



# 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 academic affairs; and
5. 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 office of the Provost/VPAA and vice President academic affairs.
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.

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 Approved 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 via Jenzabar MyECU. The office of records will notify faculty when the grade entry system is available.

### **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. The General Education Committee will conduct periodic reviews of course syllabi for compliance with the Committee's guidelines. This "approved" syllabus must be on file in the Office of Academic Affairs, and in the appropriate Dean's and Department Chair's offices. Any substantive change in the syllabus will require the General Education Committee to conduct another review of the syllabus and the Committee's approval in order for the course to remain in the General Education Curriculum.

#### **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 Council for the Accreditation of Educator Preparation (CAEP) Program Courses ONLY):
    - Identify CAEP competencies to be addressed in the course.
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. 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](mailto: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 statement reiterating the university's commitment to writing across the curriculum, as follows:
  - "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."
10. The instructor has primary responsibility for classroom behavior management and all faculty are expected to enforce campus policies and policies identified in their syllabus.

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 with an automatic "W" 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 Writing Proficiency Policy**

Becoming a competent writer requires both the development and reinforcement of writing proficiency. Since general education courses should play a significant role in the development and appreciation of good writing skills, a general education course should require written assignments.

Students who need help in upgrading their writing skills, in addition to that provided in the classroom, will have such help made available in the Writing Center. The purpose of this center is to help students satisfactorily complete specific assignments. Students may be referred to the Writing Center by faculty members or by self-referral. An online submission system is available to students in MyECU.

### **F2.1.7 Evaluation of Student Academic Performance**

#### **F2.1.7.1 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.)"

#### **F2.1.7.2 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

##### *F2.1.7.2.1*

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

##### *F21.7.2.2*

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

#### **F2.1.7.3 Pre-Finals Week Regulations**

##### *F2.1.7.3.1 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.

##### *F2.1.7.3.2 Student Organizations and Pre-Finals Week*

No student organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during the pre-final's week (weekends excepted).

#### *F2.1.7.3.3 Intercollegiate Athletics and Pre-Finals Week*

Although every effort should be undertaken to avoid scheduling athletic events during pre-finals week (weekends excepted), it is recognized that due to conference membership it may not always be possible to avoid pre-finals week. Exceptions to this policy must be approved by the Provost/VPAA.

### **F2.1.7.4 Finals Week Regulations**

#### *F2.1.7.4.1 Student Organizations and Finals Week*

No student organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during finals week (weekends excepted).

#### *F2.1.7.4.2 Intercollegiate Athletics and Finals Week*

Although every effort should be undertaken to avoid scheduling athletic events during finals week, it is recognized that due to conference membership it may not always be possible to avoid finals week. Exceptions to this policy must be approved by the Provost/VPAA.

### **F2.1.8 Assessment Policy**

East Central University's assessment program is based upon the Oklahoma State Regents for Higher Education's assessment policy requiring all state system colleges and universities to assess entry-level, mid-level, and major field student academic achievement and to assess student satisfaction. East Central University's policy addresses these four areas and is designed to assist faculty and students in promoting student success in achieving their academic goals and to aid the university in the improvement of teaching and learning.

#### **F2.1.8.1 Entry-level Assessment**

All students who enroll at East Central University as first-time entering freshmen and transfer students who enter the university with six or fewer semester credit hours attempted are required to participate in entry-level assessment. In addition to complying with published ECU admission standards, participation in entry-level assessment may include other activities such as taking placement tests, completing student surveys, and contributing to other entry-level assessment-related activities.

#### **F2.1.8.2 General Level (Mid-Level) Assessment**

All students who enroll at East Central University as freshmen or transfer students without an associate of arts or associate of science degree are required to participate in assessment of general education. Participation in general education assessment may include such activities as completing assignments in general education classes, taking assessment tests, participating in student orientation, developing portfolios, completing student surveys, and contributing to other assessment-related activities.

#### **F2.1.8.3 Assessment of the Major**

During their junior and senior years, all students are required to participate in major field assessment. Participation in major field assessment may include such activities as enrolling in capstone courses, taking assessment tests, developing portfolios, completing student surveys, and contributing to other assessment-related activities of one's major.

#### **F2.1.8.4 Assessment of Student Satisfaction**

Using surveys, focus groups, and other assessment-related activities, assessment of student satisfaction encompasses three areas: current student and alumni satisfaction with student services, such as housing, food services, financial aid, day care, parking, extra-curricular activities, library, bookstore, advising and counseling, etc.; employer satisfaction with the academic preparation of graduates; and alumni satisfaction with overall quality of their education at East Central University.

## F2.1.9 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.

### F2.1.9.1 Definition of Academic Misconduct

In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. Academic Dishonesty is defined as the deception of others about one's own work or about the work of another. These actions include, but are not limited to:

1. **Cheating.** Cheating is the use of unauthorized materials, information, or study aids in academic exercises, experiments and examinations. Cheating includes but is not limited to:
  - Copying the answers of another student on any examination or assignment
  - Using a textbook, notes or other aids during an examination without the permission of the professor
  - Tampering with experimental data to obtain desired results
  - Obtaining copies of examinations by any unauthorized means
  - Receiving or giving unauthorized help on assignments or examinations
  - Accessing computer systems or computer files without authorization
  - Stealing a problem solution from a professor or another student
  - Presenting product of a collaborative effort as one's individual work unless explicitly approved by an instructor. (Note: professors shall grade course group assignments according to criteria outlined in the syllabus)
  - Submitting work as individual work, either implicitly or explicitly, that was completed by another or as a group.
2. **Plagiarism.** Plagiarism is presenting the words, visual images or ideas of another as one's own. Except for what is called "common knowledge", any information taken from another source must be documented in the student's work. When a student interprets another's ideas, credit must be given by an in-text reference. When a student uses an exact copy of another's work, it must be delineated by use of quotations marks or indentation and referenced with the source. Plagiarism includes but is not limited to:
  - Copying and/or presenting words, images or thoughts of others as one's own work
  - Representing any information from the Internet as one's own.
  - Copying content without providing appropriate quotation marks or documentation
  - Copying words with minor changes even if the source is given
  - Expressing another's ideas as one's own
  - Reusing papers or presentations of any previously written papers
  - Submitting the same paper or substantial portions of a paper for multiple courses without the permission of the primary professor
  - Submitting assignments that were completed by another person
  - Allowing another student to submit one's work as their own
3. **Misrepresentation and falsification.** Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission. Misrepresentation and falsification includes, but is not limited to:
  - Changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance
  - Providing false information or omitting pertinent information on applications, records or other documents
  - Tampering with or destroying the work of others
  - Creating results for experiments not done (dry-labbing)
  - Lying about any and all academic matters

### F2.1.9.2 Disciplinary Procedure

Faculty, staff, or students must report violations of the policy to the Office of Academic Affairs. The student with the reported violation and the faculty member must meet to confirm or disallow the reported violation. If the violation is confirmed, the exact disciplinary procedure and grade penalty in the course is left to the discretion of the professor as outlined in the course syllabus. Possible actions that may be taken include but are not limited to the following:

1. Requiring that the assignment be re-done
2. Reducing the grade for the assignment in question
3. Reducing the grade for the course in which the violation occurred
4. Assigning a failing grade for the course
5. Withdrawing the student from the course

A record of the violation is maintained in the Office of Academic Affairs for a period not to exceed five years from the time of the incident.

After the first violation, a student receives notice that the violation has been recorded in the Office of Academic Affairs.

After a second or subsequent violation, a designated representative from the Office of Academic Affairs investigates the incident(s), meets with the student, and makes a recommendation to the Provost/VPAA. The Provost/VPAA sends a letter to the student with the consequences, which may include suspension.

#### **F2.1.9.3 Appeal**

The student may appeal the decision to the President. The President's decision is final.

#### **F2.1.10 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.

#### **F2.1.11 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.