

LIBERAL ARTS AND SCIENCES FACULTY INFORMATION

September 2002

GRADES: Instructors may use plus and minus grades. The Registrar uses the following numerical equivalents in computing grade point averages:

A+ or A	= 4.0	B!	= 2.7	D+	= 1.3
A!	= 3.7	C+	= 2.3	D	= 1.0
B+	= 3.3	C	= 2.0	D-	= 0.7
B	= 3.0	C!	= 1.7	F	= 0.0

A grade of FN should be given to students who either never attended your course or whose lack of attendance is the basis for the failing grade. When assigning a grade of FN you will be asked to estimate the date of the student's last attendance or participation in the course. For GPA computations the FN grade is treated as an F and is recorded as such on the student's academic record. Plus and minus grades are not allowed by Purdue for those students in the Statewide Technology Program (Purdue students are listed on a separate Purdue grade roster and are listed on the IU roster with a grade of ZZ).

LATE COURSE ADDITIONS: Students generally are not allowed to add courses after the second full week of classes during a regular semester or the first full week of classes during a summer session. In order to add a class after these times, the student must bring the instructor a drop/add form and a short statement clearly indicating the reason for late registration and how the student proposes to make up the work that has been missed. The statement and form must then be signed by the instructor, the Associate Dean of LA&S, the Dean of the student's college or school (if different from LA&S), and the Vice-Chancellor for Academic Affairs. You should exercise caution when giving permission to late-enroll because you are in effect indicating that a student can miss 15% or more of your course without encountering any problems.

WITHDRAWALS: Any undergraduate who withdraws during the first four weeks of a regular semester or during the first two weeks of a summer session is given a grade of W automatically. Thereafter, the student must receive permission from the instructor and the Dean of the student's college or school (Associate Dean for students in LA&S). The instructor may assign a grade of W (if the student's work is passing at that point) or an F. After the tenth week of a regular semester or the fourth week of a summer semester, the student may withdraw only for "urgent and compelling" reasons; poor performance is not considered to be an urgent and compelling reason.

IUSB students taking Liberal Arts and Sciences classes represent many units, each with a different Dean and different reasons for granting withdrawals. For students majoring in Liberal Arts and Sciences, withdrawals are routinely approved if requested before ten weeks of the semester have elapsed. After that, documentation satisfactory to the Associate Dean must be presented for each withdrawal. Students in other units are subject to the policies of their units.

Appropriate forms for processing withdrawals must be obtained by the student from the registrar's office or the administrative offices of his or her college or school. Termination of class attendance does

not constitute official withdrawal, and the instructor is not at liberty to assign a grade of W, even if the student's work is of passing quality.

INCOMPLETE: A grade of I (incomplete) may be given when a substantial amount (not less than 3/4ths) of the work of the course is satisfactorily completed as of the end of the semester. The grade of I may be given only when the completed portion of the student's work is of passing quality. The grade of incomplete should be awarded only under circumstances of hardship, when it would be unjust to hold a student to the time limits ordinarily fixed for completion of course work. An incomplete should only be given for "completion" of a course and not as a means of saving the student from having to pay twice for the same course.

METHOD FOR ASSIGNING AND REMOVING AN INCOMPLETE: The instructor must fill out an Incomplete card (found in the grade packet sent out by the Registrar) and file it with the Coordinator of LA&S Student Services, DW3300A. It is the instructor's responsibility to set the terms for the removal of the incomplete and to initiate the removal process when those terms have been satisfied. A grade of incomplete may be removed if the student completes the course within the time limit (not to exceed one calendar year) and the instructor sends a "Removal of Incomplete" form to the Coordinator of LA&S Student Services, DW3300A. The instructor may extend the time limit by assigning a grade of "IX" on the Removal of Incomplete form and listing the length of the extension. If the instructor does not otherwise act either to remove the I or to file for an extension, the Registrar will automatically change the I to an F at the end of the specified time period. Both the student and the instructor are notified approximately 30 days before the grade changes from I to F.

CHANGE OF GRADE: The grade assigned by the course instructor at the end of a term is the student's grade for that course. Only in exceptional cases will this final grade be changed. Faculty-initiated requests for a change of grade must be reviewed by the Senate Academic Affairs Committee and the Vice Chancellor for Academic Affairs. There is a short period of time (2 to 3 weeks between the time grades are turned in and the final grade strips are run) during which changes in grades can be routinely processed by contacting the Registrar's office.

Grade change requests arising from clerical errors will be considered only if accompanied by detailed explanations of how the errors occurred. Work completed after the end of a course is not an acceptable reason for a grade change. If the student is unable to finish the assigned work by the end of the term, the instructor should consider whether or not an I is the appropriate grade. Errors in judgment will be considered only if any re-evaluation done by the faculty member applies to the whole class.

CLASS ROSTERS: Class rosters are printed five (5) times each fall and spring semester. The first roster is distributed to faculty immediately following REGISTRATION. The second roster comes after the first week of class. The third roster comes after the fourth week of class and includes a listing of all students officially enrolled in the course along with those who have withdrawn during the regular DROP/ADD period. Students whose names do not appear on the third roster will receive no credit for

the course and should not be allowed to attend class. Any student whose enrollment status is uncertain should be asked to consult the Registrar. The fourth class roster (mid-term roster) arrives about mid-way through the semester. The mid-term roster is used by the Registrar's office as an audit of all officially enrolled students. The names of all freshmen enrolled in a particular course appear on a separate (gold) mid-term roster. Freshmen mid-term grade strips are mailed to the students to help them see how they are doing, and, if necessary, to give them a chance to improve their efforts prior to the semester's end. Faculty receive final rosters approximately two weeks prior to final exams. IUSB's Purdue technology students are listed on separate final Purdue rosters and also on IU rosters with a grade of ZZ.

EXAMINATIONS: No examinations (including take-home exams) are to be given during the last week of the semester (the last scheduled day of class and the previous six calendar days). Two-hour final examination periods are scheduled during four days of final examinations after the last day of class in the fall and spring semesters. Summer session final examinations are to be administered on the last class meeting day. Students cannot be required to take more than two final exams on any one day, so you may receive requests from individual students to take your final either a day early or a day late if they have two other exams scheduled on the day of your exam. If a student has three regularly scheduled exams on the same day, then the instructor of the third scheduled exam will be obligated to adjust the student's final examination schedule provided the other two instructors are unwilling to make adjustments. A student must notify the instructor 30 calendar days or more prior to the date on which the final examination scheduling conflict exists. The SCHEDULE OF CLASSES includes a listing of times and days for final exams. **Any deviation from the scheduled time for finals must be cleared through the Registrar's Office (Phone 4452) and the Academic Cabinet.** Students are to be notified by the instructor of any deviation from the published final examination no later than six weeks prior to the beginning of the final examination period.

OFFICE STAFF ARE NOT ALLOWED TO PROCTOR EXAMINATIONS: Each instructor is responsible for proctoring her/his own examinations or providing an appropriate substitute. If you are unable to proctor one of your examinations, you should arrange for one of your colleagues to proctor the exam for you. Secretaries should never be asked to proctor.

ABSENCES FROM FINAL EXAMINATIONS: A student who fails to attend the final examination of a course and who has a passing grade up to that time may at the instructor's discretion be given a grade of Incomplete.

MAKE-UP EXAMINATIONS: Each instructor is responsible for his/her own policy regarding make-up exams. If you fail to establish a rather strict policy, you will find yourself giving numerous make-up exams.

FINAL GRADES: Course grades must be delivered in person by the **faculty member** to the Registrar's office not later than 48 hours after the end of the scheduled examination time for the course.

Extensions may be granted by contacting the Registrar's office at least one week prior to the final examination.

POSTING OF GRADES AND PRIVACY LAWS: Grades should not be posted in a fashion that allows one to easily identify the student (e.g. by name). Posting by complete or partial social security number is not appropriate (see page 123 of the June 1997 *Indiana University Academic Handbook*). Also, faculty should not return graded examinations or papers to students by placing them in a public place (e.g. the hallway) if they are identified by name or if the exams are to be used again.

AUDITS: Occasionally, a student will enroll for a course as an auditor. This means that the student will not earn credits in this course. She/he has paid tuition, and the audit with a grade of NC will appear on the transcript. Students are not allowed to register on an audit basis without first obtaining permission from the instructor. Auditors may be exempted from class requirements of attendance, assignments, and examinations at the discretion of the instructor, or the instructor may require full participation. In order to avoid misunderstandings, instructors should work out the details of class participation with each official auditor before approving the audit. You may admit unofficial audits to your class at your own discretion. Changes between audit and credit status cannot be made after the midterm grade deadline.

CREDIT BY EXAMINATION: A student who by superior high school preparation or self-study has mastered the equivalent of one of our courses can earn credit by passing an examination ("testing out"). Tuition is charged at the rate of \$17.00 per credit hour for testing out (there is a \$13.00 fee charged for Foreign Language exams). Students interested in testing out should be referred to the department chair. Not all of the courses offered in LA&S are appropriate for credit by examination.

INSTRUCTOR ABSENCE: The Department Chair (or in the Chair's absence the College Dean) must be consulted prior to any scheduled absence from class by the instructor.

COURSE SYLLABUS: Each instructor should provide a copy of the course syllabus to the department secretary during the first week of class.

TEXTBOOKS: The department secretary has responsibility for ordering textbooks for each course, but instructors have the responsibility for placing orders with the department secretary by the announced deadline. The Dean has the responsibility of notifying department chairs when orders are not placed by the deadline, upon notification from the IUSB Bookstore via the Vice Chancellor for Academic Affairs.

CHANGING CLASSROOMS: If you would like to schedule a room for a special class meeting or if you find your classroom unsuitable, you may request a room assignment or change through the Registrar's office (phone 4452).

OFFICE SUPPLIES: Office supplies, a fax machine (574-237-4538), a laser jet printer, and a color printer are available in DW3300H. A fax machine (574-237-6589) is located in NS377, and a laser jet printer and a color printer are also available in NS378. The department secretary can give you a tour of the facilities and instruct you in the use of the equipment. Complete and leave a copy of the cover sheet for any outgoing fax transmission.

COMPUTER ACCOUNTS: Faculty may obtain Office for Information Technology (OIT) computer accounts by contacting the OIT Helpdesk at 4362. Application forms for accounts on off-campus administrative computers are available from the IUSB OIT Helpdesk. Accounts for off-campus machines may take two or more weeks to process. For additional information, contact OIT at 4362. Computer equipment may not be relocated on campus without prior notification and arrangement with OIT. Computer equipment must remain on campus except for very unusual circumstances and will require Dean and OIT authorization.

TELEPHONE: Whenever you place a long distance professional call from your office, you should dial '9' then '1' and then the area code. These calls will be automatically routed to the most cost-effective way possible, SUVON or a special AT&T network. If you place a long distance call through the operator by dialing '9' '0' '0', you will get the Sprint operator. The Sprint rates are more expensive. Regular long distance calls are charged to departmental budgets and monitored by the department chair and the Dean's office. Due to the tax-exempt status of Indiana University, personal calls cannot be charged to the University. If it is necessary to place a personal long-distance call from a University telephone, a personal calling card should be used.

CAMPUS MAIL: Mail to any IU office (including intercampus mail) should be placed in a reusable envelope or a red-bordered envelope. College or departmental letterhead envelopes should be used for off-campus professional correspondence. Off-campus mail for which postage is charged to LA&S should be used only for professionally related items.

DUPLICATING: Facilities for duplicating examinations and class materials are available to all faculty. Copy machines are located in some departmental offices. Contact your department secretary for instructions and the locations of copiers. Large copy jobs should be sent to the copy center, which has pick-up and delivery services with a 24 hour turn-around time. Departments have copying budgets and are charged the same flat rate per black and white copy on the copier located in the department as the one located in the copy center. Discretion should be used in deciding what and how much to copy for classroom use due to copyright regulations and budget constraints. Copy machines are subject to the same restrictions as telephone and postage--for professionally related items only.

University resources should not be used for (a) the preparation of doctoral dissertations or (b) manuscripts destined for publication for which the faculty member expects remuneration. This includes typing, postage, long distance telephone, and duplicating.

TRAVEL: Support for professional travel by resident faculty members is administered by the Dean's office and is generally available for only a portion of the expenses incurred by the faculty member. At regular intervals faculty are asked to submit their travel requests. These are reviewed and approved with the highest priority given to those delivering a paper at a conference or functioning as an officer for a scholarly/professional organization. Support for professional travel by visiting or associate faculty is generally not available through LA&S. Applications for associate faculty grants should be made to Erika Zynda, Contracts and Grants Coordinator.

DAY CARE: Day care facilities for children of faculty, staff, and students are located in the Student Center near the Cafeteria. For information contact the Director of the Children's Center at 4485.

PARKING PERMITS: In 2002-2003, the cost for full-time faculty parking permits will vary from \$13.50 to \$40.50 per month (10-mo) based on salary level. Parking may be paid through monthly payroll deduction using pre-tax benefits. The permits are portable and will hang from a rear view mirror; additional permits will be assessed the same cost. The cost for associate faculty is \$4.50 per credit hour per semester. Parking ticket fines range from \$5 to \$50.

SECRETARIAL WORK PRIORITIES: The College has set the following priority guidelines for work to be done by departmental secretaries. Items within groups are not ranked.

I. High Priority—essential/need to do

Provide support to immediate supervisor(s)
 Interaction in-person and on telephone with students and community with timely and correct information
 Course materials (exams, copying)
 Maintain departmental records and mail distribution
 Budget records
 Form production (purchase orders, PAFs)
 Book and desk copy orders
 Student evaluations (distribute, type comments, scan)
 Departmental correspondence
 Faculty position searches
 Inter-campus communication

II. Mid-Priority—less urgent and can be postponed

Web site maintenance
 Maintain major and minor files
 Equipment maintenance
 Public relations/Special projects (brochures, signs, special event support)
 Supervise hourly employees and payroll
 Newsletter
 Copy large jobs
 Dossier/manuscript, grant application assistance
 Faculty committee support

New faculty support

III. Tasks secretaries should not be asked to do

Proctor examinations

Deliver grades and other forms to the Registrar's Office

Personal shopping and shopping on personal time

Copying entire books

Projects unrelated to professional work

Academic Advising

STUDENT EVALUATIONS: At the end of each semester, all faculty members are required to have their students complete a Student Evaluation form. Faculty may use a departmental form or devise one of their own; consult with department chair for recommendations and department policy. Scantron forms to be analyzed by computer may be obtained from the department secretary. The faculty member should not be present in the classroom while the students are completing the forms, and the evaluation should not be done during the final examination period. The faculty member should arrange for a student or colleague to collect the forms and return them to the department secretary. The secretary will then arrange to have the results tabulated, type the written comments, and give the tabulated results and typed comments to the faculty member after the grades have been submitted to the Registrar. Because of the large number of evaluations, there may be a delay in completing the tabulations.

EMERGENCIES: A security guard is on duty 24 hours each day. In emergency or after-hours situations, a security guard may be reached by dialing 4239 from campus phones and 237-4239 from off-campus phones or pay phones. In an emergency (police, fire, medical) call the city emergency number 911 from pay phones (no coin needed) or 9-911 from campus phones, and then notify the security guard.

ADA ACCOMMODATIONS: Faculty who need ADA accommodation should contact the Dean. Students requiring ADA accommodation should contact the Coordinator of Disabled Student Services (237-4479).

BASIC SKILLS: Faculty are expected to have and use basic computer skills, voice mail, and e-mail.