

COURSE SYLLABI

All faculty are required to provide a syllabus for each class to each student. Syllabi should include an outline of activities for the semester, contact information and a schedule of office hours for the faculty member, a policy statement for plagiarism/academic integrity, course requirements, and a description of the grading method. The Center for Teaching and Learning staff are available to faculty for help in developing course syllabi.

STUDENT COURSE EVALUATIONS

- ◆ All faculty will administer end-of-the-semester student evaluations for all courses taught each semester. The instructor may administer additional evaluations of one's teaching at other times during the semester. Students complete the forms anonymously.
- ◆ Each division/discipline will use an appropriate student rating instrument. Instruments currently used at Truman include course-specific division- or discipline-approved forms, or nationally-normed forms.
- ◆ Students can evaluate that which they have experienced. Student perceptions of clarity of presentation, teacher preparedness and organization, fairness, assessment of learning, and teacher availability outside of class can be assessed through well-designed evaluation forms and open-ended questions.
- ◆ All course evaluations must provide students with the opportunity to comment on the availability of the faculty member and on their perception of the learning environment created by the faculty member.
- ◆ Care must be observed when designing or choosing a form to ensure that it is both reliable and valid.
- ◆ The procedure for administering the form is uniform throughout the University and is shown below.
- ◆ The student ratings are best used for the improvement of teaching, although results of ratings over several courses or sections of courses may be useful as one component of information for making personnel decisions.

Course evaluations are recommended for inclusion in the formative third-year review. Deans frequently use results from student course evaluations in faculty annual reviews.

Administration of Student Course Evaluation Forms

Good practice states that it is best to administer the form no later than two weeks before final exams begin. Two weeks before the final exam is near enough to the end of the semester that students have a reasonably accurate perception of the total course, but not so close to the end that

they are distracted by concerns about getting assignments turned in or what will be on the final exam. The form should not be administered on the last day of class or on the day of the final exam.

The instructor may read the instructions but will leave the room until the students have completed the ratings. Instructions will include the purpose of the evaluation. The ratings will be anonymous. The students will be instructed not to identify themselves.

If feasible, students will be given the opportunity to type responses to open-ended questions. If responses are handwritten and it is feasible to do so, a third party will type the responses before they are returned to the faculty member. Divisions are encouraged to implement computer-based methods for responses to open-ended questions.

For paper and pencil evaluations, the forms will be collected by someone other than the faculty member and taken to a predetermined location, ordinarily the division office. The data, regardless of format, will not be available to the instructor until after final grades are submitted. Divisions/disciplines will see that procedures are standardized and fair and will attend to irregularities.

CLASS SCHEDULES

Schedules of classes are prepared well in advance by the academic division offices and compiled and published by the Office of the Vice President for Academic Affairs. Schedules should be developed to coordinate offerings, serve student and programmatic needs, and most efficient use of University resources. Printed course schedules are available each semester, although the long term goal is to have class schedules available only online. Students register for classes online using the TruView Portal. Links to class schedules are posted on the Academics homepage at <http://www.truman.edu/pages/66.asp>.

CLASSROOM ASSIGNMENTS

Room assignments for classes are made by the deans with the concurrence of the Office of the Vice President for Academic Affairs. Arrangements for the use of classrooms for purposes other than regularly assigned classes shall be requested through the academic division offices, Student Union Office (for evenings and weekends), or the Office of the Vice President for Academic Affairs (for interim and summer periods).

FIELD TRIPS

Field trips consistent with the purpose of a course should be scheduled in advance with the appropriate dean and approved by the dean. Faculty members should submit a Request to be Absent from Campus form to the dean for approval. If the faculty member wishes to use a state-owned vehicle, the faculty member should schedule the vehicle with the Department of Public Safety in accordance with University regulations.

Once the travel is approved, faculty members should provide the division secretary with a list of students who will be taking the trip. Students are responsible for making arrangements with other instructors of classes missed because of the field trip.

COURSE LIST PRINTOUTS

Faculty members can view their course lists using their Banner Web account. These course lists can be copied to a spreadsheet if desired. Faculty members may request course list printouts through the division office should the need arise.

FINAL EXAMINATIONS

Faculty members are expected to adhere to the final examination schedule published on the University academics website. If for any reason a traditional examination is not given during the designated final examination time, the class will meet as scheduled routinely during the examination period, which is considered the last class meeting. Final examinations for summer session, Saturday, and evening classes are ordinarily given during the last meeting period of the class. Students for whom more than two final examinations are scheduled on the same day may petition the Vice President for Academic Affairs to have the additional exams rescheduled if their faculty members are able to accommodate a different exam time.

RESEARCH ON HUMAN SUBJECTS

(Please see chapter V.)

MIDTERM AND FINAL GRADES

Midterm grades are required for all 100- and 200-level undergraduate courses. The deadline for midterm grades is determined by the Vice President for Academic Affairs and published at the beginning of each semester.

Final grades are required each semester for all students. The deadline for all final grades is determined by the Vice President for Academic Affairs and published at the beginning of each semester.

In order for the Registrar's Office to process grades and inform students and advisors in a timely manner, faculty must submit grades to the Registrar no later than these deadlines.

Faculty are responsible for entering and submitting their own grades via the Banner Web system, and for checking the accuracy of those grades. Any necessary corrections should be submitted on a Change of Grade Request form. If at some later time an error in a student's grade report should come to the faculty member's attention, the correct grade may be filed on a Change of Grade Request form obtained from the Registrar's Office. Change of Grade Request forms are signed by the dean and the Vice President for Academic Affairs. When the completed form is returned to the Registrar's Office, the student's transcript is corrected accordingly. A change of grade can be made only by the faculty member who gave the original grade. *It is essential and expected that faculty submit all grades by the deadlines.*

INCOMPLETE GRADES

Those students whose work at the end of a semester or term is incomplete because of illness or other circumstances beyond their control may be given, at the instructor's discretion, a grade of Incomplete (IC). The instructor must obtain an Incomplete Agreement form from the division office and fill in the required information, including a statement of the work the student must finish in order to receive a grade for the course, the date by which the coursework is to be completed, and the grade that will be automatically recorded if the work is not completed by the date listed on the incomplete agreement. After the agreement has been signed by the instructor and the student, it must be approved by the dean. Upon approval, the dean will send a copy of the agreement form to the student, the instructor, and the Registrar. The instructor should record a grade of IC as the final grade for the semester. As soon as the student has completed the coursework, the instructor should file a Change of Grade Request form with the Registrar's Office.

GRADUATE IN-PROGRESS GRADES

If a graduate student's research is *in progress* but not yet completed, the grade of IP may be given at the end of a semester or term, at the discretion of the instructor. An IP grade may be given without filing an Incomplete Agreement form, but must have approval from the Vice President for Academic Affairs. In progress grades may not be assigned for undergraduate courses.

COURSE SUBSTITUTION

If for some reason a student needs to make a substitution for a requirement in a specific degree program, a Substitution Form should be obtained from the Vice President for Academic Affairs Office, the division office, or online at <http://vpaa.truman.edu/forms.stm>. The advisor should assist the student in selecting a comparable substitute course. The request must be approved and signed by the student's academic advisor; the dean of the student's major if the course will fulfill major requirements, required support, or degree requirements (otherwise, the dean of the substituted course); and the Vice President for Academic Affairs before the substitution will be considered valid in fulfillment of a required course for graduation. Faculty members should use discretion in suggesting and approving program substitutions to ensure that the student will obtain a high quality education that meets the standards established for the major program and the degree.

WITHDRAWALS

Students are responsible for initiating withdrawal procedures for any semester or term for which they are enrolled. If a student fails to withdraw from the University officially, the grades earned for all courses will be entered on his or her permanent record. Withdrawal requests must be either made in person in the Vice President for Academic Affairs Office (McClain Hall 203), in writing, or via e-mail to withdraw@truman.edu.

Students who enroll and later decide not to attend Truman should officially withdraw by completing the steps covered in the official withdrawal form. Students may withdraw from school until the last day of regular classes; however, the deadline for withdrawing without academic penalty is the last day to drop full semester courses. After this deadline, instructors will assign a W or WF in each course. If a student withdraws between the end of the fourth week and the end of the tenth week, a grade of "W" will appear on the transcript.

Students who are pre-enrolled for an upcoming semester must officially withdraw from the University prior to the first day of classes. Students who fail to do this will owe a percentage of the University fees, based on the date of withdrawal. A student who withdraws from all courses during a semester may re-enroll for the following semester without submitting an application for readmission to the Admission Office. The student's permanent record will indicate withdrawal for the semester except when the student has earned a WF. Enrollment fee refunds will be made in accordance with guidelines stated in the General Catalog under Return of Enrollment Fees, and in the schedule of classes.

Medical Withdrawal

Students wishing to withdraw after the withdrawal deadline for medical reasons must have the following medical documentation with their appeal: 1) diagnosis of condition being treated, 2) date of onset, 3) date(s) of medical consultations, 4) why or how this condition affected the student's academic performance. The student's permanent record will indicate withdrawal for the semester except when the student has earned a WF. Enrollment fee refunds will be made in accordance with guidelines stated in the General Catalog under Return of Enrollment Fees, and in the schedule of classes.

ACADEMIC MISCONDUCT

Truman State University expects the highest standards of integrity in all academic activities. Honesty is fundamental to the pursuit of knowledge and truth. The liberal arts tradition focuses on facilitating ethical and moral, as well as intellectual, growth in our next generation of leaders.

Definition of Academic Misconduct

The *General/Graduate Catalog* (2003-2005, Academic Information, Truman Policies and Regulations) states "Students are expected to do their own academic work. Any student involved in cheating on an examination or in any form of academic dishonesty will be subject to disciplinary action, including suspension or expulsion from the class, the student's academic program, or the University." The Truman State University *Student Conduct Code* also defines the term "academic dishonesty" and provides a process for addressing academic misconduct.

Faculty Responsibilities

The *General/Graduate Catalog* (2003-2005, Academic Information, Truman Policies and Regulations) states “It is the responsibility of faculty members 1) to inspire in their students an appreciation of and a desire for honesty in academic work; 2) to discourage dishonesty and to protect the honest student; and 3) to take appropriate action in instances of dishonesty.”

Procedure for Reporting Academic Misconduct

Reporting instances of academic misconduct benefits students, faculty, and the University. When there is a central reporting system, the University can be responsive to students who have cheated in multiple classes, thus maintaining academic standards and facilitating ethical development in the student. The report can also serve as documentation for faculty in the instance of a grade appeal.

If any student's grade is affected by punitive grading based on academic misconduct, the faculty member should report the incident to her/his dean. The faculty member should complete an Academic Dishonesty Report Form and submit it to the dean. This report will be forwarded to the Vice President for Academic Affairs and the University Conduct Officer. The faculty member and/or the dean should maintain a file with all of the evidence in the case.

The dean may take additional action in a case of academic misconduct in accordance with the *General/Graduate Catalog 2003-2005*, the dean may suspend or expel the student from enrolling in other classes in the division. In instances where the offending student has a major in another division, the dean may inform that division. The dean of the division in which the student has her/his major may decide to suspend or expel the student from the academic program.

The Dean of Student Affairs, through the University Conduct Officer, will make a notation in the student's conduct file. Students involved in academic misconduct will receive a warning letter informing them of the notification of academic misconduct, their rights and responsibilities in the process, and what they risk if they are dishonest in the future. If there is more than one notation of academic misconduct in the student's file, a conduct hearing will occur. The Office of Citizenship and Community Standards is focused on facilitating students' ethical development and creating a safe community for learning through maintaining high standards of integrity. As a result of the conduct process, educational sanctions may be given. A student may also be placed on probation, suspended, or expelled from the University.

The *General/Graduate Catalog* (2003-2005, Academic Information, Truman Policies and Information) states, “Disciplinary action by a faculty member for academic dishonesty may be appealed to the head of the faculty member's academic division. Disciplinary action/decisions by a dean may be appealed to the Vice President for Academic Affairs for review and final decision.”

Resources

- ◆ For more information about addressing academic misconduct, please contact the Assistant Dean of Student Affairs/Citizenship and Community Standards and University Conduct Officer at 785-4111 or your dean.
- ◆ Additional resources on academic integrity, including a guide for faculty are available on the Office of Citizenship and Community Standards website: <http://conduct.truman.edu>.

GUIDELINES FOR DEALING WITH DISRUPTIVE BEHAVIOR

In the course of their interactions with students, faculty will need to deal with a variety of student behaviors. Disruptive behaviors in the classroom prevent students from engaging in learning and professors from engaging in teaching and service. Classroom disruption means behavior that substantially or repeatedly interferes with the conduct of a class. When disruptive behavior occurs that is severe or persistent and initial faculty interventions have not been effective, there are a variety of resources in place to assist faculty members.

Response to Disruption

When a classroom disruption occurs, it is best to address it as privately and as early as the circumstances will allow. If it is necessary to deal with the disruptive behavior in class, one should do so in a firm and polite manner, indicating that further discussion can occur in private. Requests for compliance should be made using concrete terms (e.g. “please lower your voice” or “please sit in your chair”). If this approach is not successful, the faculty member may ask the student to leave the classroom for a designated amount of time including the remainder of the class period. If the student refuses to leave, the class may be adjourned by the faculty member.

Addressing Disruption

Although it may be uncomfortable for the faculty member to address a disruptive behavior, it is important for the student's development. Students may be unaware of their behaviors or how they affect others. In addition, approaching a student may lead to a greater understanding of the issue by both the student and the faculty member. There are some general guidelines one can use in discussing a disruptive behavior with a student.

- ◆ Conduct the intervention in private and whenever possible, have another faculty member present as a witness to the discussion.
- ◆ Describe to the student the behavior as you see it in objective terms. Avoid attributing the behavior to the student's character.
- ◆ Explain the effect the behavior has on the classroom environment you are trying to create. Address how you feel about the behavior and why it is important to you.
- ◆ Listen to the student's response to this information. Some disruptive behavior reflects a lack of skill in interpersonal relationships or an unwillingness to consider the needs of others. Whereas other behavior reflects psychological or emotional concerns and may result from a situational crisis (such as stress or death of a loved one) or from a chronic mental illness or personality disorder.
- ◆ Decide with the student how to resolve the situation. Explain to the student your expectations for behavior in the future and the potential consequences that may be incurred, including forwarding the case to the University Conduct Officer.
- ◆ Refer the student to appropriate resources such as their academic advisor, the University Counseling Services, the Student Health Center, and the Dean of Student Affairs Office.

- ◆ Consult with your dean or the Assistant Dean of Student Affairs/University Conduct Officer for assistance in working with students who exhibit disruptive behaviors.
- ◆ In the case of a threat of violence, contact the Department of Public Safety immediately at 911.

Emergency Response

If the safety of the classroom or the health/wellbeing of student(s) is in jeopardy, the faculty member should immediately contact the Department of Public Safety at 911 for assistance. The Department of Public Safety will dispatch appropriate law enforcement and/or medical personnel to intervene in the situation. Provide as much information as possible regarding the nature, severity, and source of the threat to the Department of Public Safety. Faculty members should never use force or threat of force, except in immediate defense of self or others.

Resources

Emergency	.911
Department of Public Safety Non-emergency	.785-4176
Student Health Center	.785-4182
University Counseling Services	.785-4014
University Conduct Officer/Student Affairs Office	.785-4111

- ◆ Please contact the Assistant Dean of Student Affairs/Citizenship and Community Standards and University Conduct Officer with questions at 785-4111.
- ◆ Additional resources on disruptive student behavior, including a brochure for faculty are available on the Office of Citizenship and Community Standards website: <http://conduct.truman.edu>.