East Central University

Adjunct Faculty Handbook

2024-2025
Academic Year

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Introduction

This publication has been prepared to disseminate policy information to Adjunct Faculty. Qualifications for adjunct appointments are based upon academic background and experience but generally require the same qualifications as regular faculty. Documentation supporting academic or professional qualifications for Adjunct Faculty includes a current résumé and official transcript issued by the institution from which the faculty earned his/her highest degree. Additional documentation may be requested by the department or school.

Mission Statement

East Central University's mission, the reason we exist, is to educate and empower students to understand and transform our world.

Academic Alert

Academic Alert is a system for identifying students who are having difficulties in a given course. Faculty awareness of potential student problems constitutes the backbone of the Academic Alert Program. Students may be identified for Academic Alert for a variety of reasons, including frequent absences, accommodations, excessive tardiness, test scores, language skills, and writing ability. Faculty members who have identified such issues should submit an "Academic Alert Program Referral Form" which can be found on the MyECU homepage, left-hand side, in the Quick Links box>Academic Success Center Tiger Alert. The Academic Success Center is located in room 262 of the Administration Building.

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. In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. These actions include, but are not limited to: cheating, plagiarism and misrepresentation or falsification. Adjunct Faculty who encounter violations of the academic integrity policy should refer to the complete policy and incident report form on the ECU website:
http://www.ecok.edu/policies-and-handbooks/academic-integrity-policy

Adjunct Faculty Contracts

Contracts are generated by the chair of the department offering the course or by the Distance Education Office. The contract must be signed and returned to the department chair before the end of the second week in the semester. Contracts are contingent upon the class having an adequate enrollment. The Center for Continuing Education/Community Services generates contracts for workshops/seminars.

Adjunct Faculty Salaries

During the fall and spring semesters, salary payments are normally divided into four equal parts. Adjunct faculty should complete direct deposit forms in the payroll office. Payroll deposits are made on the last working day of the first full month of the semester. During the summer semester direct deposits or checks are issued on the last working day of July.

Application for Parking Permission in Horace Mann/Faust Hall Lots

The faculty parking lots for Horace Mann and Faust Hall are restricted. Adjunct faculty who teach in Horace Mann, Faust Hall or the Chickasaw Business and Conference Center who want to park in these lots must apply for permission to do so. Contact your dean for the application form. All permissions automatically end each July 31, and reapplication for the next year is required.

Building Use Policies

1. Effective August 1, 2012 the use of tobacco products shall be prohibited anywhere on campus, including buildings, facilities, sidewalks, roadways, parking lots, and grounds leased, owned or operated by ECU.
2. For off-campus facilities check for the facilities' policy.
3. Students and instructors are not to bring children to class
4. Problems with the classroom facilities should be reported to the appropriate staff.

Campus Class Rosters

All instructors are asked to print their class lists, using MyECU, immediately prior to the first class meeting. Class lists should be checked each class period through the last day to add a class and then checked shortly after to ensure all students are enrolled in the correct course. If a student is attending your class but not on the class list, direct the student to process an enrollment immediately. **Students are not to attend classes if they are not properly enrolled**.

Instructors should also check the class list for accuracy of the grading type. LT symbolizes that a course will be graded using letter grades, PF is used for pass/fail grades, and PN is used by Kinesiology activity courses which are mandatory pass/no pass grades. Any irregularities should

be reported to the Registrar via e-mail immediately.

During the second week of the semester, instructors will be asked to notify the Records Office of any students who have not attended classes or who ceased attendance after the first class meeting. The reporting of these students will begin a possible cancellation of a student's enrollment.

Instructors may print updated class lists at any time prior to or during a semester.

Off-campus Adjunct Faculty should contact the ECU Academic Program Coordinator/Academic Advisor to obtain paperwork for students who want to drop a class or withdraw from school. On-Campus Adjunct Faculty should contact the academic department for information regarding these procedures.

Closing the Campus or the Off Campus Centers

The decision to close the ECU campus due to inclement weather or other emergency is made by the President of the University. Most major media outlets in the ECU commuting area and in Oklahoma City are notified as early as possible. Notices will also be posted on the ECU website. The decision to close the higher education centers will be made by the directors of those centers. Adjunct Faculty at the centers will be notified of closings as early as possible by the Academic Advisor/Program Coordinator.

You may sign up to receive emergency and other official communications from the University via standard text messaging. Login to MyECU and click the Staff tab. You may enter your cell phone number on the Emergency Notification screen.

Communicable Diseases Policy

East Central University is committed to providing a working and learning environment free of health hazards for its students and employees. Students and employees who have a communicable disease shall be required to inform their immediate supervisors. Failure to do so may lead to employee suspension or student withdrawal from classes. The University will comply with all federal and state laws applicable to employees, students and communicable diseases.

Disability Services

All syllabi must have the statement concerning Americans with Disabilities Act (see the section on syllabus requirements below).

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, he or she must report to the Office of Testing and Accessibility Services, room 302 Fentem Hall on the ECU campus, as soon as possible. Reasonable accommodations may be arranged only after the Office of Testing and Accessibility Services has verified the situation. As a faculty member you are not authorized to make accommodations without prior determination by the Office of Testing and Accessibility Services. NO accommodations may be made after the fact. Contact the Office of Academic Affairs if any assistance is needed in this process.

Drug-Free Workplace Policy

In accordance with the federal Drug-Free Workplace Act, the University has established a Drug-Free Workplace Policy. East Central University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands implementation of programs and services which facilitate that effort.

Federal law and the Board of Regents of the Regional University System of Oklahoma require the establishment of a Drug-Free Workplace Policy, with a signed acknowledgment of understanding and compliance, and the establishment of anti-drug programs that prohibit the use of illegal drugs in the workplace. For further detailed information, please contact the Employment Services Office.

End of Course Surveys

End-of-Course Surveys: All courses will be surveyed with the exception of internships, practicums, field assignments, and most labs. If a faculty is only teaching labs, then at least one lab will be surveyed. Surveys are sent to students through their East Central University email account.

Surveys are typically administered during weeks 12 and 13 of the regular semester and during the penultimate week of shortened sessions. Results of the surveys are distributed to the respective faculty, chair, and dean after final grades are reported.

Equal Opportunity & Affirmative Action Policy

East Central University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Employment Services Director, 1100 E. 14th, Admin 160, Ada, OK 74820, (580) 559-5217.

Faculty I.D.'s, Library Privileges, and Audio Visual

Adjunct Faculty I.D.'s are made in the University Center by the staff in the Information Booth. This I.D. permits the faculty member to use the Linscheid Library and to have other faculty privileges. To obtain audio-visual services on campus, contact the audio-visual department at 580-559-5490. At the McAlester site, contact the ECU program coordinator/Academic Advisor. This request should be made at least 2 days in advance.

Filing Mileage

Adjunct Faculty who qualify for travel reimbursement, for teaching at off campus sites, should file their mileage with the department chair and/or dean's office. Travel will be paid from the departmental budget.

Grade Reporting

Mid-Term Grades - All faculty teaching **undergraduate** courses will enter mid-term grades. The Office of Admissions and Records will notify faculty by email when mid-term grade entry opens. No final grades should be entered at this time. If you taught an intersession course and have already entered the grades for that course, please enter the same grade for the mid-term.

Mid-term grade entry is **not required** for graduate courses, 2nd 8-wk courses or any lab classes. Students may not receive Incomplete (I) grades or a default grade (you click the default grade button in MyECU and each student receives the same grade). Grade entry works best with Internet Explorer, so if you have problems, it may be your browser. If you do not know your password, or forget your password, you can reset it through MyECU.

Final Grades - According to the Family Education Rights and Privacy Act, grades may not be posted. Final exams are to be given according to the posted final exam schedule. Classes **must** meet during the scheduled final exam time.

All instructors will report their final grades electronically using MyECU. Grade reporting will open on the first day of final exams and will remain available through 10 AM on the second working day following the last day of final exams.

After the submission of grades, instructors are asked to print their class lists (not the grade entry screen) which will now show the grades submitted. All grades should be verified as correct by the instructor. This printout should be maintained by the instructor for official record of grades entered. Your department chair or dean will contact you if grades are not submitted. For the grading system see Appendix B.

Grievance Process (Title IX)

East Central University (University) is committed to an inclusive educational and employment environment that provides equal opportunity and access to all qualified persons. The University will continue its policy of fair and equal employment and educational practices without discrimination or harassment because of race, color, religion, national origin, genetic information, age, disability, gender, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local law. Discrimination or harassment in violation of this policy should be reported within 24 hours to the Affirmative Action Officer (Employment Services Office) in person at Room 160 Administration building, or by phone at (580) 559-5217 or fax at (580) 559-5484. After office hours or on holidays, the report may be made by contacting East Central University Police at (580) 559-5555.

Linking SmartPhones to the University E-mail System

You can link your Microsoft Outlook E-mail to your smartphone. Step-by-step instructions are located on MyECU > ECU Information > Information Technology > Documentation > Phones and Mobile Devices.

Long Distance Phone Calls

Adjunct Faculty who need to make long distance telephone calls as part of their University assignments may utilize a code number issued by the department; that number will allow them to place appropriate business calls through the University switchboard.

Mass E-mail Policy

Mass emails are not allowed to be sent out through ECU email. Items for mass distribution should be posted to the ECU bulletin board in MyECU on the Home tab.

Office Hours

All faculty members should establish a time for conferring with students before or after class. In addition, Adjunct Faculty may want to communicate with their students via e-mail.

Political Activities

An employee of the Regional University System of Oklahoma (RUSO) who participates in political activities, must do so in a manner that does not imply directly or indirectly that the Board or any of its universities endorse such activities, in no way interferes with the right and privileges of other employees of this Board or of students attending any university, in no way interrupts the normal routine operation of any university, or in no way interferes with the assigned duties of the employee. Violations of these principles may be considered cause for dismissal.

Printing

Adjunct Faculty are encouraged to use the duplicating services on campus when making copies for classroom use. The Mail and Printing Services Office is located in ADM 154. Orders may be dropped off or sent by email to duplicating@ecok.edu with the file to be printed attached to the email. Off-campus instructors may use the copy machines at the centers.

Instructors are asked to comply with copyright laws (Appendix A). If any Internet and/or web research activity is involved in classwork, East Central University recommends that faculty follow the guidelines of the Digital Millennium Copyright Act of 1998 (DMCA). The DMCA is not reproduced in this document, but generally faculty should follow the guidelines in Appendix A and contact the Linscheid Library staff person responsible for the DMCA when a specific need arises (see page 18).

Receiving/Sending Mail

Adjunct Faculty may send and receive items through on-campus faculty mail. On-campus Adjunct Faculty will receive mail in their departments. Off-campus Adjunct Faculty will receive mail in designated locations at the sites.

Resources on the ECU Web Pages (www.ecok.edu)

Catalog= ECU > Academics>Course Catalog

Degree Requirements and Checklists = ECU > Academics > Find a Major/Program>Scroll to the program/major > select degree checklist on far right

Emergency Procedures = ECU > Scroll to bottom of page > Emergency Procedures > links for different emergency procedures and call numbers

Linscheid Library = ECU > Scroll to bottom of the page > click Library (far right column)

Faculty and Staff Directory = ECU > Directory (at the top of the home page)

Blackboard and MyECU login = ECU > Login (at the top of the home page)

Final Exam Schedule = ECU > Current Students (top of page) >Course Schedule > Final Exam link.

Resources on MyECU

Handbooks Forms & Procedures = ECU > Login>MyECU>ECU Information>Academic Affairs>

Student Forms= ECU > Login>MyECU> ECU Information> Academic Affairs>Records Office>Records Forms and Documents

Risk Management

Adjunct Faculty traveling on official business i.e. going to a site to teach a class (not commuting from their home to the campus) are covered by the State of Oklahoma Risk Management Plan.

Sexual Harassment

Sexual harassment is recognized as a barrier to the educational, scholarly and research purpose of the universities governed by the Board, and will not be tolerated. Such conduct threatens the mission of the universities governed by the Board, and threatens the careers, educational experience, and well-being of students, faculty and staff. The Board will not tolerate behavior between or among members of the university community which creates an unacceptable working or education environment.

Supplies and Secretarial Assistance

Supplies routinely used in instruction may be obtained from the department. If an instructor needs instructional supplies which are beyond those routinely needed, the requests for such items should be directed to the department chair.

Syllabi

Copies of the course syllabus should be obtained through the department which offers the course. Instructors are asked to provide a syllabus for the particular course and submit it to the chair of the department for approval. The syllabi used by Adjunct Faculty must follow the format of the approved syllabus and be approved by the department chairs. All requirements of the classes should be included in the syllabi (i.e., attendance requirements, deadlines, information regarding field trips.) Syllabi should be submitted to the office of the dean of the appropriate school on computer disk in Word Perfect or Word and are due before the end of the first week of the semester. **All** students must receive a copy of the syllabus for each class. The course syllabus shall contain the following information.

- ❒ 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

- ❒ The instructor's name, office location, office hours, other availability provisions, including office telephone extension, e-mail

- ❒ Textbook(s), supplemental readings, and other relevant course materials such as articles, pieces of music, or works of art to be viewed

- ❒ Objectives and outcomes
  - Course level objectives and/or student learning outcomes (may be the same as general education objectives if a gen. ed. course)
  - Program level objectives and/or student learning outcomes
  - General education objectives, if applicable

- ❒ Attendance policy (must include accommodations for reasonable excused absences, *Faculty Handbook*, section 3.1.1)

- ❒ Grading policy
  - Method of evaluation and grade calculation (sufficient for a student to estimate his/her grade at any given time)

- ❒ Procedure for academic integrity violations (see "Policy on Academic Integrity" in the *Faculty Handbook* or on the Academic Affairs page: http://www.ecok.edu/policies-and-handbooks/academic-integrity-policy

- ❒ Topical outline of how the course will proceed

- ❒ 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. If any member of the class has a documented disability requiring academic accommodations, he or she should report to the Office of Disability Services, room 159 Administration Building, as soon as possible. A student seeking reasonable accommodations originating from a documented disability must register with the Office of Disability Services so that said accommodations may be provided. Contact the Office of Academic Affairs if any assistance is needed in this process.

- ❒ Commitment to writing across the curriculum statement:
  In keeping with the university's emphasis on writing proficiency, all student produced writing will be expected to reflect clear content, coherent and organized structure, and adherence to the stylistic and mechanical standards articulated by the professor.

- ❒ Important dates (strongly recommended, but not required)

Fall 2018

- Final exam day and time
- 24 August: Last day to drop 1st 5wk and 1st 8wk course with 100% refund
- 31 August: Last day to drop 16-week course with 100% refund
- 27 September: Last day to drop 1st 8-week course with guaranteed W
- 8 October: Last day to drop 1st 8-week course
- 23 October: Last day to drop 2nd 8-week course with 100% refund
- 7 November: Last day to drop a 16-week course w/guaranteed W
- 28 November: Last day to drop 2nd 8-week course w/guaranteed W
- 3 December: Last day to drop a 16-week course

Spring 2019

- Final exam day and time
- 18 January: Last day to drop 1st 5wk and 1st 8wk course with 100% refund
- 28 January: Last day to drop 16-week course with 100% refund
- 21 February: Last day to drop 1st 8-week course with guaranteed W
- 4 March: Last day to drop 1st 8-week course
- 15 March: Last day to drop 2nd 8-week course with 100% refund
- 8 April: Last day to drop a 16-week course w/guaranteed W
- 24 April: Last day to drop 2nd 8-week course w/guaranteed W
- 29 April: Last day to drop a 16-week course

- ECU holiday dates, as appropriate
- Or a link to the dates and deadlines on the Records page

Teaching Responsibilities and Absences

Faculty members are expected to meet their classes at all scheduled times and places and to be prompt in beginning and dismissing classes. In the event a faculty member must be absent from a scheduled class meeting, he/she has the responsibility to make arrangements for the class and to notify the chair of the department of the arrangements.

Pre-arranged absences. Absences such as school visitations, professional meetings, etc., should be arranged well in advance of the absence. The chair of the appropriate department must be informed of all absences of this nature and the arrangements that have been made to cover the classes prior to the day of departure. Faculty at off-campus locations should notify the Academic Program Coordinator/Academic Advisor.

Emergency/illnesses. Faulty should notify the chair of the appropriate department if he/she is unable to attend classes because of illness or emergency.

Canceling classes at the centers. If it is necessary to cancel a class at the University Center of Southern Oklahoma in Ardmore or at the Eastern Oklahoma State College Branch Campus at McAlester, the Academic Program Coordinator/Academic Advisor

should be notified as soon as possible. If it is necessary to cancel a class at any other site, notify the Provost/VPAA on the East Central University campus.

Textbooks

Textbooks are adopted by the department for each course. Contact the department chair for information regarding the procuring of a textbook.

Technology

If you encounter technology problems or need assistance, contact the HelpDesk at helpdesk@ecok.edu or at 580.559.5884. If your problem requires a technician, a work order will be created. Ask for the work order number so that you can track your request.

Username and Password Reset

ECU uses a single sign-on system. Your username and password work for logging onto the system, email, MyECU, and Blackboard. If you change your password for one, it is changed for all.

Navigate to the ECU home page www.ecok.edu and select Login. A menu will appear on the new screen. Select Password Reset.

Enter your social security number and birthdate. Click the Reset Pass button. A screen will appear with your username and password.

If you do not like the password the system creates for you, you may change it if you are logged onto a campus computer. These steps ONLY WORK if you are logged onto the network on the main campus.

Hold down the CTRL and the ALT and the DELETE buttons on your keyboard at the same time.

A box will appear with different options. Select the Change Password option. Follow the instructions in the box. The new password will be in effect for all ECU systems: the network, MyECU, Blackboard, and e-mail.

Passwords are case sensitive. They must have a minimum of eight (8) keystrokes, which include as a minimum one upper-case letter, one lower-case letter, and one number.

Class List

DO NOT USE THE BROWSER BACK ARROWS WITHIN MyECU.
Use the system links to navigate.

Navigate to the ECU home page at http://www.ecok.edu . From the Login link, select MyECU.

Login using your username and password. It is the same password that you use to log into the ECU system. If you have forgotten your username and password, see the section above on retrieving your username and password.

You will be at the main screen. Select the FACULTY tab.

You should see your current courses. If not, click the View More Options link to refresh the screen.

Click the drop-down box and select the option you need. A class list provides each student's name, ID number, enrollment/drop date, schedule, classification, and advisor.

Grade Entry and Attendance Report

Grade entry and the Attendance Report are located in the same area. Leave the Default Grade as Select and enter grades or the attendance report for each individual student. When completing the Attendance Report, select YES if the student attended or logged on to Bb at least once. Select NVR if the student never attended. Please report a student as NVR (never attended) even if the student has called you or e-mailed you with the promise to attend.

Click the SAVE button at the bottom of the screen when you are finished.

Appendix A

AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATION INSTITUTIONS WITH RESPECT TO BOOKS AND PERIODICALS

The purpose of the following guidelines is to state the minimum and not the maximum standards of education fair use under Section 107 H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

GUIDELINES

I. Single Copying for Teachers.

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

A. a chapter from a book;
B. an article from a periodical or newspaper;
C. a short story, short essay or short poem, whether or not from a collective work;
D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

A. the copying meets the test of brevity and spontaneity as defined below; and,
B. meets the cumulative effect test as defined below; and,
C. each copy includes a notice of copyright.

III. Definitions

A. Brevity

(I) Poetry:

(a) A complete poem if less than 250 words and if printed on not more than two pages or,

(b) From a longer poem, an excerpt of not more than 250 words.

(ii) Prose:

(a) Either a complete article, story or essay of less than 2,500 words, or,

(b) An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "I" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.]

(iii) Illustration:

One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) "Special" works:

Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 20% of the words found in the text thereof, may be reproduced.

B. Spontaneity

(i) The copying is at the instances and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

C. Cumulative Effect

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.
[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

IV. Prohibitions as to guidelines above:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separated.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:

(a) substitute for the purchases of books, publishers' reprints or periodicals;
(b) be directed by higher authority;
(c) be repeated with respect to the same item by the same teacher from term to term.

V. No charge shall be made to the student beyond the actual cost of the photocopying.

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Appendix B

3.2 Grading System

3.2.1 Definition of Grading Terms

A. Grades Used in the Calculation of Grade Point Average (GPA)

Grade	Note	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

B. Other Symbols

I Incomplete. An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. "I" grades must be changed by the instructor within one year from the end of the semester in which the "I" was assigned or they will remain as a permanent "I" and not contribute to the student's GPA.. Prior to fall 1993, an "I" grade became an "F" if the work was not completed in the required time frame.

AU Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. The allowable time to change an enrollment status from audit to credit will be established by each institution but may not exceed the institution's add period and must be consistent with the State Regents' add period defined as the first two weeks of a regular semester/term and the first week of a summer semester/term. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit to audit will be established by each institution but will not exceed the institution's last date for withdrawal from classes. AU will not contribute to the student's GPA.

W An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16 week semester

or, in general, not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

AW Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop and add period for disciplinary or financial reasons or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

S-U-P-NP An institution may elect to use the grades "S" or "P" and "U" or "NP" for specified courses or may allow students to elect an "S/U" or "P/NP" option under circumstances specified by the institution. The "S" and "P" grades are neutral indicating minimal course requirements have been met and credit has been earned. The "S" and "P" grades may also be used to indicate credit earned through advanced standing examinations. The grades of "U" and "NP" indicate that a student did not meet minimum requirements in a course designated for "S/U" or "P/N/P" grading. While all four grades, "S, U, P, N/P" are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

P or F Pass/Fail. An institution may elect to use Pass/Fail as an option for students in specified courses. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an "F" and is calculated into the GPA.

N An "N" grade may be used by an institution to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

C. Remedial Courses

Remedial courses are pre-college courses designed to prepare students for collegiate-level course work. Thus, remedial courses are to be coded as zero-level and collegiate-level credit may not be awarded for the completion of such courses. Remedial courses may be grades "S-U" or "P-NP" or letter graded at the discretion of the institution. Regardless of the grades awarded, remedial courses are not calculated in the retention, graduation, or cumulative grade-point averages.

Appendix C

EAST CENTRAL UNIVERSITY

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