Coordinator is directly involved, the faculty member should talk with the Dean of Academic Affairs. If the Dean of Academic Affairs is directly involved, the faculty member should talk with the Vice President for Finance. If the aforementioned steps are taken and fail to resolve the issue(s), the following procedure will be initiated:

1. A written statement outlining the specific grievance(s) and the attempts to resolve the issue(s) should be submitted to the Dean of Academic Affairs. If the grievance is against the Dean of Academic Affairs, the statement should be submitted to the Vice President for Finance who will conduct the established process. The statement should contain the basis for the grievance in as much detail as possible.
2. The Dean of Academic Affairs will notify the President that a grievance has been filed. The Dean of Academic Affairs will notify the faculty member against whom the grievance has been filed, request all documentation that may have relate to the issue(s) in question, and reaffirm to that person that no administrative or retaliatory action is to be taken because of the filing of a grievance. If the issue under question is related to life/safety, task assignments related to the grievance will be discontinued immediately and until the grievance process is concluded.
 - The Dean of Academic Affairs will conduct initial interviews with the faculty member filing the grievance and the person against whom the grievance is filed. If the grievance is against the Dean of Academic Affairs, the Vice President for Finance will conduct initial interviews with the faculty member filing the grievance and the person against whom the grievance is filed. If reconciliation of the dispute is not possible, the Dean of Academic Affairs, or where applicable the Vice President for Finance will request any additional documentation that the participants may wish to submit and a list of any witnesses from each participant. The Dean of Academic Affairs/Vice President for Finance will then submit all documentation and notes to the President.
 - The President will appoint a Grievance Committee, chaired by the Dean of Academic Affairs or the Vice President for Finance should the grievance involve the Dean of Academic Affairs and consisting of no less than three faculty members with no more than one from the same division and two full-time staff

members, to hear the grievance. The documentation and notes will be provided to the committee.

- The Grievance Committee will convene to hear the grievance at a time and place communicated to the participants, in writing, at least 24 hours in advance. The committee may call witnesses.
- Upon the conclusion of the hearing(s) the Grievance Committee will issue a decision on the grievance, which may include recommendations.
- The decision may be appealed to the President, in writing, within 48 hours by either participant. The appeal should state the specific reason(s) for the appeal. The President's decision is final.

Title IX Sexual Assault/Misconduct, Discrimination, or Harassment Grievances

If you experience or witness sexual or other unlawful sexual assault/misconduct, harassment or discrimination in the workplace, classroom, in or on college-owned or -controlled property or at college-sponsored events, Andrew College encourages you to report it immediately according to policy. You can raise concerns and make reports without fear of reprisal or retaliation. Andrew College prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate Andrew College's Equal Employment Opportunity Policy or Sexual Assault/Misconduct Policy, or which may be contrary to Andrew College's Notice of Nondiscrimination, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the victim and the alleged respondent will be informed concurrently of the outcome of the investigation.

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs/Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to and including discharge or expulsion.

In all instances, reports of sexual harassment, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator, Jennifer Mitchell, located in the Business Office, Suite 108 at 501 College Street, Cuthbert, Georgia 39840 or 229-732-5946.

Academic Mentoring

Academic mentoring is a critically important part of the faculty's responsibility. Each full-time faculty member is expected to serve as an academic mentor to students. So far as possible, the registrar will assign an equal number of students to each faculty academic mentor and will, whenever possible, assign advisees according to their declared plan of study.

The College expects that a close working relationship will develop between the academic mentor and student in order to facilitate wise academic decisions, to further the student's academic development, and to give the student a sense of belonging. The academic mentor assists the students in all matters relating to their academic progress. The academic mentor must sign all course change forms. Confidential student information is available to academic mentors through the Empower campus management system.

ACADEMIC MENTORING

GRADUATION IS THE GOAL!

Quality academic mentoring is a key element in the fulfillment of the college's mission. Research has demonstrated that one of the most powerful influences in assuring student success, satisfaction, and retention is individual attention from faculty members.

The Academic Mentoring Responsibility

The process of academic mentoring is a shared responsibility between the student and the academic mentor and among the most important relationships a student will forge at Andrew College. The academic mentor assists the student by providing information about program requirements, policies, procedure, and educational & transfer options; assists students in choosing a major consistent with their interests and abilities; and helps students identify and integrate college resources specific to their educational needs.

Characteristics of a Good Academic Mentor

1. **Being Available:** Be available for appointments by maintaining regularly scheduled office hours, especially during registration times.
2. **Communicating Well:** Establish and maintain communication. Use tools such as Moodle, sign-up sheets, e-mail, and telephone to communicate office hours, meeting dates, and times. Some academic mentors have asked students to meet them for lunch in the dining hall in an effort to get to know them.
3. **Being Proactive:** Do not hesitate to contact a student if you need to meet. Contact students to discuss registration, courses, and changes in academic programming. Make a special point to contact students when you are made aware of academic difficulties through emails regarding attendance or academic standing. Early intervention when academic difficulties arise promotes retention.
4. **Being Knowledgeable:** Academic mentors must know the college's curriculum, policies, procedures, and resources. It is a plus for an academic mentor to become acquainted with key senior institutions' programs of study for transfer. Academic mentors should stay abreast of Andrew's articulation agreements with senior institutions.
5. **Being Good Listeners:** Get to know each student – ask questions about them as individuals and learn their academic strengths and social habits. Be diligent in learning their stressors.
6. **Keeping Records:** Maintain accurate and timely records. Keep notes about meetings to remember previous conversations. Should the student change a concentration, good notes assist subsequent mentors in knowing what led to certain decisions. Good notes are vital for reference when questions regarding graduation and transferring arise. Suggestions for record:

- ☐ Plan of Study Worksheet
- ☐ Copy of the Program of Study
- ☐ Academic Mentor Checklist (Appendix II)
- ☐ Academic Alerts
- ☐ Probation Letters
- ☐ Withdrawal Notices

- ☐ Copy of Schedules
- ☐ Personal notes/reminders or observations
- ☐ Special information about student (i.e. from newspapers, fine arts performances, athletics, etc.)
- ☐ Copies of correspondence (e-mails, Moodle/Canvas) between you and students (it is suggested that you use a method that produces a hard copy for future reference or questions)
- ☐ Conversations regarding graduation requirements

7. Supplying Guidance: Realize that students need varying degrees of assistance. Being an academic mentor does not mean to do things for the student. Instead, being an academic mentor entails balancing guidance with the freedom for students to explore and be self-sufficient. Help them explore problems, seek solutions, and be able to make appropriate decisions. Encourage them to take control of their learning.

Student Responsibilities

The final responsibility for meeting degree requirements rests with the student. Students must be knowledgeable about academic program requirements, keep personal records of academic progress, understand college policy, and maintain solid communication with their academic mentors.

Academic Mentoring Caseload

On April 18, 2006, the faculty of Andrew College approved recommendations which placed students by their academic major with an appropriate faculty member in the field of study, regardless of academic mentoring caseload. Faculty with fewer students will work closely in a buddy system to help faculty who have many.

Students taking two Learning Support courses will be advised by the Learning Support Division Coordinator, and all others will be assigned to a faculty member who has the student in at least one class the first semester the student is enrolled at Andrew.

Basic Academic Mentoring Guidelines

1. Assume that students understand nothing about the process. Explain everything about the curriculum. **Remember that students must successfully complete 16 credit hours per semester to graduate in two years.** Be sure they understand whether or not this is possible for them to accomplish. *Note that students who begin in learning support classes may not be able to complete their program in two years.*
2. Has the student decided on a program of study (major)? If so, make sure that it corresponds to the one stated on your list. If your list has the student as undecided, the student must make a preliminary choice so, at least, you will know to advise either on an AA, AS, AM, ADN, or BSBA basis. Students who want to change a major or concentration need to fill out the Change of Major/Concentration/Advisor Form from the college website and take it to the Registrar.
3. Students must declare a program of study by pre-registration for spring semester. Academic mentors are responsible for sending an accurate list of those declarations to the Registrar before the end of fall semester.
4. Does the student need learning support courses? *All incoming students who have been admitted on a conditional basis are required to take the Accuplacer recommended courses.* For these students, check the

testing form/Google Doc and enroll the student in the learning support course(s) noted on either of the two. For other students, the recommendations may be used for counseling purposes but are not to be interpreted as requirements. Conditionally admitted students must take the noted courses and are limited to the approved list of classes.

5. Twelve (12) semester hours is considered a full-time load at Andrew College, but fifteen (15) or sixteen (16) hours is the normal student load. The Veterans Administration and the Financial Aid Office will consider twelve (12) semester hours for determining subsistence and assistance. The student needs to recognize that an average of fifteen (15) hours each semester must be completed in order to graduate in four (4) semesters. A course load of eleven (11) hours or less is considered part-time. Make sure the student is aware of full or part-time status.

Any course load over eighteen (18) hours is considered an overload, and the permission of the Dean of Academic Affairs is required for a student to carry an overload. To receive approval, normally a grade point average of 3.0 is required. A student will not be allowed to take more than twenty-one (21) semester hours in one term, unless the student is in the Music Program or AndrewServes. For students in the Music Program, any load over twenty (20) hours will be considered an overload, and music students cannot take more than twenty-three (23) hours per semester. Likewise, AndrewServes students will not be considered in overload status unless they exceed twenty (20) hours and cannot take more than twenty-two (22) hours per semester. Varsity sports, Choraliers, private music lessons, and Servant Leadership courses are exempt from overload fees.

Learning Support courses count toward GPA, Title IV and athletic eligibility, but not toward the requirements for graduation.

6. Make a preliminary plan (Plan of Study Worksheet Appendix I) for completing the program of study. Plan for courses taught in sequence, e.g. three English courses, two math and two sciences.
7. If the student is registering for an overload, the Dean of Academic Affairs must approve the student's schedule.
8. Has the student completed the prerequisite for the course? Prerequisite courses must be verified. See *Andrew College Catalog*.
9. Returning Students: Has the student taken the course before? The forgiveness policy only applies to courses with grades of "D" or "F".
10. Will the student be completing graduation requirements in the next term? An Application for Graduation can be picked up in the Office of Academic Affairs or on the Andrew College website.
11. Request for an independent study? The Dean of Academic Affairs must approve all requests for independent study—in advance.
12. Does the student have any "I" or "IP" grades from the previous term? Students must contact the instructor and complete the class work by mid-term of the following semester. If the work is not completed by mid-term, a grade of "F" will be assigned to the student.

Academic Mentoring Procedures

1. FOR COMPUTER REGISTRATION –Log on to Empower following guidelines provided. (See *EMPOWER Academic Mentor and Instructor Handbook*) Register the student and print out a copy of the schedule to give to them.

Forcing may be required during pre-registration for the following reasons only:

- the student has previously failed the course
- the student is currently enrolled in the course
- the course is full
- there is a conflict between two or more courses
-

If forcing is required, please email the Registrar to force the class for you.

This supplies a record of the request and the reason for it.

2. Ensure the student is aware of the last day to change the schedule (drop/add) without penalty. Students may withdraw from a course with a grade of W if they complete this action before the mid-point of the semester or as noted on the Academic Calendar as “Last Day to Withdraw (WD) from a Course.” After this time period or day, students withdrawing from a class will be assigned a WP or WF by the instructor. You may maintain Course Withdrawal Forms in your office, the student may pick them up in the Office of Academic Affairs, or the forms can be found on the Andrew College website.

Academic mentors should not, under any circumstances, change a student schedule after the drop/add period.

Academic Mentor's Guide to EMPOWER

Sign on Screen

To access the Andrew College Empower environment follow the steps below:

1. Start your web browser.
2. Go to www.andrewcollege.edu
3. Select the "Faculty/Staff Resources" on the left side of the page.
4. Click "Empower login" under Technology.
5. Enter your Username and Password into the appropriate boxes. Your Username and Password was issued by the Information Technology department.
6. Click the "Submit" button to bring up your default "Home Page" Screen.



The screenshot shows the Andrew College EMPOWER Self-Service Login interface. At the top, the Andrew College logo is on the left, and the text "ANDREW COLLEGE" is in the center. To the right, it says "ON-LINE STUDENT SYSTEM" with the date "Thursday, July 27, 2017" below it. A navigation bar contains several links: "Create an Account", "Forgotten Password", "Admission Application", "Inquiry Card/This Is Me", "Continue Application", "Course Catalog", and "Admissions Office Events". The main content area features the "EMPOWER SELF-SERVICE LOGIN" title. Below this, there are input fields for "username" and "password", followed by a "Submit" button. On the right side of the login area, there are two overlapping photographs: the top one shows a smiling woman with her arms crossed, and the bottom one shows a group of students looking at a laptop.

Home Page

The main part of this screen is the “Current Filter Settings,” a global variables section which displays the current set of parameters that will be used to fulfill your information requests.

The Menu Tab Bar has the following sections:

- Admissions
- Student Records
- Financials
- Student Services
- Settings& Tools

As you point to one of the tabs on the Menu Tab Bar, a drop down menu of the available functions for that menu selection is displayed. Once you click one of the drop down menu options, that function is initiated.

The screenshot displays the Andrew College On-Line Student System interface. At the top, the header includes the Andrew College logo, the text "ANDREW COLLEGE", and "ON-LINE STUDENT SYSTEM" with the date "Wednesday, July 26, 2017". Below the header, a navigation bar contains tabs for "Admin Tools", "Admissions", "Student Records", "Financials", "Student Services", "Alumni and Donors", and "Settings and Tools". The main content area is titled "WELCOME Karen Pittman" and features three primary sections: "Current Filter Settings", "Notes", and "Faculty Classes".

Current Filter Settings: This section lists filter criteria: Person: Pittman Karen, Term: 2017SU: Summer Semester 2017, Department: (Not Set), Course: (Not Set), Section: (Not Set), and Application Year: (Not Set). A "Change" link is provided below the list.

Office Hours: This section allows users to click on a day to display/hide the schedule. It shows "Today, 07/26/2017" with "No Scheduled events" and "Tomorrow, 07/27/2017" with "Friday, 07/28/2017". A "Schedule Query..." link is also present.

Notes: This section displays "No Notes to Read." and includes a "Schedule" link.

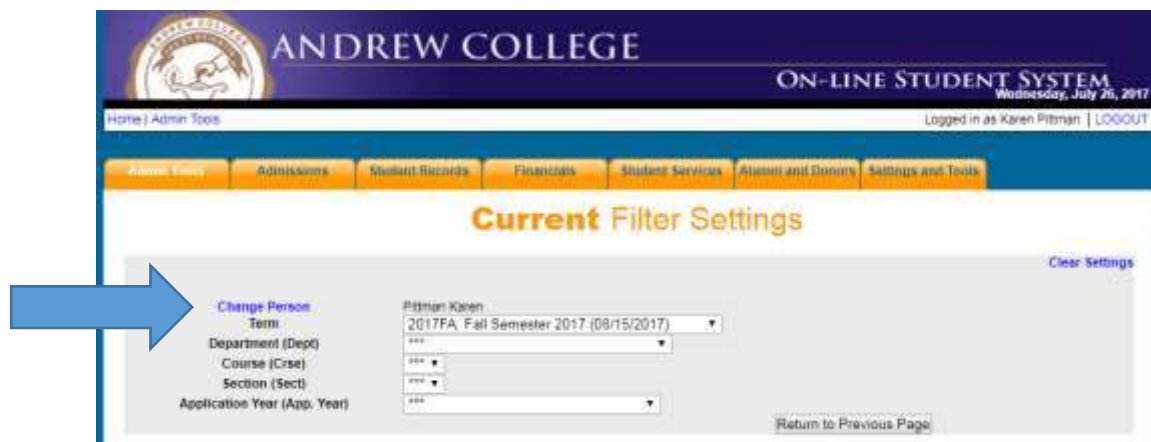
Faculty Classes: This section lists various classes with links to "Class Roster", "Grading Roster", "Student Attendance", and "Grading Elements". The classes listed include BIO-123-OL Human Anat. & Phys I, BUS-100-OL Intro to Economics, ENG-111-OL English Comp I, ENG-112-OL English Comp II, HIS-105-OL US History after 1865, IFS-150-OL Intro to Comp Appl, PSY-121-OL Intro to Psychology, RAG-250-IV Supv. Internship, and SOC-121-OL Intro to Sociology.

Weather Channel: This section shows the current weather as "93°F" with "Scattered Clouds" and the forecast for tomorrow as "High 92°F" and "Low 74°F".

Current Filter Settings

The Current Filter Settings are used in performing the functions you request. One approach for Empower users is for the user to assume different identities when executing functions related to a particular student. For example, when the academic mentor wishes to register a student for a class, the first thing to do is change the value to the student to be registered and also the term value to the term for which registration is being done.

Step 1: Click “Change” in the bottom left corner of the Current Filter Settings Box.

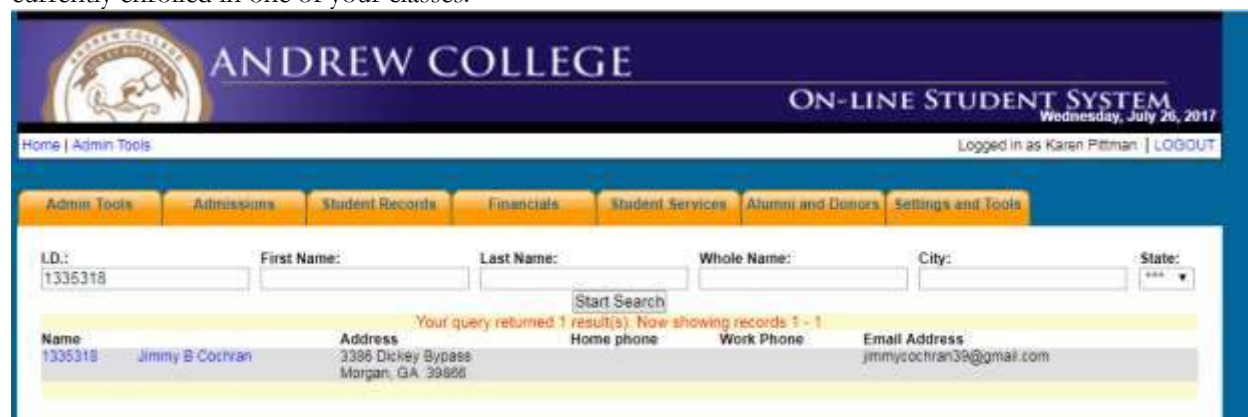


The screenshot shows the Andrew College On-Line Student System interface. The header includes the college logo, name, and date (Wednesday, July 26, 2017). The user is logged in as Karen Pittman. The main navigation bar includes links for Admin Tools, Admissions, Student Records, Financials, Student Services, Alumni and Donors, and Settings and Tools. The 'Current Filter Settings' box is displayed, containing a list of filter criteria on the left: Change Person, Term, Department (Dept), Course (Crse), Section (Sect), and Application Year (App. Year). On the right, there are dropdown menus for each criterion, with 'Pittman Karen' selected for the person and '2017FA, Fall Semester 2017 (08/15/2017)' for the term. A 'Clear Settings' link is in the top right, and a 'Return to Previous Page' link is at the bottom right.

Step 2: Click “Change Person.”

Step 3: Enter the Student ID or the Name of the Student and click “Start Search”. You must enter either the entire ID number or the entire, correctly spelled first name, last name, whole name, or city.

NOTE: You will only see students who have you as their assigned academic mentor or who are currently enrolled in one of your classes.

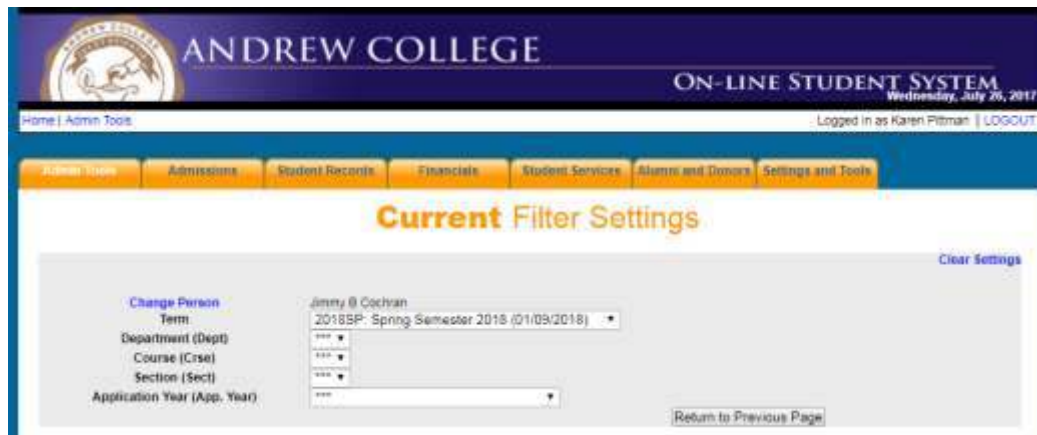


The screenshot shows the search results page. The header is the same as the previous screenshot. The search criteria are filled in: ID: 1335318, First Name: Jimmy B, Last Name: Cochran, Whole Name: Jimmy B Cochran, City: Morgan, GA, and State: GA. The 'Start Search' button is highlighted. Below the search bar, a message states 'Your query returned 1 result(s). Now showing records 1 - 1'. The search results are displayed in a table with the following data:

| Name | Address | Home phone | Work Phone | Email Address |
|-------------------------|--|------------|------------|--------------------------|
| 1335318 Jimmy B Cochran | 3396 Dickey Bypass Morgan, GA 39866 | | | jimmycochran39@gmail.com |

Step 4: Click Appropriate Student.

Step 5: Set Appropriate Term.



NOTE: To RESET the Current Filter Settings back to Default, click “Clear Settings” in the top right corner of the screen.

Step 6: Click “Return to Previous Page.”

Registration

Now it is time to register the student for courses!

Step 1: Under the “Student Records” tab, select “Course Registration”



Step 2: Choose Catalog for corresponding year. In this example: 2017-2018 Catalog. Then click the “Continue” button.



ANDREW COLLEGE

ON-LINE STUDENT SYSTEM

Wednesday, July 26, 2017

Home | Admin Tools Logged in as Karen Pittman | LOGOUT

[Admin Tools](#) | [Admissions](#) | [Student Records](#) | [Financials](#) | [Student Services](#) | [Alumni and Donors](#) | [Settings and Tools](#)

Course Registration Window

Catalog 2017-18 Catalog ▼
[Continue](#)

Step 3: Click “Add Courses.” This will bring up the entire list of courses offered during the semester.

Step 4: Check the box on the left hand side of the page for the course in which the student would like to register.



ANDREW COLLEGE

ON-LINE STUDENT SYSTEM

Wednesday, July 26, 2017

[Home](#) | [Admin Tools](#)
Logged in as Karen Pittman | [LOGOUT](#)

[Admin Tools](#)
[Admissions](#)
[Student Records](#)
[Financials](#)
[Student Services](#)
[Alumni and Donors](#)
[Settings and Tools](#)

Register

| Set Clr | Enroll Type | Dept | Crse | Sect Description | Cr Loca | Bldg | Room | Start | Days | Time | Instructor | Avail | |
|--------------------------|-------------|------|------|------------------------|---------|-----------------------|------|--------|------------|-------|-------------|------------|----------------------------|
| <input type="checkbox"/> | Credit | ACS | 100 | A2 College Success | 1 | Andrew College Campus | SC | 106 | 08/16/2017 | M W | 09:00/09:50 | J Williams | 2 Detail |
| <input type="checkbox"/> | Credit | ACS | 100 | B2 College Success | 1 | Andrew College Campus | PB | 101 | 08/16/2017 | M W | 11:00/11:50 | F Senn | 8 Detail |
| <input type="checkbox"/> | Credit | ACS | 100 | C2 College Success | 1 | Andrew College Campus | LB | PT3LAB | 08/16/2017 | M W | 12:00/12:50 | M Gross | 13 Detail |
| <input type="checkbox"/> | Credit | ACS | 100 | D2 College Success | 1 | Andrew College Campus | LB | PT3LAB | 08/16/2017 | M W | 13:00/13:50 | A Knight | 3 Detail |
| <input type="checkbox"/> | Credit | ACS | 200 | A Cultural Enrichment | 0 | Andrew College Campus | NB | NRR | 08/15/2017 | MTWRF | | Liss-Green | 242 Detail |
| <input type="checkbox"/> | Credit | ART | 101 | A Basic Drawing | 3 | Andrew College Campus | JA | MISON | 08/16/2017 | M W | 11:00/12:50 | C Johnson | 23 Detail |
| <input type="checkbox"/> | Credit | ART | 115 | A Three Dimen Design | 3 | Andrew College Campus | JA | MISON | 08/16/2017 | M W F | 10:00/10:50 | C Johnson | 25 Detail |
| <input type="checkbox"/> | Credit | ART | 205 | A Ceramics | 3 | Andrew College Campus | JA | MISON | 08/16/2017 | M W | 14:30/16:20 | C Johnson | 7 Detail |
| <input type="checkbox"/> | Credit | BIO | 100 | A Prin. of Biology | 4 | Andrew College Campus | 8C | BIOLAB | 08/16/2017 | M W F | 09:00/09:50 | Kenworthy | 5 Detail |
| | | | | | | | 8C | BIOLAB | 08/15/2017 | T | 11:00/12:50 | Kenworthy | 5 |
| | | BIO | 121 | A General Biology I | 4 | Andrew College Campus | 8C | BIOLAB | 08/16/2017 | M W F | 11:00/11:50 | Kenworthy | 0 Detail |
| | | | | | | | 8C | BIOLAB | 08/15/2017 | T | 09:00/10:50 | Kenworthy | 0 |
| | | BIO | 121 | HR Gen Biology I-HR | 4 | Andrew College Campus | 8C | BIOLAB | 08/16/2017 | M W F | 11:00/11:50 | Kenworthy | 0 Detail |
| | | | | | | | 8C | BIOLAB | 08/15/2017 | T | 09:00/10:50 | Kenworthy | 0 |
| <input type="checkbox"/> | Credit | BIO | 123 | A Human Anat. & Phys I | 4 | Andrew College Campus | 8C | 015 | 08/16/2017 | M W F | 11:00/11:50 | P Lahmer | 12 Detail |
| | | | | | | | 8C | BIOLAB | 08/15/2017 | T | 14:00/15:50 | P Lahmer | 12 |
| <input type="checkbox"/> | Credit | BIO | 124 | A Human Anat. & Phy II | 4 | Andrew College Campus | 8C | 015 | 08/16/2017 | M W F | 10:00/10:50 | P Lahmer | 13 Detail |
| | | | | | | | 8C | BIOLAB | 08/17/2017 | R | 14:00/15:50 | P Lahmer | 13 |
| <input type="checkbox"/> | Credit | BIO | 227 | A Microbiology | 4 | Andrew College Campus | 8C | BIOLAB | 08/16/2017 | M W F | 12:00/12:50 | Kenworthy | 1 Detail |
| | | | | | | | 8C | MICRO | 08/17/2017 | R | 11:00/12:50 | Kenworthy | 1 |
| | | BIO | 227 | B Microbiology | 4 | Andrew College Campus | 8C | BIOLAB | 08/16/2017 | M W F | 12:00/12:50 | Kenworthy | 0 Detail |
| | | | | | | | 8C | MICRO | 08/17/2017 | R | 14:00/15:50 | Kenworthy | 0 |

Step 5: Once courses have been selected click “Register.”

Step 6: Click “See Detail.”



ANDREW COLLEGE

ON-LINE STUDENT SYSTEM

Wednesday, July 26, 2017

Home | Admin Tools Logged in as Karen Pittman | LOGOUT

[Admin Tools](#) | [Admissions](#) | [Student Records](#) | [Financials](#) | [Student Services](#) | [Alumni and Donors](#) | [Settings and Tools](#)

**You have 4 Successful Registration and
0 Pending Registration.**

Click See Detail button to see the result.

[See Detail](#)

In the case of a Pending Course, the course and reason will be listed below the schedule. You can also drop courses from this screen using the DROP hyperlink. If courses have a time conflict, you should be able to identify from this screen and make the appropriate changes.

Admin ToolsAdmissionsStudent RecordsFinancialsStudent ServicesAlumni and DonorsSettings and Tools

| | | |
|------------|-----------|----------|
| Credit Hrs | Undergrad | Graduate |
| Earned | 0 | 0 |
| Required | 0 | 0 |
| Registered | 0 | 0 |
| Pending | | |

Fall Semester 2017
Cochran, Jimmy Brooks
Classes Successfully Registered for Listed Below

Add Courses

| | Dept | Course | Section | Type | Description | Credits | Days | Time | Instructor |
|------|------|--------|---------|------|-----------------------|---------|-----------|-------------|------------|
| Drop | ART | 123 | OL | CR | Art Appreciation | 3 | M T W R F | | TEAM |
| Drop | BUS | 152 | OL | CR | Computr Appl for Bus | 3 | M T W R F | | D Collins |
| Drop | ENG | 091 | C | CR | Fourth of English II | 4 | M T R | 12:00/12:50 | C Collins |
| | | | | | | | W | 12:00/12:50 | C Collins |
| Drop | HIS | 106 | OL | CR | US History after 1865 | 3 | M T W R F | | TEAM |

Credits: 13

Pending Registration -- see reasons below

| Dept | Course | Section | Type | Description | Credits | Days | Time | Instructor | Force |
|--|--------|---------|------|-------------|---------|------|------|------------|-------|
| No Pending Registration -- Click Add Courses button to add courses from Course Catalog | | | | | | | | | |

Credits: 0

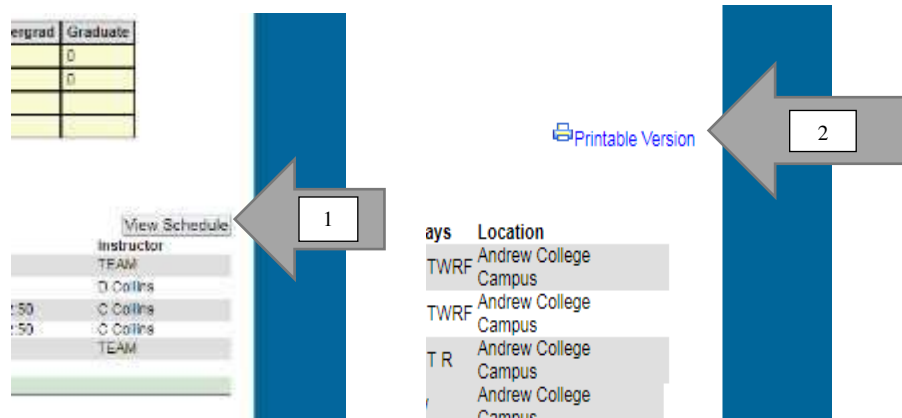
DROP

Pending

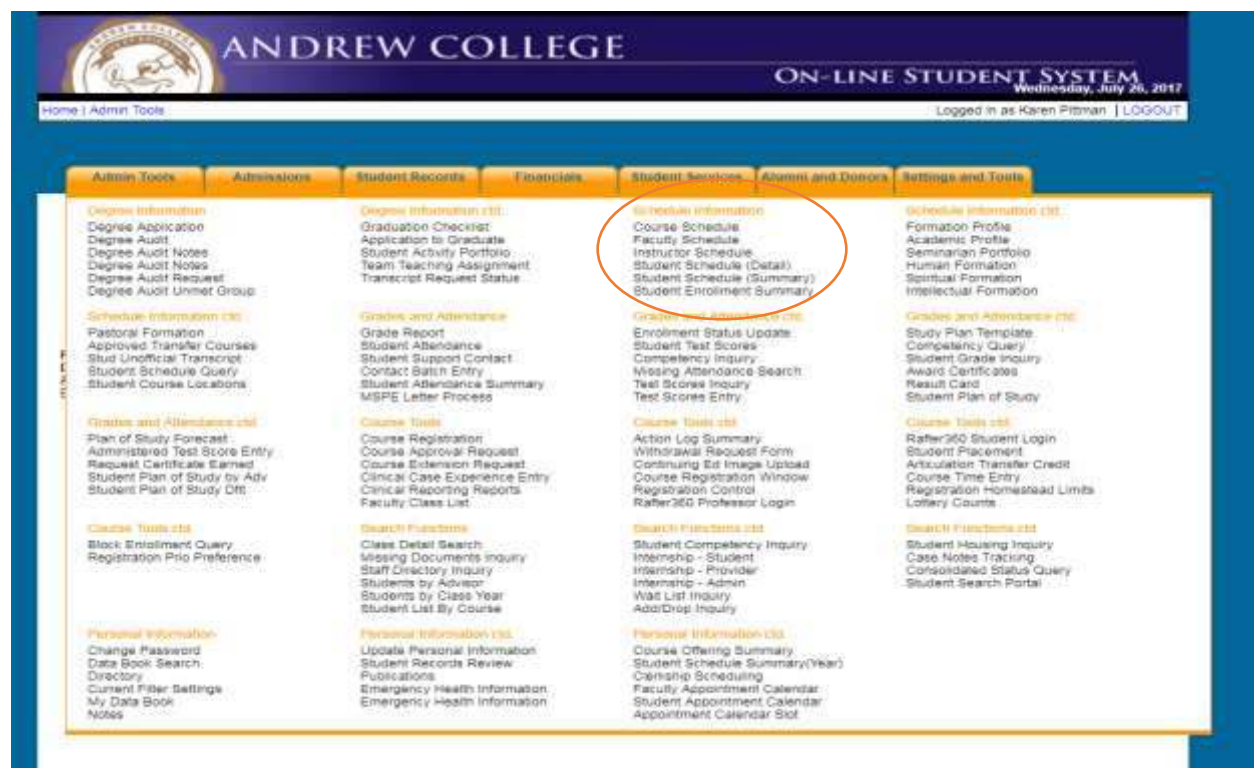
Printing Student's Schedule

To Print the Student's Schedule during Registration click "View Schedule" in the top right corner of the screen.

Then Click "Printable Version."



After the student has registered, you may need an additional copy of the schedule printed. Under "Student Records" in the Menu Tab Bar, select "Student Schedule Summary" for a schedule of that semester, or "Student Schedule Detail" to encompass the courses attended at Andrew.



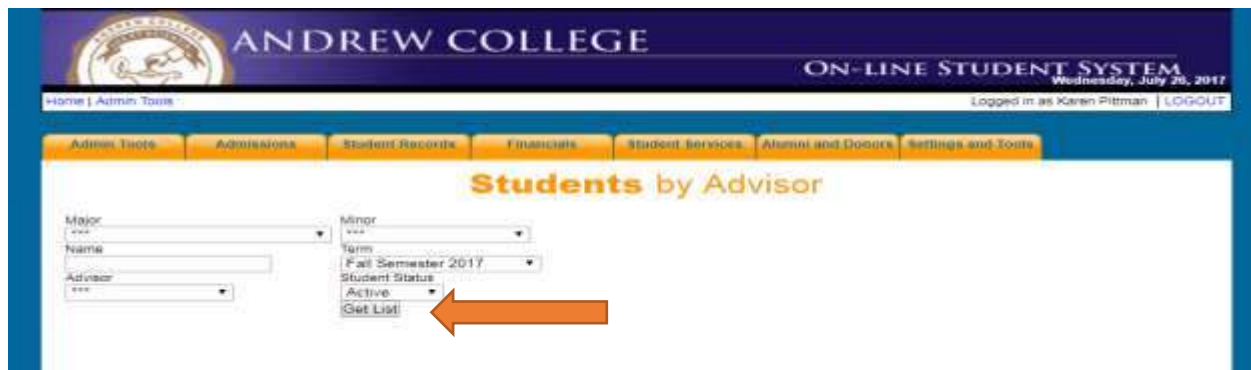
Students Under Academic Mentor

To obtain a list of all students who have you as their Academic Mentor follow the steps listed below.

Step 1: Under “Student Records” on the Menu Tab Bar, choose “Students by Advisor.”



Step 2: Click “Get List”

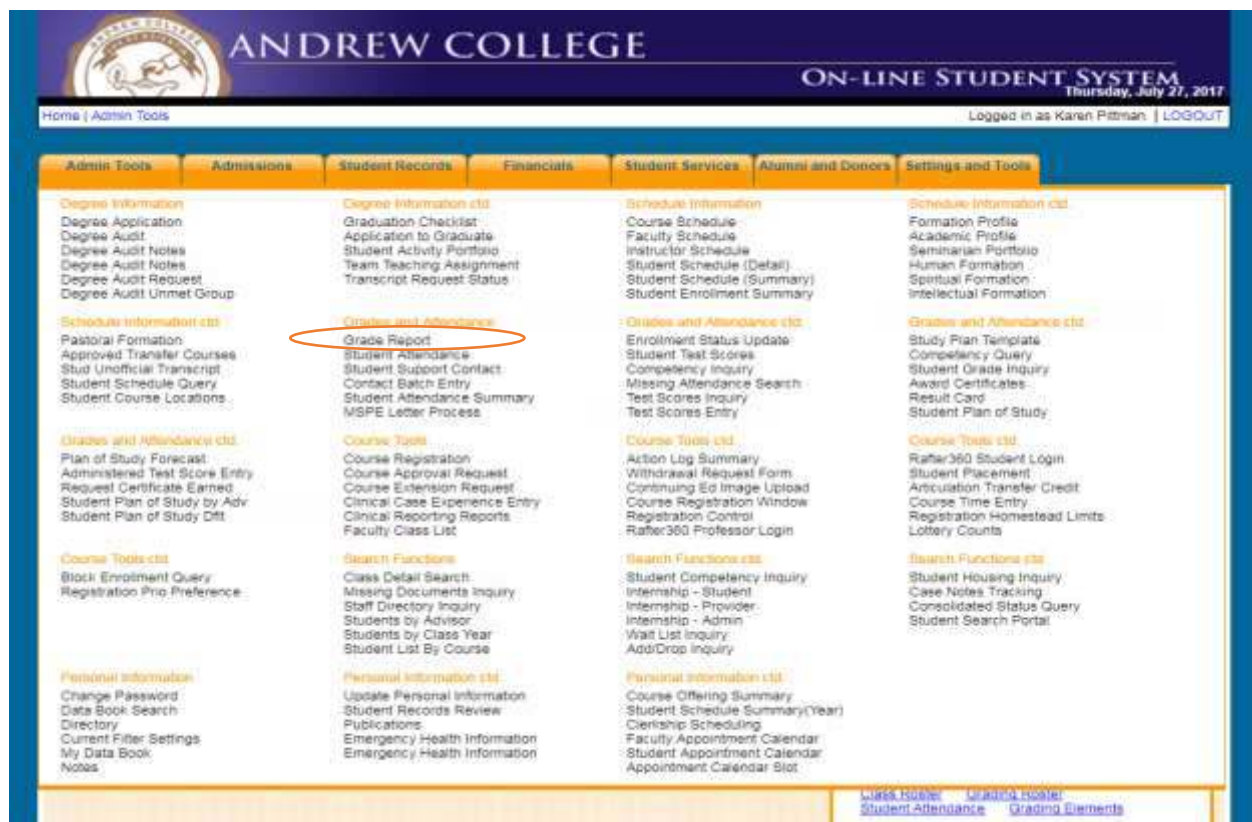


A list of all students who are under you as their assigned Academic Mentor should appear.

Student Grade Report

Step 1: To view a student's grade report you first assume the identity of the student as described in the "Current Filter Settings" section of this handbook.

Step 2: Under Student Records, choose "Grade Reports."



In this example, the grade shown was for Midterm, simply because Finals had not been completed. Once finals are completed it will show the letter grade for the course under "Final." There is only one class here because the example student has only taken one course at Andrew thus far. If the student had completed ten courses all ten would be shown.

The screenshot shows the 'Grade Report' page for Jimmy B Cochran, Summer Semester 2017. The report displays a table of undergraduate courses with columns for Dept, Crse, Sec, Title, Instr, Sess, Crhrs, Interim, Type, Final, Att, Em, Pls, and GPA. The table shows one course, BUS 100, with a grade of 0.00. The 'Term Totals' row shows a GPA of 0.000.

| Dept | Crse | Sec | Title | Instr | Sess | Crhrs | Interim | Type | Final | Att | Em | Pls | GPA |
|--------------------|------|-----|--------------------|-------|------|-------|---------|---------|-------|------|------|------|-------|
| BUS | 100 | OL | Intro to Economics | TEAM | 1 | 3 | A | Midterm | | 0.00 | 0.00 | 0.00 | 0.000 |
| Term Totals | | | | | | | | | | | | | 0.000 |

View/Print Class Roster & Attendance

Step 1: Make the Changes in the “Current Filter Settings” to identify which semester.

Step 2: Click “Return to Previous Page.”

Step 3: Under Student Records, choose “Faculty Class List.”

The screenshot shows the Andrew College On-Line Student System interface. The top navigation bar includes links for Home, Admin Tools, and a user login status (Logged in as Karen Pittman). The main menu is organized into several categories: Admin Tools, Admissions, Student Records, Financials, Student Services, Alumni and Donors, and Settings and Tools. Under the Student Records category, the 'Faculty Class List' link is highlighted with a red circle. Other visible links include Degree Information, Schedule Information, Grades and Attendance, Course Tools, Search Functions, and Personal Information.

Step 4: Choose which function you would like to accomplish for the appropriate course.

The screenshot displays the 'Faculty Class List' page. At the top, there is a dropdown menu for 'Term' set to 'Summer Semester 2017'. Below this, a table lists various courses with columns for 'Instr Name', 'Department-Course', 'Section', 'Descr', 'Start', and 'End'. For each course, there are links to 'Class Roster', 'Grading Roster', 'Attendance', and 'Elements'. The courses listed include BIO-123, BUS-100, ENG-111, ENG-112, HIS-106, IPS-150, PSY-121, and SOC-121. The page also includes an 'Instructor Schedule' link at the bottom.

Choosing “Class Roster” provides a list of all students enrolled in the course.

Change Current filter settings: Person: Pittman Karen Term: 2017SU: Summer Semester 2017 Dept: BIO Crse: 123 Sect: CL App. Year:

Faculty Class List Student Attendance Summary

Export to Excel

Resets for 2017SU BIO

Printable Version

| Col | Seas | Dept | Crse | Sect | Title | Crhrs | Instr | Days | Start | End | Location | Reg | Book |
|------|------|------|------|------|---------------------|-------|-------------------------|----------------|-------|-----|--|-----|------|
| ANDR | 1 | BIO | 123 | CL | Human Anat & Phys I | 4 | P. Lattimer M. Ragan | MTWRF MTWRF | | | Andrew College Campus Andrew College Campus | ON | ONE |

Name Phone Loca W E-mail Data Book

Show Hide

| | | | | | | | | | |
|----|-------------------------|--|---|--|-------------------|--------|---|---------------------------------|---|
| 1 | Baker, Steven R. | | C | Final Grade Degree Expected Date | ACN 05/03/2019 | Detail | ✓ | baker143@andrewcollege.edu | ✓ |
| 2 | Eddy, Alice | | C | Final Grade Degree Expected Date | ACN 05/03/2019 | Detail | ✓ | eddy7401@andrewcollege.edu | ✓ |
| 3 | Elliot, Chandler A. | | C | Final Grade Degree Expected Date | ACN 05/03/2019 | Detail | ✓ | elliott5500@andrewcollege.edu | ✓ |
| 4 | Galt, Morgan L. | | C | Final Grade Degree Expected Date | AS 07/06/2017 | Detail | ✓ | galtm4771@andrewcollege.edu | ✓ |
| 5 | Harris, Tina | | C | Final Grade Degree Expected Date | ACN 05/03/2019 | Detail | ✓ | harris3533@andrewcollege.edu | ✓ |
| 6 | Ingram, Stephanie M. | | C | Final Grade Degree Expected Date | AA 05/03/2019 | Detail | ✓ | ingram5223@andrewcollege.edu | ✓ |
| 7 | King, Tasha L. | | C | Final Grade Degree Expected Date | ACN 05/03/2019 | Detail | ✓ | king4575@andrewcollege.edu | ✓ |
| 8 | Phillips, Alexa | | C | Final Grade Degree Expected Date | AS 05/04/2019 | Detail | ✓ | phillips4556@andrewcollege.edu | ✓ |
| 9 | Quinterio, Amanda | | C | Final Grade Degree Expected Date | AS 05/04/2019 | Detail | ✓ | quinterio3877@andrewcollege.edu | ✓ |
| 10 | Stringer, Antoinette M. | | C | Final Grade Degree Expected Date | AS 05/03/2019 | Detail | ✓ | stringer1158@andrewcollege.edu | ✓ |
| 11 | Wheeler, Mikayla R. | | C | Final Grade Degree Expected Date | ACN 05/03/2019 | Detail | ✓ | wheeler1715@andrewcollege.edu | ✓ |

Send Out Selected Email Display Selected Data Book

Grading Roster allows you to submit grades for the student. Choose Grade Type (i.e. Midterm or Final). Submit.

ANDREW COLLEGE
ON-LINE STUDENT SYSTEM
Thursday, July 27, 2017

Home | Admin Tools | Logged in as Karen Pittman | LOGOUT

Admin Tools | Admissions | Student Records | Financials | Student Services | Alumni and Donors | Settings and Tools

Change Current filter settings: Person: Pittman Karen Term: 2017BU Summer Semester 2017 Dept: BIO Crsel: 123 Sect: OL App. Year:

Faculty Class List | Student Attendance Summary | Competency Grading | Preliminary Grading

There are 11 students (Final Grade) not Graded

- Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

| Coll | Sess | Dept | Crise | Sect | Descr | CrtHrs | Instr | Days | Start | End | Location | Bldg | Room |
|------|------|------|-------|------|----------------------|--------|------------|-------|-------|-----|-----------------------|------|------|
| ANDR | 1 | BIO | 123 | OL | Human Anat. & Phys I | 4 | P. Latimer | MTWRF | | | Andrew College Campus | ON | LINE |
| | | | | | | | M Ragan | MTWRF | | | Andrew College Campus | ON | LINE |

Select type of grading, then enter grades
Type of Grading: Select Interim / Final

Printable Version

| Type | Class/Div | Degree | Expected Date | Name | Interim Grade | Final Grade | Last Date Attendance | Submit Grades Input Grade |
|------|-----------|-----------|---------------|-------------------------|---------------|-------------|----------------------|---------------------------|
| 1 | CR | Sophomore | 05/03/2019 | Butler, Shana R. | | | | |
| 2 | CR | Freshman | 05/03/2019 | Eady, Aize | | | | |
| 3 | CR | Freshman | 05/03/2019 | Elliott, Chandler A. | | | | |
| 4 | CR | Sophomore | 07/26/2017 | Gatin, Morgan L. | | | | |
| 5 | CR | Freshman | 05/03/2019 | Harris, Tina | | | | |
| 6 | CR | Freshman | 05/03/2019 | Ingram, Stephanie M. | | | | |
| 7 | CR | Freshman | 05/03/2019 | King, Tashia L. | | | | |
| 8 | CR | Sophomore | 05/04/2018 | Phillips, Alexis | | | | |
| 9 | CR | Sophomore | 05/04/2018 | Quintero, Alondra | | | | |
| 10 | CR | Freshman | 05/03/2019 | Stringer, Andrinette M. | | | | |
| 11 | CR | Freshman | 05/03/2019 | White, Mikayla R. | | | | |

Submit Grades

Signatures
Professor: _____ Dean: _____ (If Required)
Date: _____

Step 1: Choose "Type of Grading" (ie. Final or Interim).

Step 2: Drop down box will appear under Input Grade.

Step 3: Once grades are inputted and correct, click "Submit Grades."

NOTE: ONCE YOU HAVE CLICKED SUBMIT GRADES AND SAVED A GRADE, YOU CANNOT CHANGE THAT GRADE. YOU MUST GET THE REGISTRAR TO CHANGE THE GRADE.

Printing the grade roster can be completed by selecting "Printable Version."

Right Click and Print Option.

Attendance can be completed by choosing the "Attendance" button on this page.

ANDREW COLLEGE
ON-LINE STUDENT SYSTEM
Thursday, July 27, 2017
Home | Admin Tools | Logged in as Karen Pittman | LOGOUT

Admin Tools | Administration | Student Records | Financials | Student Services | Alumni and Donors | Settings and Tools

Faculty Class List

Term: Summer Semester 2017 ▼

| Instr Name | Department | Course-Section | Desc | Start | End | Class Roster | Grading Roster | Attendance | Elements |
|------------|----------------|----------------|-----------------------|------------|------------|--------------|----------------|------------|----------|
| TEAM | BIO - 123 - OL | | Human Anat. & Phys I | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | BUS - 100 - OL | | Intro to Economics | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | ENG - 111 - OL | | English Comp I | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | ENG - 112 - OL | | English Comp II | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | HIS - 106 - OL | | US History after 1885 | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | IFS - 150 - OL | | Intro to Comp Appl | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | PSY - 121 - OL | | Intro to Psychology | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |
| D Schiavon | RAG - 250 - IN | | Supv Internship | 06/05/2017 | 06/30/2017 | Class Roster | Grading Roster | Attendance | Elements |
| TEAM | SOC - 121 - OL | | Intro to Sociology | 06/01/2017 | 07/28/2017 | Class Roster | Grading Roster | Attendance | Elements |

Instructor Schedule

Step 1: Make sure that you choose the correct date.

Step 2: In the drop down box select the attendance status of each student.

Default Attendance Code: ▼

Default Attendance code

| Name ▲ | # of Absence | Attendance Code |
|---------------------|--------------|-----------------|
| Cochran, Jimmy B. | 0 | *** ▼ |
| Freeman, Ryan Z. | 0 | *** ▼ |
| Mosley, Terrence R. | 0 | *** ▼ |

OR,

Step 2: Select the Default Attendance Code, choose "Present" or the majority option.

Step 3: Make the changes to appropriate students with a different attendance status through the drop down box option.

Step 4 for BOTH Options: Click Save.

Changing Your Password

Empower passwords are confidential and much of the data they give you access to is protected by law (FERPA, etc.). It is important that your password is known only by you. Any time you suspect someone might know your password or any time you want to change your password, you can follow these steps.

Step 1: Under the “Settings & Tools” Tab, choose “Change Password.”



Step 2: Enter your current password where indicated.

Step 3: Enter your new password twice in the boxers provided.

The screenshot shows the 'Change Password' form within the system. It features a title 'Change Password' and a password requirement note: 'Your password must be at least 6 characters. It is advised to use a combination of letters, numbers, and case.' The form includes fields for 'Username' (pre-filled with 'KARANPITTMAN'), 'Current Password', 'New Password', and 'Confirm New Password'. A 'Submit' button is located at the bottom right of the form area.

Step 4: Click Submit.

At the beginning of each semester

Please check your class rolls to be sure that students have completed the prerequisite courses for your course. For example, has a student in MAT 113 had MAT 111, or have all the students in 091 passed 081? The Registrar will do a run to catch these before the end of drop and add; however, someone may be missed. Please ensure that all attending classes have successfully completed the prerequisite course(s). Please ensure that any needed changes will be made **before** the end of the drop/add period.

Institutional Requirements

1. CEP – Unless in a specified program, every student must have a minimum of four (4) CEP credits to complete graduation requirements.
2. Religion/Humanities - Every student must have a religion/philosophy or humanities course to graduate.
3. ACE 100 – Every new student is required to take the ACE 100 course (Exceptions – Students in the ADN program, CRM Certificate program, Online Students)
4. Physical Education: Students must have a one (1) PED course to graduate.
 - Area I: PED 101 Wellness
 - Area II: Fitness and Conditioning (courses begin in 11)
 - Area III: Team Sports (courses begin 12)
 - Area IV: Individual/Combative Sports (courses begin 13, 14, 15, 16, 17)

Learning Support General Education Course List

Students enrolled in Learning Support Courses may take select 100 and 200 level courses simultaneously. The approved courses are as follows:

1. ART 123 – Art Appreciation (3), ART 101, 102, 108, 115
2. MUS 123 – Music Appreciation (3)
3. THE 123 – Theatre Appreciation (3), THE 100, THE 113, THE 120, THE 123, THE 124
4. HUM 121, HUM 122
5. HED 115 – Health & First Aid (3)
6. IFS 150 – Computer Applications (3)
7. PED – Activity courses (1)
8. BUS 100 – Introduction to Economics (3), BUS 200 – Introduction to Business
9. TBM 100 – Introduction to Timber Management (3)
10. RPH 111, 112, 113, 121, 122, 123
11. ACE 101
12. PHY 100 (providing the student is in ENG 091; if the student is in MAT 081 or 091, they cannot take PHY 100)
13. EDU 111
14. Mathematics, English – According to testing results

Do not register students in other classes without the approval of the professor and the Learning Support Division Coordinator.

Varsity Sport Credit

Student-athletes will get a 1 hour P.E. credit for participating in a varsity sport, PROVIDED THEIR PARTICIPATION IS FOR ONE SEASON.

Mini-Term/Half-Semester Courses

Some courses can meet for either the first mini-term or second mini-term of the semester. They are designated in the following fashion: PED101A1 (section A-1st mini-term/half of semester) or PED101B2 (section B-2nd mini-term/half of semester). Look under the column labeled 'Begin/End' to determine the dates.

Special Course Sections

| Ending in | Description: |
|-----------|-----------------------|
| SL | For ESL students only |
| OL | Online Course |
| S | Special Section |
| HR | Honors Course |

Building Codes/Time

| <u>Building Codes</u> | | <u>Time</u> | |
|-----------------------|--|-------------|---------|
| NURS CENTER | Aderhold Division of Nursing Building | 1300 | 1:00 pm |
| PB | Parker Building (Gym) | 1400 | 2:00 pm |
| SUAREZ | Suarez Music Bldg. | 1500 | 3:00 pm |
| LB – PT3 LAB | Pitts Library | 1600 | 4:00 pm |
| SC | Rhodes Science Bldg. | 1700 | 5:00 pm |
| JC | Jones Chapel | 1800 | 6:00 pm |
| OM – THEATRE | Old Main | 1900 | 7:00 pm |
| JAMISON | Visual Arts Building | 2000 | 8:00 pm |
| | Berryman Ceramics Studio | | |
| NB | No Building | | |
| ADS HOUSE | AndrewServes House | | |
| LB IWRC | Pitts Library | | |

PROGRAMS OF STUDY/CONCENTRATIONS/MAJORS

| CODE | MAJOR/PROGRAM NAME | Degree |
|-------------|----------------------------|---------------|
| CN | Communication | AA |
| HS | History | AA |
| LB | Liberal Arts | AA |
| LT | Literature | AA |
| TA | Theatre Arts | AA |
| VA | Visual Art | AA |
| MU | Music | AM |
| CM | Church Music | Cert |
| AT | Athletic Training | AS |
| BL | Biology | AS |
| BA/BS | Business Administration | AS/BS |
| CH | Chemistry | AS |
| CR | Criminal Justice | AS |
| ED | Education | AS |
| MT | Mathematics | AS |
| PC | Physics | AS |
| HE | Health Science | AS |
| SA | Sustainable Agriculture | AS |
| SS | Social Science | AS |
| FR | Forestry | AS |
| ABH | Applied Behavioral Health | AS |
| NU | Nursing | ADN |
| RT | Respiratory Therapy | ART |
| CA | Cancer Registry Management | Cert |
| AG | Agribusiness | AS |
| EG | Engineering | AS |
| CG | Cancer Registry Management | AS |



Athletic Eligibility Requirements (NJCAA By-Laws)

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA:

- A. Prior to the last official date to register for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- B. Prior to the last official date to register for the third full-time, and all subsequent semesters thereafter, as published in the college catalog, a student must satisfy one of the following four requirements to be eligible for the upcoming term:
 - a. Pass a minimum of 12 semester hours with a 2.0 GPA or higher during the previous semester of full-time enrollment, -OR-
 - b. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher. -OR-
 - c. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements (Note: This only establishes eligibility for the initial term, not subsequent terms). -OR-
 - d. A second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.
- C. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. (This is in addition to satisfying A or B)
- D. Student-athletes must be enrolled full-time (12 or more credit) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
 - a. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - b. Their return from a religious mission.
 - c. Their graduation from a high school or receipt of an equivalency diploma.
 - d. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)

- e. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offer said sport.

Academic Mentoring for Students in Fine Arts Programs

Though most Fine Arts students will be assigned an academic mentor in the respective department, the information presented here is intended to address problems common to scholarship students and/or students enrolled in Programs of Study in the Fine Arts Division. This should not to serve as a replacement for the *Andrew College Catalog*. Please feel free to contact the Fine Arts Division Coordinator or the appropriate Fine Arts faculty member for further clarification.

ART

Students in the Visual Art Program of Study and Students with Art Scholarship

First semester freshmen should take **at least one if not both** of the following courses: ART

101 – Drawing;

ART 108 – Color and Design

Students on Visual Art scholarships **must** take at least one Visual Art class each semester.

MUSIC

Students in the Music Program of Study

(First-semester freshmen) – 7 hours

Since it takes four semesters to complete the music theory sequence in the Associate of Music degree, enroll first-semester music majors in all the courses listed below.

MUS 111 - Music Theory I

MUS 101 – Aural Skills I

MUS 117 - Choraliers

MUS 161 - Secondary applied instrument

(MUS 161VC for piano majors, MUS 161PN for voice majors.)

MUS 162 - Primary applied instrument

(This is the student's major instrument/voice. MUS 162PN for piano majors,
MUS 162VC for voice majors.)

Ask students who are music majors if their performance emphasis is piano or voice. This will determine the applied music courses they will take. A music fee of \$90 is charged to the student for each applied music course taken (for music majors, this will be \$180 per semester).

Music majors who have failed MUS 111 or are not ready to begin the theory sequence with MUS 111 may enroll in MUS 091- Music Fundamentals in the spring semester. If they pass MUS 091 with a C or better, they may begin the theory sequence with MUS 111 the following fall semester.

Students in the Music Program of Study (subsequent semesters) – 7 hours each semester

MUS 112, 211, 212 – theory sequence

(students must pass previous theory level with C or better)

MUS 102, 201, 202 – aural skills sequence

MUS 117 (Choraliers) each semester

Primary applied instrument each semester*

(Keep same suffix as first semester; sequence continues with MUS 172, 262, 272.)

Secondary applied instrument each semester*

(Keep same suffix as first semester; sequence continues with MUS 171, 261, 271.)

(*The total number of credits the student takes will actually be higher than the number of hours listed in the Music Program of Study.)

Choraliers scholarship students (non-music majors)

All students must enroll in MUS 116 (Concert Choir) each semester or enroll in MUS 117 (Choraliers) each semester (Confirm with choral director.)

MUS 090 First-year students in fall semester

MUS 091 First-year students in spring semester

Piano scholarship students (non-music majors)

Must enroll in Primary applied piano (MUS 162, 172, 262, 272 PN sequence) each semester.

(Students may be required also to enroll in MUS 117 - Choraliers and/or MUS 091. The instructor/student will let the advisor know if this is the case.)

Overload policy for all music students (majors or non-majors)

“For students in the Music Program, any load over 20 hours will be considered an overload, and music students cannot take more than 23 hours per semester.”

(See the *Andrew College Catalog* section on Course Loads.)

THEATRE

Theatre scholarship students

THE 211 – Beginning Acting (First-semester freshmen in fall)

THE 113 – Technical Theatre (Sophomore in fall semester)

Three of the following classes must be taken to complete the degree:

THE 100, 123, 124, 210, 212, 237.

THE 120 - Students **must** enroll in for three semesters.

(Scholarship students must be enrolled in THE 120 every semester)

Note: Students may take THE 123 in Area C. However if they do, they cannot count it in Area F

FINE ARTS ELECTIVES (NON-MAJORS)

Students may enroll in any of the courses offered in the Fine Arts Division for elective credit only with written permission of the instructor.

Transient Students

Any student must be returning the next semester after taking courses at another institution to qualify as a transient student

Students often request transient status during the summer. The process should be explained to the student as follows:

1. They should decide the school (host school) they want to attend and make sure the school is offering the course the student is interested in taking.
2. As the academic mentor, you have to ensure that the course is an equivalent to the AC course.
3. **ADVISE STUDENT TO APPLY TO THE HOST SCHOOL AS A TRANSIENT STUDENT.**
4. Students can pick up a Transient Permission form in the Office of Academic Affairs.
5. Students and academic mentors should complete form.
6. After a thorough discussion, the academic mentor approves transient courses(s) by signing the form after the student signs form.
7. **STUDENT SHOULD BRING THE SIGNED FORM TO THE REGISTRAR'S OFFICE.**
8. Once received, the Registrar will ensure that the student has completed all requirements (e.g. pre-co-requisites) in order to take the course at the host school as a transient.

After review and approval by the Registrar, the Transient Permission form and/or an official transient letter will be sent to the host institution. Please ensure the student understands once the course is completed, **THE STUDENT** must request an official transcript from the host institution be sent to the Registrar's office at Andrew College. The student will not receive credit for the course until an official transcript is received verifying a grade of C or better.

FERPA

Family Education Rights and Privacy Act of 1974 (FERPA) also known as the Buckley Amendment passed by Congress in 1974 grants the following rights to students:

- The right to inspect and review their own educational records.
- The right to seek to have those records amended.
- The right to have some control over disclosure of information from their educational records.
- The right to file a complaint with the U. S. Department of Education if they feel their rights are being violated.

Who is covered under FERPA?

Students who are or have been in attendance at any postsecondary institution, regardless of age.

When do FERPA rights begin?

FERPA rights for Andrew College Students begin when the student has matriculated.

Education Records

All records that directly relate to a student and are maintained by Andrew College. Records can be in any media form: handwritten, print, type, film, electronic, etc.

Information that needs to be handled in a secure way

- Application for admission
- Transcripts

- Student information displayed on your computer screen
- Grades
- Student Schedules
- Class Rosters
- Any paper with a student ID on it.

Information that can be released

- Directory Information
- Information the student has given written consent to release
- Information needed by employees who have a legitimate educational interest
- Information needed by certain government agencies

What is “Directory Information”?

- Information that can be released without the student’s written consent.
- At Andrew College directory information includes:
 - Name
 - Address
 - Telephone Number
 - Schedule (Should only be released to third parties by the Registrar’s Office)
 - Program of Study/Degree Sought
 - Expected date of Program Completion
 - Full or Part-time Status
 - Dates of Attendance
 - Degrees and Awards
 - Participation in Officially Recognized Activities and Sports
 - Previous Educational Institutions Attended
 - Height and Weight of Athletes

Student’s Rights

- Students have the right to suppress the disclosure of directory information to outside agencies
- Possible issues for student withholding directory information
- Problems with enrollment verifications
- Students may not be included in some mailings
- Students will not be listed in college publications, such as the Directory and Graduation Programs
- Peers, faculty and staff may not be able to contact the student
- Employers, insurance companies, and other that need information will not be able to obtain that information

Parent’s Rights

- Parents may obtain directory information
- Parents MAY NOT obtain non-directory information (grades, GPA, etc.) without a signed release from the student

Who can access Student Information?

- Financial Aid Lenders
- Agents of the court when the college has been issued a subpoena or courts order that is within the jurisdiction of such request as defined by Federal and/or State Law

- Certain State & Federal Agencies
- Appropriate individuals in an emergency in order to protect the health and safety of the student or other persons
- Under the Solomon Amendment, military recruiters
- Andrew College employees who have a legitimate educational interest defined as: “A school officials’ need to review student education information to fulfill a responsibility as a College employee.”

Record Disposal

Records containing Social Security Numbers, ID Numbers, names or grades should be shredded, not just thrown in the garbage. This includes test and term papers.

Special Note:

- Access to Student Information via EMPOWER or other computer software does not authorize unrestricted use of that information.
- Curiosity is not a valid reason to view student information.
- Records should only be used in the context of official business
- Refer requests for student academic information to the Registrar’s Office
- Information on a computer should be treated with the same confidentiality as a paper copy
- DO NOT leave confidential information displayed on an unattended computer
- Cover or put away papers that contain confidential information if you are going to step away from your desk

To Avoid FERPA Violations

PLEASE DO NOT:

- Use the SSN/Student ID or names to post grades.
- Leave graded tests/term papers in a stack or box outside your office for students to sort through.
- Circulate a printed class list with the student name and/or ID number.
- Provide anyone with student schedules.
- Provide anyone with lists of students enrolled in your classes.
- Include confidential information (i.e. grades, # of credits, GPA) in a recommendation letter without the written consent of the student.
- EMAIL students their grades.

When in doubt-don’t give it out!

Appendices

INDEX OF APPENDAGES

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Plan of Study Worksheet

| | |
|------------------------------|---|
| Student Name: | ID #: |
| Term Entered: | First-time Freshman _____ Transfer Student _____ |
| Plan of Study/Concentration: | |

| |
|---|
| List Transfer Credits (include AP credits and IFSCBE): |
| |
| |
| |
| |
| |
| Total Transfer Credits: |

Semester 1 Fall Spring Summer 20____

| Course Number | Course Title | Credits | |
|---------------|----------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Credits: | | |

Semester 2 Fall Spring Summer 20____

| Course Number | Course Title | Credits | |
|---------------|----------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Credits: | | |

Semester 3 Fall Spring Summer 20____

| Course Number | Course Title | Credits | |
|---------------|--------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|----------------|--|--|
| | | | |
| | | | |
| | Total Credits: | | |

Semester 4 **Fall** **Spring** **Summer** **20**

| Course Number | Course Title | Credits | |
|---------------|----------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Credits: | | |

Semester 5 **Fall** **Spring** **Summer** **20**

| Course Number | Course Title | Credits | |
|---------------|----------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Credits: | | |

Semester 6 **Fall** **Spring** **Summer** **20**

| Course Number | Course Title | Credits | |
|---------------|----------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Credits: | | |

| |
|---------------------------|
| Total Program Credits: |
| Expected Graduation Date: |

ACADEMIC MENTOR CHECKLIST

The following are suggested items students should know as they progress through their program at Andrew College. Use this checklist as a tool to track academic development.

- _____ Knows the location of the academic mentor's office, phone number, e-mail address, and office hours
- _____ Understands academic expectations, such as class attendance, communication with professors, proactively engaging faculty to discuss concerns and problems
- _____ Is familiar with College resources (such as Library, Focus, Registrar, Academic Affairs Office, Student Affairs Office, Financial Aid Office, Business Office, IWRC, Student Success Center, Upswing)
- _____ Knows where to locate the college catalog, student handbook, semester schedules, and calendars via www.andrewcollege.edu or Moodle/Canvas.
- _____ Engaged in choosing a major; Major selected Spring term of Freshman year
- _____ Engaged in selecting a transfer institution
- _____ Is taking control of learning and assuming responsibility for educational progress
- _____ Knows the importance of forming relationships with faculty members for mentoring, future references, expert opinion, and learning outside the classroom
- _____ Is becoming an active member of the Andrew College Community



BOOK ADOPTION FORM

Course:

Professor:

Expected Enrollment:

Book Title:

ISBN:

Author:

Edition:

Publisher:

Circle: Optional or Required

Circle: New Book Only

Professor Signature:

Additional course material
requirements:



Annual Faculty Evaluation Plan

The evaluation plan is designed to allow faculty to create a portfolio that will serve as the basis for promotion and tenure. The annual cycle is defined as summer, fall and spring terms; i.e., one complete academic year.

Name: _____ Division: _____

Position Title: _____

Division Coordinator: _____

Highest Degree: _____ Year Eligible for Promotion: _____

Date of Initial Employment: _____

ASSESSMENT:

Faculty members with less than 6 months service must also set goals and in return receive an evaluation (even if it is not scored, goals must be set).

PROFESSIONAL GOALS:

This section should be completed to establish a faculty development plan for the next year's review. Each goal should be specific and should have a completion date defined. In most cases, the completion date will be 1 year (next annual review). Every faculty member should have at least 3 goals.

| Goal #1: (TEACHING) | Timetable to Completion: |
|------------------------------------|--------------------------|
| | |
| Plans/Strategies/Resources Needed: | |
| | |
| Goal #2: (COLLEGE SERVICE) | Timetable to Completion: |
| | |

| | |
|---|---------------------------------|
| Plans/Strategies/Resources Needed: | |
| Goal #3 (PROFESSIONAL DEVELOPMENT) | Timetable to Completion: |
| | |
| Plans/Strategies/Resources Needed: | |
| Additional Goals: | Timetable to Completion: |
| | |

Review Summarization:

Job Duties and Performance Expectations have been discussed with employee? ☐ YES ☐ NO

Goals and Objectives have been developed and discussed with employee? ☐ YES ☐ NO

Appropriate Corrective Action has been discussed with employee? ☐ YES ☐ NO ☐ N/A

SIGNATURES:

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

Faculty Member _____ Date _____

Division Coordinator: _____ Date _____

Academic Dean _____ Date _____

Classroom and Teaching Evaluation

Teaching Effectiveness

Faculty self-assessment and student ratings should be considered. Course evaluations and student comments should be used.

1. **INSTRUCTIONAL DESIGN**: those technical skills in designing, sequencing, and organizing learning experiences which, when engaged by a qualified learner, result in a high probability that specified learning outcomes will be achieved by the student.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

2. **INSTRUCTIONAL DELIVERY**: interactive skills and characteristics that promote or facilitate learning, including the ability to motivate students, generate enthusiasm, and communicate effectively using various forms of technology.

Please Circle

Faculty's Self Assessment

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Division Coordinator's Assessment

Superior

Exceeds Expectation

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

Division Coordinator's Comments:

| |
|--|
| |
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3. **INSTRUCTIONAL ASSESSMENT:** those tools in developing instruments, procedures, and strategies for assessing student learning and providing meaningful feedback to students.

Please Circle

Faculty's Self-Assessment

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Division Coordinator's Assessment

Superior
Exceeds Expectation
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

| |
|--|
| |
|--|

Division Coordinator's Comments

| |
|--|
| |
|--|

4. **COURSE MANAGEMENT:** those skills in configuring, maintaining, and managing the resources and facilities required to provide an appropriate teaching/learning environment.

Please Circle

Faculty's Self-Assessment

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Division Coordinator's Assessment

Superior
Exceeds Expectation
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

Division Coordinator's Comments:

ANNUAL PORTFOLIO

PRACTICE AND PERFORMANCE

1. **ADVISING:** consulting with students on an individual/group basis for the purpose of providing guidance and advice concerning their academic endeavors.

Please Circle

Faculty's Self-Assessment

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

2. **AVAILABILITY/ACCESS:** consistency and reliability in maintaining on campus and/or online presence for student and collegial interactions.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

3. **RECORDS MANAGEMENT:** maintaining and submitting appropriate institutional, professional, and student records and reports.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

SERVICE TO THE INSTITUTION, PROFESSION, & COMMUNITY: contributes to campus/community life with active involvement in activities and/or makes contributions through publication/sponsorship of events in professional area.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

ACADEMIC ACHIEVEMENT & PROFESSIONAL DEVELOPMENT

1. **PROFICIENCY AND DISSEMINATION:** maintaining currency as well as transmitting and sharing information about professional and meta-professional.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

SUMMARIZATION OF COMPLETION OF ESTABLISHED GOALS FROM PREVIOUS YEAR:

I. ATTACH UPDATED VITA

II. EVALUATION OF PREVIOUS YEAR'S GOALS

Please describe how in which you completed these goals in paragraph or list form.

a. TEACHING:

b. SERVICE:

c. PROFESSIONAL DEVELOPMENT

COLLEGIATE EVENTS ATTENDED

Please list all events attended throughout the academic year. (i.e. Faculty/ Staff Workshop, Commencement, Spring Theatre Production, or Day of Service).

ADDITIONAL REMARKS:

Faculty Member:

Division Coordinator:

SIGNATURES:

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

Faculty Member's Signature

Date

Division Coordinator

Date

Academic Dean

Date

Human Resources Director

Date

ANDREW COLLEGE

Andrew College, the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854, prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

SYLLABUS FORMAT

1. Title and Number of Course
Term (Spring, Summer, Fall) and Year
Description of Course (closely follow description in catalog)
Prerequisite (if any)
2. Instructor
Office Hours
Office Location
3. Textbook(s) (Remember to include a statement in your syllabi that all students must have a textbook or a confirmation that he or she has ordered a text book by the end of the drop/add period.)
4. Course Objectives - stated in terms of what students will do after they have studied the subject matter.
5. Specific Course Requirements
Include writing component
6. Evaluation Procedure - grading policy, schedule of exams, oral reports, papers, laboratory exercises, etc.
7. Attendance Requirements
8. Rules on Academic Irregularity
Include a statement of high moral and ethical expectation
9. Americans with Disabilities Act
The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Director of the Focus Program in the Focus House or call 732-5908
10. Outline of Topics to be Covered (Optional)

This statement must appear on all syllabi:

All students will dress in a manner demonstrating respect to other students, faculty, administration, and guest speakers. Unless otherwise notified, attire on campus should be as normally acceptable in standards of neatness, cleanliness, modesty, and good taste. Dressing appropriately is considered part of the learning process. Students who are inappropriately dressed will be asked to leave class.

**Educational Program Committee
Request for Consideration of Program Change(s)**

***ALL PROPOSED CURRICULAR CHANGES MUST BE SUBMITTED TO THE EPC
by the Division Coordinator after careful consultation with division faculty members. This will
provide one level of review and consensus before submitting for consideration by the EPC.***

Submitted by: _____

Date: _____

I. Proposed Change:

(Insert brief description of change *i.e. New Course, Course Title/Number Change, Revision to course description, Program of study change...*)

II. Rationale for Change:

(Concisely and thoroughly state the rationale *i.e. maintaining correlation with transfer institutions, course description outdated...*)

III. Supporting Evidence:

(This can be internal and/or external documentation. In many cases, the best support will come from catalogs/curricula from peer or transfer institutions. When presenting a case to align Andrew's educational programming with peer/transfer institutions, please include supporting evidence from at least two peer/transfer institutions as well as a detailed side-by-side comparisons of course descriptions and/or programs of study from those institutions. Attach as much documentation as possible.)

FACULTY DEVELOPMENT FUNDS REQUEST FORM

Date of Application _____

Faculty Member _____

Department _____

Amount Requested _____

Type of Activity (check one):

_____ Travel to participate in scholarly conference

_____ Faculty research and creative activity

_____ Curriculum improvement

Please provide a brief description of the proposed activity and its projected impact upon the applicant, the academic program for which the faculty member is responsible, and the College (attach a separate sheet if more space is needed):

Timetable for the project (or dates of the conference to be attended):

Please list any other sources of funding:

Division Coordinator Recommendation for Approval or Non-approval (include information about replacement of applicant if release time is involved):

Signature: Division Coordinator

Date

Signature: Chair of the Faculty Development Committee

Date

*****Attach a Line-Item Budget describing the total support needed to carry out this project, including release time costs if applicable.*****

Revised 8/8/19

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| <p style="text-align: center;">Acceptable Use Policy for Informational/Communications Systems</p> |
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Andrew College makes available computer, telephone, and other communications resources to support the academic research, instructional, administrative, and student services activities of the institution. The resources are intended for the sole use of Andrew College faculty, staff, students and other authorized users. These resources include, but are not necessarily limited to, host computer systems, personal computers and workstations, telephone/communications networks, software, and computer files. These policies apply to all Andrew College faculty, students, staff, and other authorized users.

- Use of Andrew College informational/communications system resources must be consistent with the College's conduct policies published in the *Faculty Handbook*, the *Personnel Handbook*, and the *Student Handbook*, as well as state and federal laws.
- Connection of personally owned computers/devices to an Andrew College system makes them subject to established usage policies.
- In order to protect the integrity of its informational/communications systems Andrew College reserves the right to gain access to all information utilizing the system(s). Access to non-public information (ie e-mail and voice mail) is limited to designated administrators and only within established guidelines.
- Access/Addresses/Accounts/Passwords granted to individuals are intended for the sole use of that individual, and are non-transferable.
- The owner is responsible for all usage on their assigned Access/Address/Account/Password.
- Andrew College expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic information systems; and encompassing any activities by a user found to be illegal, or any consequences thereof.
- The right to use the Andrew College informational/communications systems can be revoked if misused or abused, even if unintentionally.
- The following types of activities are examples of behavior that are unethical and unacceptable, and in some case may violate state or federal law:
 1. Violating copyright and/or software agreements;
 2. Altering system software or hardware configurations;
 3. Accessing another individuals' account, private files, voicemail, or e-mail without permission of the owner;
 4. Misrepresenting one's identity in electronic communication;
 5. Violating rules or codes of conduct set by services (such as Galileo and

Endeavor) subscribed to by the College;

6. Using College computing/communications systems to threaten or harass;
7. Using College computing/communications systems for commercial or profit making purposes without written authorization from the College administration;
8. Failure to follow established policies, procedures, and protocol.
9. Accessing websites/information/material through the misrepresentation of age or other requested information.

- Policies and regulations of the College, and state and federal law, are applicable to all resources. Alleged violations of laws, policies, procedures, or protocol will be processed as outlined under *Misuse of Andrew College Informational Communications Resources*.

I have read and understand the above Acceptable Usage Policy and hereby agree to abide by all established policies and procedures.

(Printed Name)

____/____/____(Date)

(Signature)

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| Andrew College |
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| Misuse of Andrew College Informational/Communications Resources |
|--|

Individuals who misuse Andrew College informational/communications systems by failure to comply with the Acceptable Use Policy, are subject to loss of access to those resources as well as other disciplinary action, depending upon the nature of the breach of policy. In instances in which the alleged violations involve state/federal laws or institutional conduct policies such as sexual harassment or non-discrimination, the disciplinary procedure outlined in the *Faculty or Personnel or Student Handbook* will have precedence. Actions regarding access to informational/communications resources will be based upon the determination of that process.

1. Individuals who have allegedly violated established policies/procedures will be notified in writing of the alleged violation by the Vice President for Finance. A copy of the notification will be given to the Dean of Student Affairs if the individual is a student; the Dean of Academic Affairs if the individual is a faculty member; or to his/her supervisor if the individual is a staff member.
2. A hearing will be held by the Technology Committee to hear evidence in support of the alleged violation. The individual accused of the violation will be given opportunity to dispute and/or explain the alleged violation.
3. Following the hearing the Technology Committee will determine whether or not a violation took place and, if so, establish restrictions and/or the loss of access to informational/communications resources. The determination of the Committee will be given to the individual in writing.
4. The individual has the right to appeal if they feel that their hearing by the Committee was not fair and impartial. The appeal should be in writing and made to the President of the College within 24 hours. The President will appoint an appeals committee of three faculty and one staff member to review the hearing process and procedure. The appeals committee will make a recommendation to the President whose decision is final.

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| <p style="text-align: center;">Administrative Access to Informational/Communication Systems Data</p> |
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In order to protect the integrity of its informational/communications systems Andrew College reserves the right to gain access to all information residing in the system(s). Data, information, and/or files which directly relate to system operation/performance (*System Information-Public*) may be accessed by systems personnel on a routine basis as a defined part of their job description. Access to data, information, and/or files related to the administration or operations of the institution (*Institutional Information-Public*) are limited to specific needs and departments as defined by Federal Right-To-Privacy regulations and job description. Data, information, and/or files which do not fall in either of the above two categories (*System Information-Public* or *Institutional Information-Public*) are considered to be restricted and is classified as *Non-Public Information*. Voice-mail, e-mail, and non-system files stored on the hard drive of a workstation are examples of *Non-Public Information*. Access to *Non-Public Information* is limited to designated personnel and only within the guidelines outlined below.

Access to *Institutional Information-Public* or *Non-Public Information* without proper authorization is a serious violation of College policy and subject personnel to disciplinary action including possible dismissal.

Procedure for access to *Institutional Information-Public* or *Non-Public Information*:

1. Authorization for access to data contained in files classified as *Institutional Information-Public* or *Non-Public Information* must be granted before the fact.
2. Need for access to *Institutional Information-Public* or *Non-Public Information* must be communicated in writing by systems personnel to the Vice President for Finance. The request must be specific in regards to the information/files to be accessed, the expected time frame (beginning and ending) that access will be required, and the reason access is necessary. The Vice President for Finance may approve access to *Institutional Information-Public* based upon Federal Right-To-Privacy regulations and job description.
3. For access to *Non-Public Information* the Vice President for Finance may (1) obtain the written authorization of the author/recipient of the information, or (2) obtain written authorization from both the Dean of Academic Affairs and President of the College. Access to *Non-Public Information* without the written authorization of the author/recipient will be granted only under court-order; when there is evidence that the Andrew College informational/communications systems are being used for illegal purposes; or when the safety and/or well-being of individuals or the College community are involved.
4. Upon termination of the employer-employee relationship all *Non-Public Information* is reclassified as *Institutional Information-Public*. The Vice President for Finance may authorize the purging of all such information from the system(s). It is the responsibility of the employee to remove all his/her *Non-Public Information* from the Andrew College system(s) prior to termination of the employment relationship.

Andrew College
Administrative Access to Informational/Communication Systems Data
Request and Authorization Form

Access to *Institutional Information-Public* or *Non-Public Information* without proper authorization is a serious violation of College policy and subject personnel to disciplinary action including possible dismissal.

| | | |
|---|--|--------------------------------------|
| Classification: | <i>Institutional Information-Public</i> | <i>Non-Public Information</i> |
| Author/Recipient (if <i>Non-Public Information</i>): _____ | | |
| Access Requested By: _____ | | |
| Location of File(s): _____ | | |
| Reason Access Is Required: _____ | | |
| _____ | | |
| Time Frame: Beginning Date: ____/____/____ Ending Date: ____/____/____ | | |
| Author/Recipient Authorization: _____ Date: ____/____/____ | | |
| Vice President for Finance Authorization: _____ Date: ____/____/____ | | |
| Dean of Academic Affairs Authorization: _____ Date: ____/____/____ | | |
| President Authorization: _____ Date: ____/____/____ | | |

FACULTY ADVANCE NOTICE OF ABSENCE

This form must be filled out and filed in the office of the Dean of Academic Affairs prior to the date of
absence from the campus.

Date: _____

Name: _____

Reason for Absence:

Date(s) of Absence: _____

Phone Number where you can be reached in case of emergency: _____

Arrangements for classes and/or other responsibilities:

Faculty Signature: _____

Academic Dean: _____ Approved Denied