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INSTRUCTIONAL SERVICES **Policy 6110**
Regulation 6110

Curriculum Services

Curriculum Development

The curriculum establishes the primary learning outcomes for programs of study and courses and ensures that knowledge and/or outcomes have been clearly defined for each course and program of study as they relate to the College's mission and purposes.

Faculty members, based on their mastery of their discipline, their own scholarship, and their expertise in curricular areas, shall have collective responsibility for the curriculum and shall be principally responsible for initiating curriculum proposals. The President and administration shall be responsible for acting on curriculum proposals, including making recommendations to the Board of Trustees, the Coordinating Board for Higher Education, and/or the Department of Elementary and Secondary Education, as applicable. Curriculum decisions should be consistent with major curricular goals and the strategic directions of the College.
(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6210**

Instruction

Academic Freedom

Academic freedom is fundamental to the protection of the rights of the faculty member in teaching and the rights of the student to freedom in learning. However, these rights are qualified; selected examples of such qualifications are presented below. The Board of Trustees and the Executive Leadership Team fully endorse the following statement on academic freedom from the 1940 *Statement of Principles* of the American Association of University Professors:

1. The College faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties. Research for pecuniary return should be based upon the Board's policies on sabbatical leave, professional leave, or professional development.

2. College faculty are entitled to freedom in the classroom in discussing their subject; however, they should be careful not to introduce controversial matters that have no relation to their subject.

3. College faculty are citizens, members of a learned profession and representatives 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 certain obligations. As scholars and professionals, they should remember that the public may judge them and the College by what they say and do. Therefore, faculty should at all times endeavor to be accurate, exercise appropriate restraint, and show respect for the opinions of others. As private citizens, they should make every effort to indicate they are not speaking as representatives of the College.

4. For sound androgogical reasons, faculty members may decide that it is necessary to use course materials that some students may find offensive. When these materials include explicit representations of human sexual acts or other graphic depictions that could reasonably be expected to be offensive to some students, a faculty member has an obligation to give students, in advance of the presentation, information sufficient to enable individual students to make a knowledgeable choice about whether or not to attend that class period. Where possible, the faculty member should provide reasonable accommodation to that student. Nonetheless, students remain responsible for learning class materials and for completing course requirements. If a course makes considerable use of such material throughout the semester, students should receive, no later than on the first day of class, information sufficient to enable them to make an informed decision about whether or not to take the course.

Appeals concerning academic freedom can be made through the College's Academic Appeals Process outlined in Regulation 2160.
(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6230**

Instruction

Intellectual Property

State Fair Community College fosters an environment conducive to the creation, dissemination, discussion and exploration of knowledge. In addition, ownership of academic intellectual property resides with the creator in order to encourage the investment of time, thought, creativity and energy in the development of academic works, including copyright, books, articles, works of art, musical compositions and course materials.

This policy applies to all intellectual property related to the academic works of faculty and students, except in the following circumstances:

1. Works written or produced for grants or contracts that specify that ownership belongs to the funding or contracting party, or for College administrative software.

2. Student-created products that are not claimed by students within 30 days of the close of the semester in which those products were created. After this period, these works belong to the College.

3. If intellectual property developed at the College is commercialized by someone other than the College, the institution retains the right to control whether its name or logo is displayed in association with the work and to require appropriate acknowledgment of institutional support of the creation of the work. The College should be notified of intent to commercialize prior to any commercial agreements.

4. If the creator was assigned, directed or specifically funded by the College to develop the material, the institution can recover direct expenses related to the development of intellectual property from revenue subsequently collected by the creator.

5. Unless otherwise agreed in writing prior to the creation of copyrightable material that is developed for College courses or curriculum, the institution will have for five (5) years non-exclusive, royalty-free, use of the work and the ability to modify the work for its use within the institution so that the College's continued use of such material for educational purposes is not jeopardized.

6. Mediated courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of State Fair Community College while the creator is employed by this institution, unless that transaction has received the approval of the Vice President for Education and Student Support Services.

7. This policy does not apply to intellectual property developed before this policy is formally approved.

Appeals concerning issues related to intellectual property can be made through the College's Academic Appeals Process outlined in Regulation 2160.
(Approved 1/24/05)

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INSTRUCTIONALSERVICES **Policy 6240**
Regulation 6240

Instruction

Copyrighted Materials

The Board of Trustees intends that all members of the College community adhere to the provisions of the United States Copyright Law (Title 17, U.S. Code). Copyrighted materials may be used in the preparation, delivery, or learning environment only after obtaining permission or determining that the doctrine of "Fair Use" is applicable. This also includes the following information sharing methods: document sharing, scanning, uploading, downloading, digital replication, photocopying and other forms of information sharing.

Employees and students are expected to be familiar with the "Fair Use" doctrine outlined in the Copyright Act of 1976, the Digital Millennium Copyright Act of 1998 and the Technology, Education, and Copyright Harmonization Act of 2002, (TEACH, H.R. 2215) and other statutes governing the use of copyrighted works. Full text versions of these laws are available via Internet and the Copyright Channel located on the Library Tab.

Students, faculty, staff and visitors who willfully disregard the copyright policy do so at their own risk, assume all liability, and may face disciplinary action.
(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6250**
Regulation 6250

Instruction

Adjunct Faculty

Employment of adjunct faculty is essential to achieving the College's mission and purposes due to the size of the College's service region, logistics associated with the delivery of instruction, the wide diversity of curriculum interests and demands, and the need for flexibility in staffing with instructional personnel. Procedures and conditions of employment, development, evaluation, and compensation of adjunct faculty shall be determined by the President of the College.
(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6310**
Regulation 6310

Evaluation Services

Program Evaluation

Program evaluation is in place to create and/or design administrative and learning structures and systems that will address the new and emerging learning needs of the College's service area in a timely and effective manner. The program evaluation system ensures maximum continued improvement of all instruction, programs, initiatives, and services.

The President shall make an annual report to the Board of Trustees regarding the evaluation results of programs reviewed during the academic year.
(Approved 1/24/05)

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INSTRUCTIONAL SERVICES

Policy 6410
Regulation 6410

Academic Standards

Assessment and Placement

Placement Testing

The College requires students to have a placement score to enroll in courses. Placement scores gauge proficiency in English, mathematics, and reading, core skills required in the general education curriculum and technical programs. Placement assists with enrolling students in course sequences where they are most likely to succeed.

(Approved 1/24/05; revised 5/25/23)

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INSTRUCTIONAL SERVICES **Policy 6430**
Regulation 6430

Academic Standards

Dual Credit

Dual credit courses shall enable high school students to receive both high school and College-level course credit prior to graduation from high school. The College adheres to the Missouri Coordinating Board for Higher Education's *Policy Guidelines for the Delivery and Transferability of Credit Obtained in Dual Credit Programs Offered in High Schools.*

Dual Credit courses will be offered for high school students who have the ability to take College-level courses. The Board requires that dual credit classes be taught at the College level by instructors who have the appropriate academic credentials and that dual credit classes replicate as closely as possible the same classes taught on campus.
(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6440**
(Regulation 6440)

Academic Standards

Credit for Prior Learning (CPL)

Owner – Vice President for Academics and Student Success
Contact – Registrar

State Fair Community College may award college credit for prior learning (CPL). Credit for prior learning is college-level knowledge and skills acquired outside of traditional postsecondary coursework that has not been previously transcripted as academic credit by a regionally or institutionally accredited institution of higher education. Such learning may be demonstrated through approved assessment methods, including but not limited to departmental examinations, standardized examinations, industry-recognized credentials, military training and experience, and documented work or other experiential learning, as evaluated in accordance with college regulations and procedures.

(Approved 8/23/10; revised 01/23/20; revised 09/24/26)

INSTRUCTIONAL SERVICES **Policy 6450**
(Regulation 6450)

Academic Standards

Definition of Credit Hour

Owner – Vice President for Academic and Student Success

Contact – Registrar

The unit of credit used at State Fair Community College is the semester hour. The college follows the semester system in which the academic year is divided into two instructional semesters with each having 16 weeks of instruction including a final examination period. Two eight-week session courses (first half-semester and second half-semester) are also offered in the fall and spring semesters. Additional instructional periods such as summer, intersession, blocks, sessions, short and extended class periods are offered.

Due to federal regulations promulgated by the United States Department of Education, the Higher Learning Commission requires institutions to document how they determine in-class and out-of-class time equivalencies for distance courses and, therefore, document how credit hours for distance courses are determined. SFCC's assignment and award of credit hours shall conform to commonly-accepted practices in higher education and with the federal definition of the credit hour.

SFCC adheres to the federal credit hour definition as reiterated by the Higher Learning Commission 34CFR 600.2 (11/1/2010)

(Approved 8/23/10; revised 1/23/20; 6/28/24)

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INSTRUCTIONAL SERVICES **Policy 6470**
(Regulation 6470)

Academic Standards

Student Schedule Changes

Owner – Vice President for Educational and Student Support Services

Contact – Registrar

State Fair Community College will clearly define the process for adding, dropping, or withdrawing from all courses.

(Approved 01/23/12; revised 01/23/20)

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INSTRUCTIONAL SERVICES **Policy 6480**
Regulation 6480

Academic Standards

Academic Honesty

State Fair Community College values the academic integrity of its curriculum and the commitment of its faculty and students to uphold it in all teaching and learning processes. The following acts of academic dishonesty will not be tolerated:

1. Plagiarizing any information,

2. Cheating in any form , or

3. Falsifying any information provided to the College.

See regulation 6480 for penalties imposed.
(Approved 7/16/07; revised 7/2014)

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INSTRUCTIONAL SERVICES **Policy 6490**
Regulation 6490

Academic Standards

Artificial Intelligence

Introduction

Artificial Intelligence (AI) technology is constantly evolving and significantly impacting various fields of study and industry. State Fair Community College (SFCC) is committed to embracing, and when appropriate, integrating these technologies in a way that enhances learning and aligns with our mission of providing high-quality education. Regulations will be adopted to ensure responsible and ethical implementation across all disciplines.
*This policy was developed with the assistance of Generative AI.

(Approved 11/21/24)

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INSTRUCTIONAL SERVICES **Policy 6510**
Regulation 6510

Instructional Delivery and Support Systems

Donald C. Proctor Library

Clientele Served

The Donald C. Proctor Library is comprised of the student body, the College's faculty and staff, area residents within SFCC's counties of services, and participating MOBIUS Consortium libraries. The MOBIUS Consortium is a network of 60 academic libraries, 4 public libraries, 2 special libraries and the Missouri State Library.

Collection Development

The primary goal of the Donald C. Proctor Library collection is to support, enhance and enrich College curricula and research. The purpose of collection development is to guide the growth and maintenance of the collection in accordance with the College's mission, vision and values. Resources include but are not limited to: print books, e-Books, audio books, online books, print journals, online journals, databases, specialized online resource collections, primary documents, special collections, print newspapers, online newspapers, online study tools, video streaming, academic integrity tools for plagiarism education and citation building tools, writing style guides, free and subscription web resources, curriculum kits, DVD's, online encyclopedias and dictionaries, and access to available MOBIUS materials within the state.

Child Safety

The Donald C. Proctor Library supports the education of children by allowing staff, students and community patrons to borrow material from the children's collection. To provide a safe environment for visiting children, the following guidelines and procedures are in effect:

1. A parent/caregiver must supervise children under the age of 12 at all times.
2. Child safety and appropriate behavior is the responsibility of the parent or caregiver.
3. Parents/caregivers are financially responsible for damaged materials/property.
4. Library staff may ask noncompliant patrons, including children and caregivers, to leave the library for unacceptable behavior. Forms of unacceptable behavior include but are not limited to:
    - Offensive/obscene language
    - Sexual harassment
    - Behavior deemed disruptive to the learning environment
    - Behavior that places the safety of the child or another patron at risk

Signage detailing parent/caregiver responsibilities is displayed at each entrance and in the Children's Collection area.

(Approved 8/23/10; revised 2/2013; revised 5/11/24)

INSTRUCTIONAL SERVICES **Policy 6520**
(Regulation 6520)

Instructional Delivery and Support Systems

Distance Education

The College utilizes distance learning to expand access beyond the walls of the main campus through technology such as computers and videoconferencing and to deliver quality instruction and degree programs to traditional and non-traditional students, especially those who are place-bound and time-bound. The College is committed to providing distance learning students not only with quality instruction, but also with access to library resources, advising, and all other services provided to on-campus students.

(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6530**
(Regulation 6530-6531)

Instructional Delivery and Support Systems

Extended Campus

Integral to the College's mission is credit and non-credit programming conducted beyond the Sedalia campus at extended campus sites throughout the College's fourteen-county service region. All Board policies and College regulations shall apply to extended campus operations, and programming shall feature the same high standards, quality, and rigor as that which characterizes Sedalia campus programming. However, extended campus operations conducted at sites owned by other entities, such as school districts, communities, military bases, and prisons, must also follow the specific policies, rules, and regulations established by those entities.

(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6540**
(Regulation 6540)

Instructional Delivery and Support Systems

Career and Technology Center

State Fair Community College provides secondary technical education through the Career and Technology Center, located on the Sedalia campus in the John W. Ragland Wing of the Marvin R. Fielding Technical Center. The Career and Technology Center is operated by the College, and the Board of Trustees will be the legal and fiscal authority. Funds received for the Career and Technology Center will be administered through the Business Office, and the standards, guidelines, and accountability procedures for the College will be adhered to by the Career and Technology Center. Instructional and administrative personnel are employees of the College and shall comply with College personnel policies and procedures.

A Superintendents Advisory Council is comprised of superintendents who have signed a written agreement with the Career and Technology Center related to their Carl D. Perkins federal vocational-technical education funding.

To participate in this program, high school juniors and seniors must be enrolled as students in the local district wherein their residence is established.

(Approved 1/24/05)

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INSTRUCTIONAL SERVICES **Policy 6550**
(Regulation 6550)

Instructional Delivery and Support Systems

Athletics

The Board of Trustees endorses intercollegiate athletics as an educational experience and an integral component of the academic mission of the College. Through educational ideals learned both on and off the field of play, student-athletes will experience the benefits of competition, sportsmanship, hard work, commitment and teamwork. The Athletic Department will also serve as a link between the College and the community. Academic success, community involvement, and a dedication to excellence are all critical to the success of the program.

The Board will expect staff and student athletes to achieve excellence in the context of intercollegiate athletics by upholding the following principles:

1. All students engaged in intercollegiate athletics will be students first, and they will progress satisfactorily towards a degree;

2. The College administration will seek the financial resources both publicly and privately to support excellent programs

3. The College will maintain competitive NJCAA Division I intercollegiate athletic programs;

4. The College will promote and market its athletic programs, activities, and teams;

(Approved 7/16/07; revised XX/XX/XX)

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TRANSCRIPTS **Policy 6610**
Regulation 6610

Instructional Delivery and Support Systems

Transfer of Credit

In accordance with the requirements of the Higher Learning Commission, State Fair Community College will clearly define the process for transcription of transfer credits.

(Approved 8/23/10; revised 7/11/23)