Faculty Handbook

Eastern Florida State College

Revised November 2014
AAC Faculty Handbook Subcommittee
Dr. Kathleen Peters
Dr. Debra Marshall
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MESSAGE FROM THE PRESIDENT

Throughout the history and heritage of American higher education, the concept of shared governance has remained a compass point for our profession. Briefly stated, shared governance provides for the distribution of different but complementary responsibilities to the faculty, the administrative staff, and the student representatives of a college or university. Although implemented in differing ways according to the laws, regulations and organizations of each state, the shared-governance tradition accords faculty members a vital collaborative role in ensuring the integrity of teaching and learning, and certifying that all prospective graduates have met the standards and requirements of our curricula. As president, I am privileged to reaffirm the commitment of the Eastern Florida State College administration to the advancement and support of our faculty members, and to their singular role in the success of our students.

Dr. James H. Richey
President
II. GENERAL INFORMATION
VISION, MISSION STATEMENT & CORE ABILITIES
Our Vision
Eastern Florida State College is committed to being our community’s center for Quality Teaching and Lifelong Learning.

Our Mission
To engage our diverse population in quality, accessible, learning opportunities which successfully meet individual and community needs.

Eastern Florida State College fulfills its mission by offering the following:

1. Specified baccalaureate degree programs through formal written agreements between the college and other regionally accredited postsecondary education institutions or with the college for the purpose of meeting district, regions or statewide workforce needs.
2. Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, hybrid classes, and fully online classes.
3. Technical and vocational training for Associate Degrees and Certificates for entering the workforce, improving professional skills, and developing new competencies.
4. Instructional support services such as advisement and career guidance.
5. Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
6. Workshops and classes for personal growth, development instruction, and lifelong learning.

Core Abilities
Global or general skills that are addressed throughout the academic experiences in the general education A.A. degree:

- WORK COOPERATIVELY
  - Learner demonstrates the ability to act cooperatively and effectively in a diverse environment
  - Learner demonstrates respectful interpersonal skills when working with others
  - Learner provides and accepts constructive feedback
  - Learner contributes to a group with ideas, suggestions, and effort
- THINK CRITICALLY & SOLVE PROBLEMS
  - Learner demonstrates the ability to research, evaluate, interpret, synthesize, and apply knowledge and understanding of problem-solving activities
  - Learner demonstrates the integration of culturally and aesthetically-based knowledge and understanding of problem-solving activities
  - Learner demonstrates the integration of mathematically and scientifically-based knowledge and understanding into problem-solving activities
• PROCESS INFORMATION
  o Learner identifies, locates, and uses appropriate technology and informational tools for research purposes
  o Learner gathers required information
  o Learner selects, synthesizes, and organizes information
  o Learner evaluates and documents sources

• MODEL ETHICAL & CIVIC RESPONSIBILITY
  o Learner accepts responsibility for his/her learning
  o Learner demonstrates respect for the rights, views, and work of others
  o Learner exhibits personal and academic honesty
  o Learner exhibits responsibility in personal, civic, professional, and educational environments

• COMMUNICATE EFFECTIVELY
  o Learner applies appropriate reading, writing, speaking, new media, and active listening skills to express information, ideas, and opinions
  o Learner uses appropriate technology that supports or facilitates communication
  o Learner communicates effectively, appropriately, and professionally in verbal, nonverbal, and written forms

ACADEMIC CALENDAR
The calendar for each academic year is located on the home page of the Eastern Florida State College website under “Academics & Career Options.” Additionally, a complete academic calendar (to include attendance cycle information) is located on the “Faculty & Staff” page under “Helpful Resources.” Calendar dates are subject to change, so please check the online academic calendar frequently.

SECURITY
The website for the Security Department is http://www.easternflorida.edu/our-campuses/campus-security/index.cfm

Smoking is not permitted inside any EFSC facility or within 50 feet of any building entrance. Each campus has designated smoking areas outside. Food and drinks are not to be brought into the classrooms. Water may be permitted with faculty approval.

All students, faculty and staff at EFSC are required to register their motor vehicles with Campus Security and obtain an annual parking permit. Parking permits are requested through the Banner parking permit request system, found by logging into Banner using a B# and password. For students, the cost per annual permit is $40 plus tax. Faculty and staff are not charged for annual parking permits.

All laws governing the use of motor vehicles in the state of Florida apply to EFSC parking areas, driveways and roadways. Local law enforcement regularly patrols all EFSC campuses and will enforce traffic laws accordingly.
**EFSC Parking Zones**

<table>
<thead>
<tr>
<th>Color</th>
<th>Parking Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>Faculty and Staff Parking</td>
</tr>
<tr>
<td>White</td>
<td>Student Parking</td>
</tr>
<tr>
<td>Blue</td>
<td>Disabled Parking</td>
</tr>
<tr>
<td>Red</td>
<td>No Parking</td>
</tr>
<tr>
<td>Yellow with Visitor Sign</td>
<td>No faculty, staff, or college vehicles permitted</td>
</tr>
</tbody>
</table>

Vehicles parked illegally, which includes parking backwards and without a proper annual parking permit, are subject to ticketing and a fine will be imposed.

For more information about campus parking regulations, you may obtain a brochure, “Parking Information and Rules,” at any security office.

There are campus security officers on each campus 24 hours per day, seven days a week. It is important to promptly report all disturbances and missing items and equipment to Security, Associate Provost, and the Provost’s office.

Incoming calls for security on all four EFSC Campuses are routed through the main switchboard. Once the call is answered, the following extensions can be used to reach security. If an officer is not in the security office, the call will automatically be forwarded to the on-duty officer’s cellular telephone. Security phone numbers are also printed on the back of each employee’s badge.

<table>
<thead>
<tr>
<th>City</th>
<th>Telephone</th>
<th>Cell Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocoa</td>
<td>433-7086</td>
<td>403-5907</td>
<td>Building 1</td>
</tr>
<tr>
<td>Melbourne</td>
<td>433-5586</td>
<td>403-5909</td>
<td>Building 5, Room 137</td>
</tr>
<tr>
<td>Palm Bay</td>
<td>433-5286</td>
<td>403-5911</td>
<td>Building 1, Room 111</td>
</tr>
<tr>
<td>Titusville</td>
<td>433-5086</td>
<td>403-4200</td>
<td>Building 1, Room 101A</td>
</tr>
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</table>

In the event of an emergency, call 911 immediately.

**SAFETY**

Instructors maintain primary responsibility for all aspects of safety. Instructors should constantly monitor the classroom/laboratory environment to ensure that the facilities and equipment are safe. For example, broken or weakened tables and chairs present a serious hazard that could severely injure an unsuspecting student. Care should be taken with audio visual equipment to be sure that cords and carts do not pose a hazard to students who are entering or leaving the room. Report safety concerns to the Department Chair or Program Manager immediately, who will then contact the Provost’s office. Safety Data Sheets (SDS) will be available for emergency care in the event of chemical exposure.

Faculty and students have a right/responsibility to be protected from exposure to hazardous materials, which includes wearing safety glasses for eye protection and other appropriate safety apparel. Courses that use chemicals or other materials must include a disclosure of information (in advance) to the student as well as a complete and thorough explanation of procedures to be followed.
**Emergencies Involving Students**

In the event a student is injured or is otherwise in need of emergency treatment, take the following steps:

1. Please call 911 immediately, and then contact Campus Security immediately. Report the specific location of the accident and the type of assistance needed.
2. Security Officer(s) will render first aid, as needed, until emergency services arrive. Students should be informed that, in accordance with the Student Handbook, the college is not responsible for ambulance or medical expenses incurred. The phone number for Ambulance Services is 911.
3. As soon as possible (within 24 hours) after the emergency, an Incident Report must be completed and a copy forwarded to Security and the appropriate Provost. These incident report forms are available through the department office at each respective campus.

**Non-Student Emergencies**

1. Injuries to Employees: Same as student except that the Office of Human Resources must be notified within 24 hours of injury and a worker’s compensation form must be completed. Blank forms are available in the Office of Human Resources.
2. Fire: There are fire alarms in all buildings. If the fire alarm rings, evacuate the building. The building should be empty within 3 minutes after the alarm rings.
3. Disaster: Each campus has designated shelter areas. Not all buildings are available for shelter.


**Accident-Incident Report Filing Procedures**

It is possible that, as an instructor, you may be presented with a situation that requires the completion of an Accident-Incident Report. This form is completed under the following condition:

1. Injury to an EFSC employee (includes adjuncts, faculty, staff, student aides, and volunteers).
2. Theft of college property.
3. Injury to a student or other non-EFSC employee.

The individual responsible for completing this form is dependent upon the circumstances of the incident being reported. Accident-Incident Report forms can be obtained from the Campus Security Office. Instructions for completing this form and the filing procedures are available when you obtain the form.
III. ACADEMIC SUPPORT SERVICES

For additional online support, see the EFSC “Faculty & Staff” web page.

ACADEMIC TECHNOLOGY

The Academic Technology Team is available to collaborate with you in creating effective technology-based instructional materials for your face-to-face, hybrid, or online classes. Designing innovative instruction and making it accessible 24/7 enhances the learning experience for your students and promotes retention.

Academic Technology web page: http://www.easternflorida.edu/faculty-staff/academic-technology/
Academic Technology email: academictechnology@easternflorida.edu

CENTER FOR SERVICE-LEARNING

Service-Learning, the integration of community service and academic study, is a powerful teaching methodology that is immersed throughout the college’s curriculum. More than 100 instructors offer service-learning course components in about 350 course sections each semester at Eastern Florida State College. The Center for Service-Learning recruits, places, and supports thousands of students annually in these meaningful and often life-changing experiences. The center has established working relationships and partnerships with nearly 400 community organizations, projects, or service sites. Faculty can enrich courses and student learning through helping the community. Students benefit academically, personally, civically, and occupationally.

For the faculty, the Center for Service-Learning:

- provides technical resources, including faculty guides, syllabi examples, workshops, peer mentoring, and materials on how to incorporate service-learning into regular courses
- performs student recruitment, placement, service documentation, and follow-up to allow instructors to concentrate on assessing learning
- acts as a liaison, connecting faculty and students with community partners and projects
- tailors student placements to course content and requirements
- delivers classroom presentations about service-learning
- provides recognition and incentives for service-learning course development and
- coordinates Community Service-Learning and Service-Learning Field I courses.

Center for Service-Learning Offices:
Cocoa Building 12, Room 305, 433-7610
Melbourne Building 10, Room 209, 433-5610
Palm Bay Building 1, Room 123, 433-5253
Titusville Building 1, Room 141B, 433-5016

Center for Service Learning web page: http://www.easternflorida.edu/student-life/center-for-service-learning/
COLLEGE-WIDE PUBLICATIONS AND COLLEGE-WIDE PRINTING SERVICES

College-wide Publications and College-wide Printing Services provide complete graphic design and printing services. Faculty requests for services should be initiated on the College-wide Printing Services & Publications Work Order Form located at: http://www.easternflorida.edu/administration-departments/printing-graphic-services/job-request.cfm

College-wide Printing Services is responsible for the printing/copying and mailing of college materials. Services include high-speed copier work, collating, stapling, spiral and perfect binding, folding, three-hole punch, laminating, and color offset printing (one, two, three, and four color). An online color copy service is also available. Files can be sent to College-wide Printing Services electronically, or copies can be made from the originals.

College-wide Printing and Graphic Services web page: http://www.easternflorida.edu/administration-departments/printing-graphic-services/index.cfm

LIBRARIES

Eastern Florida State College has libraries at each of its four campus locations - Cocoa, Melbourne, Palm Bay and Titusville. Each location has its own unique print and DVD collection; however, you may borrow from any campus. The combined print collections at all campuses include more than 200,000 volumes.

The libraries also offer access to a collection of eBooks, currently 70,000 titles and growing. Other electronic offerings of the libraries include more than 100 databases with thousands of full-text magazine, journal and newspaper articles and digitally streamed video and music content.

Library electronic resources are available 24/7 when you log-on to the library web page (http://www.easternflorida.edu/library) or from MyEFSC (http://www.easternflorida.edu) using your B Number and PIN.

Faculty Services

- Collection Development – EFSC faculty members are encouraged to take an active part in materials selection and deselection (weeding) for their academic disciplines.
  - Purchase suggestions for books, periodicals, A/V, or electronic materials may be submitted online or to the respective campus librarians via email or phone.
  - The library Collection Development Policy and the online Purchase Suggestion Form are available from the library homepage under Faculty Services.
- Reserves – The libraries will keep selected materials on reserve to ensure that all students have equal access.
- Interlibrary Loan – resources that are not available in the Florida College Libraries can be requested through Interlibrary Loan.
- Library Instruction:
- One of the primary missions of the EFSC Libraries is user education. This instruction may consist of one or more of the following options.
- Orientations to library research tailored to specific course needs: instruction sessions may be scheduled by contacting a librarian at your campus
- Requests by eLearning faculty for a liaison librarian to be embedded in online courses
- BILT (Basic Information Literacy Tutorial) – online modules designed to help students learn basic information literacy skills necessary to effectively find, retrieve and evaluate information
- LibGuides, online research guides and tutorials, which can be linked to from faculty courses for up-to-date library resources
- One-on-one assistance with research which may include guidance in strategies for Internet searching and evaluation or help with the selection and use of library databases and other resources.
- LIS1023 Information Technology Literacy (2 credits)
- LIS2004 Introduction to Internet Research (1 credit)

Please contact a reference librarian at your campus for additional information.

The Library web page: http://www.easternflorida.edu/library/

**LEARNING LABS**

Each campus has a learning lab that provides individualized tutorial and computer-assisted drill and practice instruction to EFSC students, with a special emphasis on those at risk. Each Learning/Computer Assisted Instructional (CAI) Lab serves students by offering a diversity of instruction in a variety of subject areas, emphasizing a combination of computer software and personal tutoring assistance. In addition to remedial and tutorial services for all EFSC students, some of the labs offer Internet access, enabling students in a variety of classes to conduct research.

Some campuses offer computer-assisted classes in prep writing, reading, and mathematics. Students enrolled in these classes use the lab facilities to sharpen the skills needed to be successful in upper level college courses. These classes feature software lessons with overviews, practices, and quizzes, as well as one-on-one assistance from instructors and tutors.

The learning labs host the Vocational Preparatory Instruction (VPI) program, which is a federally funded program specifically designed to prepare vocational students academically and professionally. The VPI program assists vocational students with basic skills review. Review for the Test of Adult Basic Education (TABE) is one of the primary focuses of the VPI program. VPI provisions for vocational students also include: workshops in employability skills, study skills, and time management; basic skills tutoring, and career assessments/job placement.

Remediation and study materials are also available for students preparing for the PERT (Postsecondary Education Readiness Test).

The Learning Labs’ web page: http://www.easternflorida.edu/academics/academic-support/learninglabs/index.cfm
MEDIA SERVICES

The College has a variety of equipment available to support your instruction, some of which includes overhead and slide projectors, TVs, VCRs, DVD and CD players, laptop computers, and data projectors. For more information, equipment reservations and troubleshooting, contact EFSC Technical Support at 433-7600 or e-mail isupport@easternflorida.edu.

OFFICE FOR STUDENTS WITH DISABILITIES

The Office for Students with Disabilities (OSD) assists the faculty in the teaching/learning process by providing reasonable accommodations for students with documented disabilities. Section 504 of the Rehabilitation Act of 1973 defines an individual with a disability as a person who “has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.” The Section 504 Compliance Handbook states that physical impairments include such things as physiological disorders, contagious diseases, cosmetic disfigurements or anatomical losses in one or more of the following systems: neurological, musculoskeletal, respiratory, cardiovascular, reproductive, digestive, genitourinary, hemic, lymphatic, skin, or endocrine. Mental or psychological disorders include conditions such as intellectual disability, organic brain syndrome, or emotional or mental illnesses. Learning disabilities are reported in a separate category. Major life activities include self-care, manual tasks, walking, seeing, hearing, speaking, breathing, sitting, standing, reaching, thinking, concentrating, reading, interacting with others, learning, reproducing, sleeping, and working.

Students are responsible for providing documentation of their disabilities to the OSD from a qualified diagnostician or health professional in the appropriate field. Accommodations are then determined by OSD personnel and approved by the director. Support services include proctoring and administration of classroom and placement tests, academic advisement, services of a learning disabilities specialist, use of adaptive furniture and software, services of a sign language interpreter, assistance with course substitution and test waivers, and other services as needed. All services are free, and information is kept confidential and cannot be released without permission from the student.

The second major service that the OSD provides is that it serves as a resource for the members of the faculty and staff. Personnel from the office will speak in Success Strategies for College (SLS) classes, prep classes, and others as requested, and will also speak at department meetings. If faculty members have concerns about a particular student and they believe that the student might have a disability, they should not hesitate to contact the OSD for suggestions. Additionally, if a faculty member has a question regarding the accommodations approved for a student, or if he/she would like information as to how to better serve a student with a specific disability, that professor should contact the Director of the OSD or the disability services specialist on his/her campus.

The OSD web page: http://www.easternflorida.edu/academics/academic-support/office-for-students-with-disabilities/index.cfm
WRITING CENTERS

The EFSC Writing Centers support and promote excellence in writing for all members of the EFSC Community by providing one-to-one and small-group consultations, as well as campus workshops on critical elements of writing. The mission of the Center is to empower the community - students, faculty, and staff - to become better writers, critical thinkers, and communicators. Students enrolled in college-level courses across all disciplines are invited to confer with the writing consultants for all of their writing needs. Writing Consultants provide assistance at any point in the writing process – from brainstorming to refinement, all the way to revision - with papers for courses, job applications and résumés, application essays for university admission, articles for publication, and other documents. Members of the faculty and staff may also use the services of the Center for professional writing purposes such as presentations, résumés, articles for publication.

The Writing Centers’ web page: http://www.easternflorida.edu/academics/academic-support/writing-centers/index.cfm

EFSC-UCF Writing Center Cocoa Campus, Building 12, Room 331
321-433-7873
Monday - Thursday, 11:30 AM to 5 PM
cocoawritingcenter@titans.easternflorida.edu

Melbourne Writing Center Melbourne Campus, Building 2, Room 125
321-433-5605
Mondays – Thursdays, 9 AM - 6 PM
melbournewritingcenter@titans.easternflorida.edu
IV. FACULTY AFFAIRS & ADMINISTRATIVE INFORMATION

Each campus will have specific instructions for faculty for various tasks, such as obtaining keys, duplicating procedures, etc. Before class begins, you will need to respond to the following:

For campus information and/or assistance during normal business hours, contact your Department Chair, Provost or Associate Provost. After hours, please dial the college’s main number for the operator (321-632-1111) to have your call directed.

ATTENDANCE

Attendance Reporting

Title IV aid requirements were added to the Higher Education Act (HEA) by the Higher Education Amendments of 1998 (Public Law 105-244, enacted October 7, 1998). These requirements prescribe how Title IV funds must be treated when a Title IV recipient withdraws or never attends an institution without completing the payment period or period of enrollment.

As a result, the United States Department of Education is requiring students to attend classes in order to continue receiving financial aid. Students who stop attending or never attend the institution must repay a portion of the funds received according to a federal formula based on a documented last date of attendance. Instructors are asked to assist the institution in complying with this law by providing attendance reporting.

Each semester, following the drop/add dates, faculty members are required to report if a student never attended. This information is reported via Titan Web. Prior to each reporting period, every faculty member receives instructions from the Office of the Registrar regarding the reporting format and dates. After this initial reporting, Titan Web is opened approximately every 30 days to report those students who stop attending throughout the semester.

Attendance reporting dates are determined in accordance with federally imposed deadline dates to the financial aid and accounting offices. Due to the quick turnaround required to process financial aid checks and refunds, the initial reporting period is very early in the term. Instructors should use their best judgment to determine whether or not a student is attending the class.

The attendance date that the instructors provide is the basis for the repayment calculation. The portion that was considered as unearned financial aid funds is billed to the student by the institution. Students failing to return the unearned portion of financial aid funds within 45 days are subsequently turned over to the United States Department of Education for further collection efforts.

Attendance Reporting, Early Alert and Final Grades

Federal regulations make it mandatory that attendance reporting is done accurately on a routine basis. At the beginning of each term, you will be given an “Important Dates” sheet, which will identify the dates the web will be open for attendance reporting, early alert, and entering final grades. The “Important Dates” sheet is also accessible on your MyEFSC page. A reminder and
instructions will be sent to each instructor via e-mail prior to those dates. It is important to read the instructions and note the dates for reporting. Due to the required administrative processing time for students who are reported as not attending or in academic jeopardy for early alert, the web is only available for short periods.

Class lists on the web reflect current registrations. As a transaction is done in the TitanWeb system, it is immediately visible on the web. In accordance with the federal mandate, you must report the last date of attendance for students who never attend or stop attending your class. When you report attendance, identify each student as “Attending”, “Never Attended” or “Stopped Attending.” To report attendance log into MyEFSC at http://www.easternflorida.edu, choose “Titan Web,” then “Faculty Services,” then “Attendance Reporting.”

**General Attendance Policy**

The college recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in the course. Class attendance is required beginning with the first class meeting, and students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange all make-up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. Students who are reported as never attending a course or stopped attending will be withdrawn from the course by the college, with a final grade of W-7 – Withdrawn Never Attended or W-8 – Withdrawn, Stopped Attending. Funds may be adjusted or rescinded for students who are receiving financial aid or veterans’ benefits.

In order to obtain credit for a course, a student must be in attendance at least 85% of the contact hours listed for a particular course. However, instructors are given the option of allowing a student to complete the course based on the student’s documented circumstances and his or her progress in the course.

In distance learning courses, instructors define expected interaction with themselves and/or other students and expected use of the class learning management system and/or media. Inconsistent interaction and/or inconsistent use of the learning management system or course materials, regardless of cause, reduce the opportunity for learning.

The instructor may withdraw any student from the course if he or she misses more than 15% of the scheduled class sessions and activities before the deadline date for withdrawal. In the case of distance learning courses, any student who is not interactive or responsive in a timely manner, as specified by the instructor, may be withdrawn. Students must be enrolled (appearing on official class roster) before they can attend class. http://www.easternflorida.edu/admissions/registrars-office/attendance-policy.cfm

**Instructor-Specific Attendance Policy**

Instructors are required to monitor their attendance and report students who are not attending
class during the designated reporting periods – normally on a monthly basis – each term.

Faculty members shall publish and distribute a class syllabus (either in class or on the LMS) at the beginning of each course (Please refer to Article 8.4.D of the CBA for syllabus guidelines). The syllabus should include the instructor’s expectations concerning attendance, special circumstances under which students’ absences may be excused, and stipulations for making up work and exams missed during instructor-excused absences.

Instructors may require a more rigorous attendance policy due to program requirements or state mandates of 100% attendance. Specific course requirements will be noted in their syllabus.

EMPLOYMENT POLICY, PROCEDURE AND GENERAL INFORMATION

B and Personal Identification Numbers (PIN)

EFSC is committed to protecting the privacy of the college community which includes students, faculty, staff, and affiliates of all kinds. Faculty (as well as staff and students) are issued randomly generated identification numbers by the college. The number begins with an upper case letter “B” followed by eight numbers. Be sure to use the upper case “B” and the number zero when logging into Titan Web Services (formerly Banner Web – the secure online system) or MyEFSC, the EFSC portal.

Your PIN is initially set as your birth date in the format MMYYDD. For example, if your birth date is January 1, 1976, your PIN will be 010176. You will be forced to change your PIN to six numbers the first time you log in.

Faculty are provided their B numbers by the Office of Human Resources. Note that student B numbers are private. Do not give out your B number or the B number of any student or employee (B numbers for students do appear on your printed and web class rosters. These numbers must be protected and cannot be released or placed in areas where others can see them). Student’s names and/or B numbers should not be in the subject line of any emails.

Department and Cluster Meetings

Full-time faculty members are required to attend department and cluster meetings unless they have class duty. Part-time instructors are not required to attend but are encouraged to do so.

Email

All faculty and staff are automatically set up in Outlook email within a day of completing the new hire process. The department chair will have the username and password. To access Outlook from your desktop, click on the Microsoft Outlook icon. To access Outlook through the web, go to the EFSC webpage http://www.easternflorida.edu, click on EFSC Logins, click Employee Email.

All correspondence must be conducted using your EFSC email. Email conversations with students must be through their assigned Outlook Live account and/or the email account within the College’s current Learning Management System (LMS).
**Employment Forms**
Official college transcripts MUST be on file. All new faculty members must attend new hire orientation to complete the required employment forms. No faculty member can begin working until all required employment forms have been completed. For more information regarding the new hire process, please contact the Office of Human Resources.

**Faculty Evaluation**
All full-time faculty members at the college are evaluated in accordance with the EFSC Collective Bargaining Agreement (CBA). All students are asked to complete the student services evaluation each term. Instructors receive results of the appraisal forms after grades are submitted.

**Faculty ID Cards**
All faculty and staff are issued photo ID cards. Faculty ID cards are worn as badges and are issued through Security. Faculty ID badges serve as a Library card and can be used to check out books and resource materials.

The Library web page: [http://www.easternflorida.edu/library/](http://www.easternflorida.edu/library/)

**Keys**
Keys for your classroom are obtained from the department chair or the provost’s office.

**GRADES, GRADING POLICY, COMPUTATION & GORDON RULE**

**Grade Rolls**
You must enter your grades through Titan Web, using the instructions at the end of this section. Dates and times the web will be available for grade entry will be published through EFSC Mail. You can enter your grades through any computer that has web access.

You will need to know your User ID and Personal Identification Number (PIN). Your PIN is your personal certification to the accuracy of your grade roll. You should be the only person who knows your number, as you will use it to access all information pertinent to you on the Faculty Web Server. Allowing anyone else to use your PIN is a violation of college policy and could jeopardize the security of your personal records. To enter final grades login to MyEFSC at [http://www.easternflorida.edu](http://www.easternflorida.edu), click Titan Web, click Faculty Services, chose Final grades, select the course, enter the grades, save.

When entering grades through the web:
- You must enter a grade for every name on the class list. Use the pull-down menu to select grade.
- You cannot enter a grade of “W” or “AU” on the final grade roll. Students who have been withdrawn will be indicated on your roll.
- If you have a student in your class whose name does not appear on your roll, prepare a Grade Change Form and send it through your department chair to the admissions and records office. Contact the student to make him/her aware of the problem. Student cannot
receive a grade until he or she has registered and paid for the class.

- If a student is on the class list and has never attended or stopped attending the class, enter the last date the student attended the class and give him or her a grade of “F”. However, the grade of “F” is possible only if the student was not reported as “not attending” during the final reporting window.
- If you are giving the student a grade of F, I, N, or U, you must enter a date of last attendance. If the student attended your entire class, you will use the last date of the term as the last date of attendance. (This information is required by Financial Aid for reporting purposes and must be reported for each of these grades.)

Do not post or publicly announce grades or discuss a student’s academic record with anyone other than the student (including parents). At your discretion, you may accept self-addressed, stamped envelopes from the students and mail their grades. Refer students to the web where they can view their grades at 8 a.m. the morning after the grade entry deadline.

Grade mailers are not sent to students. Students can view their grades on the web the day after the deadline date for entering final grades.

Grade Appeals

You need to leave a phone number and address with your supervisor, indicating how and when you can be reached to answer grade appeal questions. Grade appeals, related to extenuating circumstances beyond the student’s control, are processed through the Student Academic Appeals Committee process in the college catalog and Student Handbook.

Grade Change Procedures

All grade changes must be initiated by the instructor and approved by the appropriate department chair and provost. If the instructor is no longer a member of the faculty, the department chair may initiate the grade change. Grade change forms may be obtained by logging into MyEFSC at http://www.easternflorida.edu, click on Titan Web, click Faculty Services.

Changes must be submitted on a Grade Change Form:

- Grade changes are processed on the campus where the course was taken.
- An instructor’s change of grade for a course taught in the fall term should be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or any of the summer sessions should be completed before the end of the following fall term.
- Grade changes or alterations to the student’s academic record cannot be made after a student has graduated.
- Provide the last date of attendance for students receiving a grade change of F, W, U, N, or I.
- Students who do not agree with an instructor’s final grade decision may choose to file an academic appeal through the office of the appropriate Associate Provost after preliminary actions as specified below.
- Preliminary Action: If a student thinks that he/she has been unfairly graded in a course,
the student should meet or communicate no later than the second week of the next term with the faculty member in an attempt to settle the disputed grade and avoid the formal appeal process. If not resolved here, the student must next contact the Department Chair or Program Coordinator/Manager to address the concern. If not resolved here, the student must then file a formal appeal with the appropriate Associate Provost.

- Each faculty member shall communicate in clear, detailed written form his/her grading policy in the course syllabus.
- The appeal procedure can be found in the Student Handbook and in the College Catalog.

Incomplete Grades

It is your responsibility to complete an Incomplete Grade Form, give a copy to the student and file a copy with your department chair. Students should be told how they can contact you once an incomplete grade has been assigned. Incomplete Grade forms may be obtained through MyEFSC at [http://www.easternflorida.edu](http://www.easternflorida.edu), click on Titan Web, click Faculty Services, Click Incomplete Grade form.

After the assignments or tests are completed by the student and graded by you, file a grade change form (see above). Make sure to consult the catalog for a deadline. After the deadline, the “I” grade will automatically be changed to an “F” if not completed. At that point, the student must re-register and pay to retake the course.

Grading Policies & Gordon Rule

Students will be awarded letter grades for courses taken at EFSC. Letter grades used in GPA computation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

*A “D” grade earned in English, math, humanities, and social or behavioral science courses will not satisfy general education requirements for the Associate in Arts degree. Furthermore, a “D” grade earned in courses for most Health Sciences programs will not satisfy program requirements.*

Not used in GPA computation are:

- AU Audit
- I Incomplete
- N Developmental Education courses only. Progressed but did not achieve course objectives. Student must re-enroll. See “Testing Services” in the [current online college catalog](http://www.easternflorida.edu) for more information.
- S Satisfactory. Only awarded if specified in the course objectives; otherwise course must be graded with a traditional letter grade.
- U Unsatisfactory. Only awarded if specified in the course objectives; otherwise course must be graded with a traditional letter grade.
- W Withdraw
- W6 Withdraw—called to active military duty. This is a non-punitive grade.
W7 Withdrawn for Non-Attendance. Not used in GPA computation, but does count toward course attempts.
W8 Withdrawn for stopped attending. Not used in GPA computation, but does count toward course attempts.

Course Level College Credit Vocational Credit Prep Course

Included in GPA: A, B, C, D, F
Not included in GPA: AU, I, S, U, N, W, W6, W7, W8

Grade Point Computation

The grade point computation is found by adding the total point values for all courses and dividing by the total number of credit hours attempted during the same period of time.

Quality Points: A=4  B=3  C=2  D=1  F=0

Example Term GPA Calculation

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality</th>
<th>Multiply</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>3 x 4</td>
<td>12</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>3</td>
<td>F</td>
<td>0</td>
<td>3 x 0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>3 x 2</td>
<td>6</td>
</tr>
<tr>
<td>PEM 1131</td>
<td>1</td>
<td>B</td>
<td>3</td>
<td>1 x 3</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

Divide 21 points by 10 credits = 2.10 term GPA

For graduation, students must earn a cumulative GPA of 2.0 or higher in all college work attempted, including transfer courses.

While a student may earn a cumulative average of 2.0 which includes grades of “D” or “F”, grades below “C” may not be acceptable for transfer at some colleges and universities.

Gordon Rule

Gordon Rule courses require a final grade of “C” to satisfy AA requirements, and most Health Sciences degree programs require grades of “C” in all major coursework. A PDF with more information about the Gordon Rule may be found on the EFSC website, on the “Faculty & Staff” page, under “Faculty Information, General.”

HONORS

Scholastic Honors

Based on the term grade point average, EFSC recognizes students with high academic achievement during the fall and spring terms only.
- **Dean’s List:** published at the end of each term (fall and spring) lists students who have earned six or more credits having a grade point average of 3.25 to 3.74.
- **Honors List:** published at the end of each term (fall and spring) lists all students who have earned at least six credit hours with a grade point average of 3.75 -3.99.
- **President’s List:** published at the end of each term (fall and spring) lists all students who have earned at least six credit hours with a grade point average of 4.0. An “F” or “I” in any course precludes a student from being listed on the Dean’s, Honors, or President’s list. Students who have requested their records be flagged as “confidential” will not be mailed the scholastic honors letters.

**Honors Program**

The EFSC Honors Program provides exceptionally motivated, highly able students an opportunity to enjoy an active approach to learning and academic growth. Honors students participate in an environment of creative interaction, intellectual stimulation, and scholarly inquiry through special sections of core curriculum and elective courses. Small classes and a faculty committed to teaching and student success offer the ideal setting for this extraordinary educational opportunity. Separate admission to the Honors Program is required based on the following:

- High school GPA of 3.5 or above on a 4.0 scale
- SAT combined score of 1100 or above, or have an ACT composite score of 26 or above
- CPT or FELPT score of 100 or above on Sentence Skills and 97 or above on Reading
- PERT score of 116 or above on Sentence Skills and Reading
- 3.5 cumulative GPA from at least 12 credit hours of college-level work (for students currently enrolled at EFSC; no more than six credit hours will be accepted for transfer from another accredited post-secondary school)
- Recommendation by a high school teacher and/or guidance counselor, or by a EFSC advisor or faculty member (or faculty from another college in the case of transfer students)

Students are required to apply to the program.

**Graduating with Honors**

Students must earn a cumulative GPA of 3.5 to graduate with honors. This designation appears on their final transcript.

**EXIT TESTING & CREDIT BY EXAM**

**Credit by Exam, Licensure or Prior Learning**

A student may request transfer credits from Eastern Florida State College for previous learning experience through avenues such as Credit by Exam or the CAEL program. In approved instances, credit will be awarded for documented current Florida licensure or previous experience. Students may earn a total of 45 credits through Credit by Exam processes. Student must meet the 25% residency requirement for the degree/certificate he or she is pursuing.

- **Credit by Exam** includes CLEP, Advanced Placement, International Baccalaureate (IB),
DANTES (DSST), and Credit by Institutional Exam.

- **CAEL** – Credit for Adult Experiential Learning – is a formal process for recognition of prior learning.

**Credit Based on Previous Experience/Licensure**

EFSC will award credits to students based on previous experience or licensure only after specific criteria is met. Students must provide applicable documentation. Once the award of credits has been approved, the credits will become part of the student’s official transcript. Students who do not qualify for transfer credits based on credit by exam or approved documented previous learning experience/licensure can pursue credits through the CAEL program.

**Credit by Institutional Exam**

Eligible students may earn credit in career and college credit courses through successful completion of Credit by Institutional Exam. This exam is not available for credit in courses for which CLEP or other exam mechanisms exist, or for a course that has been identified as “no acceleration mechanism available.” For more information on this process, see the current online college catalog under the heading “Assessment of Prior Learning.”

**STUDENT VETERANS**

**Academic Warning/Suspension for Veterans Affairs Students**

Under federal regulations, Veterans Affairs (VA) educational benefits will be discontinued for those veteran benefit students whose GPA falls below 2.0 at the end of any term. For more information on student veterans, see the current college online catalog under “Veteran Programs and Benefits.”

**Veterans Affairs Attendance Reporting**

The VA Office is required to report when a veteran stops attending a course within 30 days of the last date of attendance. This is why it is very important that faculty members report up to date attendance information during attendance reporting. If we are not notified a veteran has stopped attending until the end of the term, an overpayment may be processed by the VA.

**WITHDRAWAL, GRADE FORGIVENESS, MAXIMUM ATTEMPTS, AUDITING, & INCOMPLETES**

**Financial Aid & Withdrawal**

Per federal regulations, students receiving Title IV Federal Financial Aid who withdraw from all courses during the first 60% of the term may be required to repay funds disbursed. Students should contact the Financial Aid Office for clarification of their repayment responsibilities.

All withdrawals must be submitted by the established withdrawal deadline for each term. A student reported as “never attended” or “stopped attending” will receive a final grade of W7 or W8 regardless of the withdrawal deadline. Courses taught in sessions other than the full term will have specific withdrawal deadlines. Instructors may withdraw a student by the deadline using the online withdrawal form. Financial Aid and VA students identified on the monthly
attendance rosters as having stopped attending all classes during a semester will be administratively withdrawn from the faculty rolls with a “WV” for VA students and a “WT” for financial aid students.

**Appeal to Reverse the Withdrawal**
To reinstate a student or request a correction, e.g., student was withdrawn in error or last date of attendance is blank or incorrect, email the appropriate Admissions office indicated below. Your email should include the following information:
1. Course information (instructor, subject, CRN number)
2. Student ID number and name (from class roster)
3. Provide reason for correction or reinstatement
4. If student is to be reinstated, you must provide the date student resumed attending class
5. If the last day of attendance is incorrect, provide the correct date

**Campus Contact Information**
<table>
<thead>
<tr>
<th>Campus</th>
<th>Email to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocoa Campus</td>
<td><a href="mailto:CocoaAdmissions@easternflorida.edu">CocoaAdmissions@easternflorida.edu</a></td>
</tr>
<tr>
<td>Melbourne Campus</td>
<td><a href="mailto:MelbourneAdmissions@easternflorida.edu">MelbourneAdmissions@easternflorida.edu</a></td>
</tr>
<tr>
<td>Palm Bay Campus</td>
<td><a href="mailto:PalmBayAdmissions@easternflorida.edu">PalmBayAdmissions@easternflorida.edu</a></td>
</tr>
<tr>
<td>Titusville Campus</td>
<td><a href="mailto:TitusvilleAdmissions@easternflorida.edu">TitusvilleAdmissions@easternflorida.edu</a></td>
</tr>
<tr>
<td>ELearning</td>
<td><a href="mailto:eLearning@easternflorida.edu">eLearning@easternflorida.edu</a></td>
</tr>
</tbody>
</table>

**Withdrawal**
Students have the option to withdraw from class by the published withdrawal date (consistent with the Maximum Attempts Policy). You should note this date on the college calendar and notify students of its significance. Be sure to clarify your attendance policy.

A student may choose to withdraw from a course without a grade penalty up to an officially announced date during each semester. Withdrawal forms are available from campus admissions and records offices, can be downloaded from the website, or can be submitted by the instructor online. Tuition refunds are not awarded for withdrawals (except through the appeals process). Any student receiving federal financial aid that withdraws or is administratively withdrawn from all courses within the first 60% of the term may be required to repay grant disbursements.

The student, instructor, or proper college official can initiate withdrawals. Upon written request to the campus admissions and records office, the grade of “W” will be assigned. Instructors will inform students in writing of their grading and attendance policy at the beginning of the term and must notify students immediately upon the determination that absenteeism (usually more than 15% of class hours) is excessive and that satisfactory progress cannot be achieved. A withdrawal may affect the student’s scholarship, financial aid and/or veteran’s benefits; therefore, the student should contact the financial aid office in the event of withdrawal. After the last date to withdraw, the instructor may assign a grade of “F”; however, students may appeal to the instructor based upon extenuating circumstances.

**Withdraw – Called to Active Military Duty (W6)**
We will work with students called to military duty to enable them to complete their coursework
in a non-punitive way. They may either receive a final grade of “W6” or may choose to receive a final grade of “I– Incomplete” if they will return within the next major term. For either option, the student must submit a copy of his/her military orders.

To exercise the W6 option, the student must complete a Course Withdrawal Form and attach a copy of their orders and submit to the Associate Provost. Upon receipt of the form, Accounting will issue a total tuition refund to the student. When the student returns from duty, he or she will re-register and pay for the class. The student and instructor may decide to issue a grade of “I– Incomplete” if the student only has a minimal amount of work to complete the course and will return within the incomplete time period. If the student receives an “I” grade, he or she will not be issued a tuition refund and should not submit a withdrawal form. The instructor must complete an Incomplete Grade form (IGF) with the student and submit to the department chair.

**W4 – Administrative Withdrawal**
A faculty member may withdraw a student either by using the paper form or online form by the prescribed withdrawal date. Once the prescribed withdrawal deadline for a course is past, the instructor must follow normal campus channels for an approval for late withdrawal.

**W7 – Withdrawn for Non-Attendance (Never Attended)**
Assigned to students who are reported by the instructor as never attending a course. The “W7” will appear as a final grade and will count in course attempts.

**W8 – Withdrawn for Non-Attendance (Stopped Attending)**
Assigned to students who are reported by the instructor as stopped attending a course. The “W8” will appear as a final grade and will count in course attempts.

**Email Notification of Student Withdrawals**
The Office of the Registrar will send a weekly email to the instructor advising him/her of students who were withdrawn the previous week. An email will also be sent to each student withdrawn the previous week. No response is required unless there is an error, e.g., the last date of attendance is incorrect.

**Grade Forgiveness/Course Repeat**
A course in which a grade of “D” or “F” has been earned can be repeated a maximum of two times for grade forgiveness purposes. The original grade will always appear on the transcript. A course in which a satisfactory grade of “C” or higher has been earned may not be repeated for grade forgiveness purposes. A grade of “C” may not be repeated for GPA purposes.

A course may be counted only once toward meeting graduation requirements except where permitted by course description. Note: VA benefits may not be received for repeat courses assigned a “D” grade unless a grade of “C” or higher is required. No course can be repeated for grade forgiveness purposes after graduation.

*Note: While the student should notify the Admissions and Records office that a course was repeated for grade forgiveness, the Office of the Registrar will also process grade forgiveness prior to graduation and as appropriate.*
Maximum Attempts per Course

A student may have only three attempts per course including the original grade, repeat grades and all withdrawals (“counting” begins with courses taken fall 1997.) A fourth attempt may be allowed only with approval of the Associate Provost based upon an academic appeals process that requires documenting major extenuating circumstances. In addition, students may be required to pay 100% of the direct instructional cost per semester hour for course repeats upon the third attempt for both college prep and college credit courses. Refer to the online catalog for most current rate. Students who want to pursue an appeal should contact the Associate Provost of a given campus or unit. Attempts include courses in which a grade or withdrawal was received.

Per State Board Rule:

Withdrawal Policy

1. The student may withdraw without academic penalty from any course by the published withdrawal deadline in the semester. It is the student’s responsibility to complete a withdrawal form, although an instructor may initiate a withdrawal for non-attendance. Withdrawals after that date would be granted through established institutional procedures.

2. The student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive an earned grade for that course.

Forgiveness Policy

1. The forgiveness policy allows repeats of courses where “D” and “F” grades were earned and limits to two the number of repeated attempts per course. Students transferring to other institutions either public or private should contact that institution regarding transfer policy for “forgiven” courses. Also, retaking a course may impact a student’s specific financial aid package. Students should consult with the Financial Aid office.

Auditing (AU)

Students who have been admitted to EFSC who wish to take courses without receiving credit may register as audit students. See the current online college catalog under the heading “Registration” for more information.

Incomplete (I)

At the instructor’s discretion, a grade of “I – Incomplete” may be given when a student is unable to complete the required coursework because of clearly documented extenuating circumstances; however, the student must have demonstrated through successful completion of at least 75% of the course work that he or she has a reasonable chance of making a passing grade. Instructors who award a grade of “I – Incomplete” must complete an Incomplete Grade form (IGF) and provide a copy of the form to the student and department chair.

The Incomplete Grade form is found by logging into MyEFSC, selecting Titan Web, then Faculty Services, then “Incomplete Grade Form.” Complete the form and follow your department/campus instructions for dissemination.
The instructor documents on the IGF the work already completed during the term, files the IGF with the Department Chair, and provides a copy to the student.

- A grade of “I” cannot be assigned to a course if the student drops or withdraws from the course.
- A grade of “I” does not satisfy the prerequisite need of subsequent courses. Students must make arrangements with the instructor to complete course work for the removal of the “I.” The course work must be completed prior to the last class day in the next major term immediately following the initial course attempt.
- To process the grade change, the instructor will submit a Grade Change form through appropriate channels prior to the last class day of the next major term.
- The “I” grade will convert to an “F” on the permanent record if not removed by the last class day of the next major term.
- Instructors may not submit a Grade Change form to change the converted “F” after the deadline for the completion of coursework.
- Students may not re-enroll in a course in which they have an outstanding grade of “I.” Once the “I” has changed to an “F,” students MUST re-enroll in the course and use the grade forgiveness procedure.
- An “I” received in the term of graduation will be calculated as an “F” for purposes of computing the student’s GPA for graduation.
- To qualify to graduate, students who receive an “I” grade in the term they apply to graduate have three weeks from the beginning of the next term to have the grade changed. After that time, students must reapply for graduation and pay the reapplication fee in the term they complete the work.
- Students with financial aid who receive an “I” grade have 20 school days from the first day of classes of the following term to make up the incomplete grade (10 days for summer term) in order to continue receiving funds.

MISCELLANEOUS POLICIES AND PROCEDURES

Animals on Campus

EFSC Policy Item # 102.03 states “The only animals which are permitted in any of the college facilities are service animals or animals which are part of an approved presentation.”

Approval is granted by the Institutional Animal Care and Use Committee (IACUC), a college-wide committee under the auspices of the College President. Any and all faculty and staff who anticipate the use of animals in any manner (including cadavers and one time “show and tell” presentations) on the ESFC campus, must submit (by initial email and hard copy after approval) a completed Animal Use Approval Form for review by the Institutional Animal Care and Use Committee (IACUC). The IACUC meets at regular intervals (three times a year PRIOR to the semester in which the animals are to be utilized) to review ALL campus animal activities. There will be an EFSC Mail announcement approximately one month prior to the deadline for submission.

The forms can be forwarded to you via electronic mail from Ms. Michelle Earltinez, Clinical Coordinator for the Veterinary Technology Program, who serves as recording secretary for this committee. Please contact her via email at earltinezm@easternflorida.edu or by dialing extension
Please submit completed protocols via electronic mail to earltinezm@easternflorida.edu. The completed protocol will be forwarded and reviewed by the members of the committee in accordance with the Animal Welfare Act and USDA guidelines. **Request for presence of animals on campus in conjunction with special events** must be submitted and reviewed prior to the event date. A General Statement about Animals on Campus will be required and includes:

- A statement as to why the animal is on campus
- A statement as to where the animal is on campus
- The name and address of the responsible party/owner (part of that responsibility includes liability)
- A statement as to how the animal’s needs will be met, i.e., food, water, shelter, etc.

The above information can be submitted via electronic mail to Ms. Michelle Earltinez, earltinezm@easternflorida.edu. Also, please submit signed hard copy and documentation of Health and Rabies immunization to Veterinary Technology / Health Sciences Cocoa Campus. Contact Michelle Earltinez Clinical Coordinator, Veterinary Technology Program, ext. 7596 or earltinezm@easternflorida.edu if you have questions regarding the use of animals in the classroom.

**Class Hours**

Each instructor is obligated to maintain the specific hours and days for which the class is scheduled for the term.

**Class Rolls**

All instructors can view and print their class roll on the web at any time. While grading and attendance reporting sites on the web will be opened for specific reporting activities only on designated dates, the class lists and instructor schedules can be viewed at any time. The web reflects changes as they are made, so the web information is your most current listing of students and personal information. **No student may sit in your class if his/her name is not on your class list.** If a student’s name does not appear on the roll, he or she must be sent to the campus Admissions and Records Office and not permitted to return without a paid registration receipt.

1. Sign on to MyEFSC at [http://www.easternflorida.edu](http://www.easternflorida.edu)
2. Click on Titan Web
3. Enter User ID: Your faculty identification number: B00xxxxxx
4. PIN: Your PIN number. If you have forgotten your PIN, use the “Lookup my Student ID” or “I forgot my PIN” links
5. Click on: Faculty and Staff
6. Select the term
7. Click on: Summary Class List or Detail Class List. Select the CRN to view your class lists
8. Click on: Faculty Detail Schedule or Faculty Schedule by Day and Time to view your teaching schedule
9. To print from the web page, use the “CTRL + PRINT” function
Early Alert

Designed to improve student retention, the Early Alert program is an academic intervention system that alerts students who are having academic difficulty. This is done in the fall, spring, and summer terms. Instructors identify students who are having academic difficulty in a particular class. A letter is sent to these students to inform them of their academic trouble and to recommend that they meet with their respective instructor(s) and/or student advisor. *This process should not preclude the instructor from speaking with the student on an individual basis at any time during the term to identify and assist the student in his or her problem areas.*

Family Educational Rights and Privacy Act (FERPA)

Enacted by Congress in 1974, the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, conditions federal educational funding on providing student access to, as well as maintaining the privacy of, educational records.

The EFSC catalog describes procedures and practices in compliance with this law, such as access, review, and challenge of records; release of student records; and designation of “directory information.” The EFSC web site includes a FERPA tutorial and information specific to faculty. Go to [http://www.easternflorida.edu](http://www.easternflorida.edu), click on Faculty & Staff, click on Faculty Information. The following information is offered as a guideline and is not intended to be comprehensive.

For FERPA purposes, it is of no consequence how education is delivered to students or where they are when they are participating in a course. Whether they are on-campus attending classes in traditional classrooms or half way around the world taking courses via the Web, students have the same FERPA rights and are to be accorded equal treatment under the law.

Guidelines for Faculty

1. **DO** keep only those individual student records necessary for the fulfillment of your teaching or advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member’s own use are not part of the student’s educational records.
2. **DO** keep any personal professional records relating to individual students separate from their educational records. Private records of instructional or other educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.
3. **DO NOT** distribute/pass around a list of students for them to indicate their attendance if the list has any information other than names.
4. **DO NOT** keep purely personal notes (for example, from a committee meeting recommending students for a particular program) in the student’s file, as they will become accessible to the student. Official committee minutes are likely to be considered accessible.
5. **DO NOT** display student scores or grades publicly in association with names, student ID numbers, social security numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student. In no case should the list be posted in alphabetic sequence by student name.
6. DO NOT put papers, graded exam books, or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.

7. DO NOT request information or access a student’s file by computer unless you have a “legitimate educational interest” and are authorized to access the information. Records that are annotated “confidential” indicate that the student has requested no directory information be released.

8. DO NOT share student educational record information, including grades or grade point averages, with other faculty or staff members unless their official responsibilities identify their legitimate educational interest in that information for that student.

9. DO NOT share information from student educational records, including grades or grade point averages, with parents or others outside the institution without written permission from the student via the official FERPA release form available from the campus Admissions Office.

10. When in doubt, DO err on the side of caution and DO NOT release student educational information. Contact the College-wide Registrar for guidance.

Sharing Email Addresses or Other Personally Identifiable Information among Students in the Same Class
Faculty who utilize electronic teaching tools such as the College’s current Learning Management System (LMS) may wish to share students’ email addresses in a class with others in the same class. The 2009 FERPA amendments clarified that a student cannot be anonymous in class, even in a distance learning setting. While grades and other personally identifiable information that relates to the student’s progress in the class cannot be disclosed, it is appropriate that contact information be shared if the class includes online discussions.

E-Mail Guidelines
1. Communicate with students only through Titan e-mail and/or their LMS course mail.
2. Communicate with instructors and staff only through their College Outlook account.
3. Do not include a student’s name or ID number in the subject line of an e-mail.
4. Do not include a student’s social security number in an e-mail.
5. Do not include both the student’s name and ID in the body of an e-mail; put the person’s last name (and first initial if it is a common name) and the last numbers of the ID:
   a. Example: SMITHJ_3456

Posting Grades on the LMS and Sending Grades via Personal Email
Even though students use their login IDs and passwords to sign in to a class website, it is a violation of FERPA if students in the class can see one another’s grades. There is no guarantee of confidentiality in transmitting information electronically via personal e-mail. Faculty should not send grades through personal e-mail. If there is an unauthorized release of grades to someone who is not a school official, the institution would be in violation of FERPA.

Final Examination
Final examinations (or other assessment method) must be given during the scheduled exam days. Exams may be given early to individuals with special needs; however, they are not to be given
early to an entire class. Members of the faculty are obligated to teach a full term and should not release their classes prior to the scheduled final exams.

Students must attend all classes in accordance with the class schedule for the term. Students may not be excused from taking a final examination or assessment activity which is required as part of a course. The dates for administering final exams will be published online each term at http://www.easternflorida.edu.

**Legal Assistance**

Legal services at college expense may be provided for employees who may be sued for action that occurs in performance of their assigned duties, as set forth in State Board of Education (SBE) regulations. Additionally, the Faculty Union provides free legal services for members.

**MyEFSC Portal**

MyEFSC provides Eastern Florida State College students, faculty and staff with a personalized portal to information and applications from one centralized login location. Users will have access to various systems and tools based upon their role within EFSC. Users will be able to personalize their own particular pages to meet their own needs.

Access the MyEFSC portal on the main webpage at http://www.easternflorida.edu. Login using your EFSC ID number and PIN. Announcements, including term important dates, will be on the portal. Instructors can also access Titan Web Services from the portal.

**Religious Observances**

When observance of religious holidays for students’ own faith interferes with attendance in class, class assignments, examinations, or class activities; students are to notify the instructor in writing within the first week of class. Such notification requirement shall be stated in the syllabus. Students are held responsible for material covered during their absence. The instructor should provide alternative arrangements for the student to complete the work scheduled for the missed session.

Students excused for religious observances will be expected to meet the class requirements for those days without undue delay. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeals process.

**Schedule Changes and Substitute Teachers**

Contact your department chair or program manager before making any changes in your schedule. Arranging for substitutes for classes is done during pre-planning. A copy of designated substitutes is kept in the department chair’s office. If in an emergency you cannot make a class and you do not have time to find a substitute, contact your department chair or program manager’s office during scheduled office hours. If the office is closed or you are unable to make contact please notify the campus switchboard. Someone must meet the class.
Student Discipline/Academic Dishonesty

See the college catalog or student handbook for Student Rights and Responsibilities and the Student Code of Conduct.

Textbook Selection and Instructional Materials

Textbooks, instructor’s manuals and course plans are available from your department chair and/or faculty administrative assistant. For more information about textbook selection, please refer to the current Collective Bargaining Agreement, Article 6 (Faculty Rights).

Smarthinking.com Online Tutoring and Turnitin.com Web-Based Plagiarism Detection Service

Smarthinking is one of the leading providers of live, online tutoring and academic support solutions for students. EFSC has provided students with free access to Smarthinking. For more information on Smarthinking, please refer to the Smarthinking EFSC webpage.

Turnitin.com is an entirely web-based service, endorsed by the Florida Distance Learning Consortium as the best plagiarism detection product on the market. Although many plagiarism services perform contextual matches on the Internet, they do not have the capability to search documents on a historical basis. Turnitin’s database is so massive it has every document that was ever placed on the Internet from 1998, and saves a “picture” of whatever is on the Internet to this database daily. Turnitin also pays for access to proprietary databases which include journal articles and reference materials; these are unsearchable by other services. It is a full-service program; besides plagiarism detection, they are concerned with providing resources to students on how to avoid plagiarism.

Disruptive Behavior & Students with Psychological Disabilities

Members of the faculty should consult the student handbook and the college catalog for a description of the Students’ Rights and Responsibilities, Student Code of Conduct, Disciplinary Sanctions, and Student Disciplinary Procedures

There are many types of mental illnesses including anxiety disorders (Panic Disorder, Post-Traumatic Stress Disorder, Obsessive-Compulsive Disorder, and Social Phobia), personality disorders, bipolar disorders, schizophrenia, and others; therefore, it is difficult to generalize behaviors resulting from them. Considered to be physical brain afflictions, they disrupt a student’s ability to think, feel, and relate to others. According to the National Alliance for the Mentally Ill, mental illness is more common than cancer, heart disease, or diabetes, and more than five million Americans suffer from an acute episode of mental illness each year.

Students with psychological difficulties are often a challenge to faculty because the disability itself may be invisible and because their behavior may range from disruptiveness to indifference. Some conditions may be temporary while others are chronic, and the behaviors that are manifested in class can be quite varied. Symptoms that mental illness might be present are: delusions, hallucinations, cognitive deficits, blunted affect, and poverty of speech, anhedonia,
apathy, increased motor activity, or elevated mood. Depression is one of the most common mental disorders in which a student may present the following: an appearance of apathy, disinterest, inattention, impaired concentration, irritability, or fatigue.

Anxiety is also a prevalent condition on the college campus and may fall within normal limits and actually assist in the learning process. However, in its severe form, it can adversely affect learning by reducing the ability to concentrate and by distorting perceptions. It may be manifested by constant talking, complaining, joking, crying, extreme fear, panic, or withdrawal, and the student may experience lightheadedness, heart palpitations, and/or hyperventilation. In addition to the many psychological disorders from which students may suffer, they may also be affected by side effects from the medications that are prescribed for these conditions. A result of mental illnesses in the college setting may be inadequate performance of class assignments and inappropriate classroom behavior. It is important to remember that students with these disorders have little control over their disabilities.

The rules, laws, and responsibilities for students with psychological disabilities are the same as those that pertain to students with other types of disabilities. However, if a student is manifesting behavior that is affecting classroom management, the following suggestions may be considered:

1. Speak with the student privately about his/her inappropriate conduct. Clearly state the boundaries of acceptable behavior in your class. It may be appropriate to have a witness to your conversation.
2. Only speak about the student’s behavior in your class. Do not attempt to counsel, treat, or diagnose.
3. If threatening behavior occurs, depending upon the severity, refer the student to your campus Associate Provost, call security, or dial 911.
4. If the student is registered with the Office for Students with Disabilities (OSD), the student may be sent to that office. If it is not known if the student is registered with the OSD, that office may be called, and if the student has signed a release, the personnel there might be able to discuss the case and provide suggestions.
5. According to Circles of Care, one should use the following strategies for managing conflict:
   - Avoid blaming
   - Speak in a calm voice and use clear, short statements to highlight the main points
   - Elicit the student’s point of view
   - Focus on specific behaviors
6. If the student is requesting assistance, he/she may be referred to one of the following community resources:
   - Circles of Care Intake Services (24 hours) 722-5257
   - Crisis Services of Brevard (24 hours) 211
7. A student requesting assistance may also be referred to EFSCares, a free, confidential student counseling service available to all part- and full-time enrolled students that provides 24-hour counseling services seven days a week. The College’s partnership with BayCare Behavioral Health, a Florida community-based health care organization, provides all enrolled EFSC students access to licensed mental health providers by calling its toll-free telephone number: 800-878-5470. The 800 number connects the student to a
licensed mental health provider who will assess the student’s personal situation and refer him/her to local face-to-face counseling providers, if needed. EFSC students are eligible to receive unlimited free telephone assessments and up to three free, individual face-to-face counseling sessions per year. EFSC does not track this student information in any way. EFSCares is a private, confidential service.
V. eLEARNING

FACULTY GUIDELINES FOR TEACHING DISTANCE LEARNING COURSES

eLearning uses technology to deliver education to offsite locations asynchronously. Distributed learning enhances the traditional educational experience through the use of technology, often appealing to different learning styles, using reinforcement and repeatability of course material. Quality development and delivery of these courses is the responsibility of eLearning.

Unless specifically addressed herein or otherwise stated, all existing college policies and procedures apply to the eLearning curriculum.

Without diminishing the importance of traditional methods, the college has responded to student demand to make eLearning courses an increasingly important element in the delivery of instruction at Eastern Florida State College. The purpose of EFSC’s online courses is two-fold: (1) to expand access to the college’s degree programs and courses and (2) to expand opportunities for EFSC faculty members and staff through the use of new educational technologies and methods.

- **Curriculum:** EFSC’s college-wide curricula development process shall guide the development of all new or revised online courses. Department Chairs and eLearning staff will provide support for the faculty in the process of eLearning program and course development. Instructional support for members of the faculty teaching online is provided through the various college departments. eLearning staff provides information and support for the specific eLearning policies and procedure.

- **Textbooks:** Textbook selection shall follow the existing EFSC guidelines as outlined in the EFSC Collective Bargaining Agreement. All textbook and resource material information for online courses shall be posted in the online syllabus on the college website and on the syllabus in the online classroom.

- **Class Size, Faculty Compensation:** Salary arrangements, advisement hours, faculty schedules, and class size considerations are established by the EFSC Collective Bargaining Agreement. Online course sections may be considered as part of the faculty member’s regular load, or may be taught as overloads. Provost’s approval is required.

- **Intellectual Property Rights:** Information on property rights is located in the current Collective Bargaining Agreement, Article 6 (Faculty Rights), under Intellectual Property.

- **Orientation:** Faculty members teaching online should attend the eLearning annual meeting held the week prior to the start of each fall term. Those new to teaching online must attend a faculty orientation specifically designed to acquaint faculty to eLearning policies and procedures.
TEACHING WITH EFSC’S LMS: REQUIRED TECHNICAL SKILLS

Before teaching an eLearning course, instructors must be able to do the following:

- Open, save and delete files
- Create, delete and manage file folders
- Use the necessary peripheral devices which may include a CD-ROM, DVD, web cam, digital camera, microphone or scanner
- Create a course syllabus, class assignments and tests, and documents in RTF format
- Use, manage and store e-mail
- Send e-mail file attachments
- Be aware and be able to locate resources and information on the college’s website
- Identify several resource sites and be able to access and use EFSC’s online library resources

Online Classrooms

EFSC uses the CANVAS LMS platform. CANVAS workshops are coordinated and led by the Academic Technology (AT) department. Sessions are available in face-to-face and online formats. Training schedules are posted on the AT website. Those teaching online must complete CANVAS Instructor Training (CIT) for Hybrid & Online prior to being assigned a course shell for an eLearning or hybrid course or course companion class.

Testing

All EFSC online courses require a MINIMUM of one proctored test. A faculty member may require more than one proctored examination. These requirements must be clearly stated on the course syllabus. All test requests must be made using the online Lab Request and Outside Proctor Registration site. Testing is administered at either of the campus assessment centers (MCAC and CCAC) and the two learning labs on the Titusville and Palm Bay campuses. If a student lives outside of Brevard County, other arrangements to locate an approved proctor and testing site must be made. Such arrangements are approved in advance by the appropriate faculty member. Specific responsibilities for the student, the proctor, and the instructor are detailed in the eLearning New Faculty orientation.

eLearning’s Testing web page: http://www.easternflorida.edu/academics/academic-support/learninglabs/cocoalearninglab/proctoring.cfm

Attendance Reporting and Grade Submission

eLearning instructors are required to report attendance and grades in accordance with the college’s documented procedures. Instructors should indicate to students how attendance will be recorded, whether through weekly sign in, discussion board postings, quizzes, assignments, or visits to the online classroom.

SPECIFIC AND UNIQUE RESPONSIBILITIES OF ONLINE COURSE INSTRUCTORS

Due to the unique environment in which online courses are delivered, certain duties of an online instructor are different from those of the classroom instructor. Often they can be even more
demanding and much more critical to the success of the online student. Online course faculty’s responsibilities include:

- Attaining competency and proficiency in the use of the LMS
- Developing course content that meets or exceeds the written course objectives and requirements
- Providing a welcome letter, syllabus, a course outline and/or lesson notes, discussion forums (at least 10), evaluation and assessment (one test/exam must be proctored) and links to the learning resource center, use of groups and online chat (where appropriate) within the online classroom. It is important that the distinction is made that online courses are NOT self or independent study, but structured learning environments, where students are accountable to the same standards and regulations as in the campus classroom.
- Posting an announcement at the beginning of each week, explaining the expectations for that week.
- Providing current and accurate web based information on assignments, grading, course materials and instructor contact information.
- Responding to student messages in a timely manner, usually within 48 hours (two (2) business days) of receipt and referring students to the eLearning Specialist when appropriate.
- Using the online grade book and exporting a file copy at the end of the term.
- Providing textbook and resource material information to department chair or online program coordinator by the established deadlines.
- Obtaining permission to use any copyrighted materials in their course, including the use of streamed material.
- Identifying any students who are at risk of failing or otherwise not completing the course and by providing the names of such students to the eLearning Specialist.
- Performing regular attendance reporting and submitting final grades per the college schedule.
- Performing prescribed term to term maintenance.
- Encouraging prescribed term to term maintenance.
- Participating in technology workshops.

A major responsibility of the online instructor is to promote retention and success of the online learner and thus online instructors are required to abide by the minimum communication requirements and are encouraged to utilize tools available to promote student success. Classroom orientation, clear communication, timely and complete feedback, student-to-student collaboration and well-constructed assignments all contribute to increased student success, completion, learning and satisfaction.

**Getting Help**

Technical assistance is provided to faculty, staff and students through ITSupport@easternflorida.edu or 321-433-7600. Questions about eLearning policies, student issues, concerns or suggestions should be directed to the appropriate eLearning Department Chair and/or the eLearning Associate Provost.
eLearning Staff and Support

Contact information for eLearning Staff and Support can be found at: http://www.easternflorida.edu/academics/elearning/ or by calling 321-433-7100.