



Policy and Procedures Manual

Application: Full Time Faculty

Section F2.1 Classroom Policies and Procedures

F2.1 Classroom Policies and Procedures

F2.1.1 University Student Attendance Policy

Students are expected to attend the classes in which they are enrolled. It is the responsibility of the faculty to establish specific attendance policies and to include these attendance policies in the course syllabus.

Faculty attendance policies must accommodate a reasonable number of absences. The circumstances which qualify for potential accommodation include the following:

F2.1.1.1 Absences

1. Travel which is a required part of an instructional program of the university, including field trips which are part of an instructor's course syllabus, presentations of research or artistic performances under the supervision of faculty at a conference or sanctioned meeting, etc.;
2. Participation in activities formally sponsored by the university (or an established unit within the university), including but not limited to athletic team travel to games, debate team travel to competitions, dance program travel to official competitions, presentations of research or artistic performances at conferences or sanctioned meetings, official choir performances off-campus, etc.;
3. Military obligations as required by law;
4. Serious illness or injury, which incapacitates the student for a week or more of classes, as documented through the office of Testing and Accessibility Services; and
5. Pregnancy or complications involving pregnancy, as documented through the office of Testing and Accessibility Services;
6. Concussion protocol and temporary injuries for students to return to learning will vary depending upon the severity of the injury. Testing and Accessibility Services will inform and will act as liaison with faculty as to the duration and accommodations needed for student's recovery. Point of contact for Testing and Accessibility Services will be as follows: student-athletes the Head Athletic Trainer; all other students will be the University Health Services. Students are encouraged to remain in contact with faculty.
7. Death or serious illness in immediate family (parent, spouse, child, sibling), which causes the student to be absent a week or more of classes, as documented through the dean of students.

Note: Documentation of illness or injury requires a physician's statement that includes the day the absence begins and day the student is cleared for regular activities. Documentation of death of an immediate family member may require a death certificate.

Absences are reviewed on a case-by-case basis. There may be instances in which withdrawing is recommended as a reasonable number of absences may not be accommodated.

F2.1.1.2 Official Notices of Excused Absences

The Dean's offices will distribute notices to the faculty informing them of students who are absent on official scheduled activities. If a faculty member desires to have such a notice sent for a group of students participating in an activity sponsored by the faculty member, they should submit a request that contains the student names and student identification numbers to the Dean's office at least one week in advance of the activity. As a courtesy, faculty may also have a notice sent for students participating in activities that do not qualify as an excused absence under 2.1.1.1 above so that faculty who may want to work with those students also may do so.

It is the student's responsibility to initiate contact with the faculty member to arrange to make-up class work or examinations missed.

F2.1.2 Class Rolls

Final grades are reported electronically. The office of records will notify faculty when the grade entry system is available, and provide any relevant instructions for using that system.

F2.1.3 Class Records

Grade books, including electronic grade books, should be maintained by faculty members and retained in either the department or Dean's office when the faculty leaves the employment of the university. State law requires that grade books (including electronic versions) must be maintained for a minimum of five years and then can be destroyed only if there are no pending lawsuits. This policy shall apply to both full-time and part-time faculty.

F2.1.4 Course Syllabus

F2.1.4.1 Distribution and Archiving

All courses: A course syllabus shall be developed for each course. Faculty shall distribute the syllabus to all students in the class, preferably at the first-class session attended by a student but not later than the class session prior to the last date to enroll in the class. Posting the syllabus on the university's learning management system is an acceptable method of distribution.

The faculty is responsible for developing a departmental syllabus for multiple section courses. This syllabus shall insure that all students have access to a "common body of material," but shall allow for individual faculty instructional differences and shall not impinge upon legitimate academic freedom issues.

For each course taught, faculty must submit a syllabus in electronic form to the school/college Dean at the start of each semester, including summer school. The Dean's office will be responsible for forwarding electronic copies of all course syllabi to the Office of Academic Affairs each semester.

Adjunct faculty must use approved syllabi provided by the Department Chair or develop a course syllabus under the supervision of the Chair. Adjunct faculty must submit their course syllabi to the Department Chair each semester they teach. Electronic copies of adjunct faculty syllabi will be submitted to the Office of Academic Affairs according to the rules established in the preceding paragraph.

F2.1.4.2 General Education Curriculum Syllabi

Courses included in the General Education curriculum shall be approved by the General Education Committee.

F2.1.4.3 Syllabus Components

The course syllabus may contain as much information as the faculty member deems appropriate, but the syllabus shall contain the following information:

1. Title of Course as given in the catalog, course prefix and number, section number, day(s) and time, semester and year in which the course is offered.
2. The instructor's name, office location, office hours, other availability provisions, including office telephone extension, ECU email address.
3. Course/section requirements: textbook(s) and other supplemental readings, tests, papers, readings, other relevant course materials such as articles, pieces of music, or works of art to be viewed, attendance policy or anything else which the student needs to know in order to complete the course. This section could also include a supplementary bibliography.
4. Student Outcomes
 - Student outcomes (for General Education Courses ONLY):
 - Include the appropriate general education learning outcomes,
 - Course competencies (for Program Courses with accreditation requirements ONLY):
 - Identify competencies to be addressed in the course as required for accreditation by a body such as

Council for the Accreditation of Educator Preparation (CAEP) or others.

5. A topical outline of how the course will proceed.
6. Grading policy: The method of evaluation and grade calculation (the explanation should be sufficient for a student to estimate their grade at any given time).
7. Course Attendance: Students are expected to attend the classes in which they are enrolled. It is the responsibility of the faculty to establish specific attendance policies and to include these attendance policies in the course syllabus.
8. An American Disabilities Act (ADA) statement as follows:
 - East Central University is committed to providing equal access to University programs and services for all students. Under university policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodations, they must contact the Office of Testing and Accessibility Services, 580-559-5297, TAS@ecok.edu, or go to room 301 Fentem Hall on the ECU campus, as soon as possible.
 - Students must request accommodations for documented disabilities through the Office of Testing and Accessibility Services. The Office of Testing and Accessibility Services will review documentation of the disability, and make determinations of reasonable accommodations on a case by case basis. Letters of Accommodation will be sent to faculty detailing the accommodations each student will receive. As a faculty member you are not authorized to make disability-related accommodations without prior determination by the Office of Testing and Accessibility Services. Contact the Office of Academic Affairs if any assistance is needed in this process.
9. A 72-hour transition statement as follows:
 - “72-Hour Transition Statement: Should on-campus instruction be suspended for any reason, ECU’s face-to-face and blended courses will transition to online/virtual delivery within 72 hours. Online courses will continue as scheduled.”
10. In the event of a campus closure of one day or more, instructors of traditional and/or blended on-campus courses who opt to continue instruction with remote learning are to include a policy pertaining to this in their syllabi. The policy is at the discretion of the instructor or can be set as departmental policy. Instructors should take into account that students enrolled in on campus courses are not held to the same technological requirements as students in online courses.
11. The instructor has primary responsibility for classroom behavior management and all faculty are expected to enforce campus policies and policies identified in their syllabus.

Courses developed as Master Shells in partnership with a third party may include syllabi that by necessity do not contain information from parts 1 and 2 above. In such a case, the instructor of the course should provide that information to students when implementing the shell.

Do not reveal student scores or grades by posting according to social security numbers or student IDs, or in the order in which students appear on the class roster, or in any other way students could determine other students’ grades. Any technique which assures student confidentiality is satisfactory, such as the assignment of random numbers, or code names.

Many faculty will wish to include much more than the required material, and that is perfectly acceptable. The information required above may be stated on the initial page or interwoven into the syllabus in such manner as the faculty member desires, as long as it is clear and obvious.

Since students tend to overlook such details, it would be helpful to state the last date to drop the course in any given semester.

F2.1.5 Office Hours

Office hours are times set aside for faculty members to communicate with students outside of class. They are also times where faculty can meet with advisees, interact with colleagues, and complete administrative duties.

Full-time faculty will maintain a minimum of five (5) on-campus office hours each week during the fall and spring semesters. The hours should be scheduled at set times each week, listed in your syllabi, and published according to Academic Affairs guidelines. Faculty should notify their students of instances when they cannot hold their office hours, and if feasible provide an alternate time for students to consult with them. Additional office hours may be held in-person or virtually, and faculty are expected to be available at additional times by appointment, as needed.

Exceptions to this policy must be approved by the Dean. The Provost will adjudicate conflicts or challenges about additional office hour requirements at the college/school level.

F2.1.6 Evaluation of Student Academic Performance

F2.1.6.1 Academic Performance Evaluation

The number and kinds of evaluation instruments or procedures to be used are determined by the instructor of each course. The instructor's evaluation policy is to be stated in the course syllabus and should be explained to the students at the beginning of the course, as noted in Course Syllabus policy in Section 2.1.4: "The method of evaluation and grade calculation (the explanation should be sufficient for a student to estimate their grade at any given time.)"

F2.1.6.2 Final Examination Rules

The Oklahoma State Regents for Higher Education academic calendar policy requires that "Those institutions which reserve the final week of the semesters as a testing period shall ensure that all classes meet during the testing period" (OSRHE Policy Chapter 3.18.3). Accordingly, it shall be the policy of East Central University that

F2.1.6.2.1

The final examination week is a required part of the semester academic calendar.

F2.1.6.2.2

All regularly scheduled courses shall schedule a final examination or shall hold class at the time of the regularly scheduled final exam.

F2.1.6.3 Pre-Finals Week Regulations

F2.1.6.3.1 Academic Regulations

Pre-finals week shall be the five days (excluding weekends) prior to the start of final exams. During this period, faculty may

1. Cover new course material;
2. Not make new assignments, examinations, or projects worth more than 10% of the student's grade, unless specified in the course syllabus;
3. Not require submission of assignments, in-class presentations, in-class or take-home examinations, or projects during the last two days of the pre-final's week, unless specified in the course syllabus; and
4. Obtain special permission to deviate from the pre-final's week regulations from the Chair and Dean and only with written justification.

This policy applies only to the fall and spring semesters.

This policy does not apply to laboratory sections in which laboratory examinations are regularly scheduled. Such laboratory examinations may be scheduled during the pre-final's week.

F2.1.7 Academic Integrity

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the university community. Deceit and misrepresentations are incompatible with the fundamental activity of

East Central University and shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct and may result in severe penalties, as listed below. Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the Policy on Academic Integrity.

The Academic Integrity Policy can be found in its entirety at <https://www.ecok.edu/policies-and-handbooks/academic-integrity-policy>.

F2.1.8 Guests in the Classroom and Children on Campus

Guests of students, including children, are not permitted to attend regularly scheduled classes without prior written permission of the instructor. Minors are not to be left unattended in the building or on campus. Minors are prohibited from attending classes unless their presence is incorporated into the instruction.

F2.1.9 Classroom Misconduct

The instructor has primary responsibility for classroom behavior management and all faculty are expected to enforce campus policies and policies identified in their syllabus. Disruptive behavior in the classroom may be defined, but is not limited to behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject being taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom [see 2.1.9], etc.), and the use of any electronic or other device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, cell phones, laptop computers, handheld games, etc.).

Faculty should resolve the disruptive behavior directly with the student, if possible. Repeated disruption may result in faculty filing an Administrative Withdrawal form with the Office of Academic Affairs, checking the category “disciplinary” as the reason. This action requires consultation with the Office of Academic Affairs prior to submission of the form.