1. **Course Scheduling**

The course scheduling process is initiated by the Office of Facilities, Planning and Scheduling. The spring semester schedule is submitted in August, Summer in October, and Fall - November.

The first step is for the SLI coordinator (Barbara Reiprich) to prepare a tentative schedule using the following criteria: curriculum, program requirements, demand, and individual specialties. The Division Chair then reviews the schedule, meets with instructors if necessary, and makes changes or adjustments. Memos are distributed to all instructors with tentative course assignments and schedules.

Instructors need to communicate with the Division Chair about course assignment concerns. The SLI Coordinator sets up days and times for courses based on avoiding course conflicts, offering students good choices and individual requests. Instructors should communicate with the SLI coordinator about schedules and room needs.

Facilities, Planning and Scheduling uses a software program (R25) to automatically assign rooms. Specific rooms cannot be requested so it is important the SLI Coordinator know what room attributes you need. Keep in mind, certain time periods are more popular than others (Tues/Thurs 10-1115, for example). It is possible if too many courses are scheduled for the same time period, to have a class “thrown out” and it could be yours.

Summer courses are optional – no one is required to teach during the summer. Instructors may offer more than one course, however, summer salaries for full time, 9-month employees cannot exceed 3 months’ equivalent salary based on your 9-month salary. Teaching, research and administrative is all inclusive in the formula for summer. Summer courses may be cancelled if acceptable enrollment figures are not met.

Special Courses are not a regularly scheduled part of an instructor’s assignment. These include Independent Study, Teaching Practicum, Professional Field Experience, and Research on the undergraduate and graduate level. Faculty and Instructors may work individually with students on these courses and must notify the SLI Coordinator personally so that the courses may be added to the schedule. The word of the student or anyone other than the instructor will not be accepted. If you choose to do a special course, a contract must be completed and a copy provided to the main office (office staff can assist you with this).

2. **Course Syllabus**

Every syllabi must have the following components:

- Course name and number
- Instructor’s name
- Semester
- Location
- Contact information
- Office hours
- Course objectives
- Expected learning outcomes
- Required texts
- Grading policy
- Attendance policy
- Make-up exam policy, if applicable
- Clear course schedule which includes course readings, assignments and exam dates
Social justice statement located at socialjustice.wvu.edu
Note: Click on “How Do I?” and look for “include social justice statement.”

- Every instructor must submit an electronic copy of the current course syllabus to Loretta Price (loretta.price@mail.wvu.edu) before the end of the first week of the semester.
- All instructors for 100-level courses (Soca 101 and 105) are required to provide syllabi electronically. No hard copies of syllabi will be made for these courses. They will, however, be posted on the division’s web page for student access.
- All instructors of large 200-level courses are strongly encouraged to provide their syllabi electronically instead of hard copy.
- All instructors are encouraged to send course syllabi to their classes through MIX (must be Microsoft Word) or eCampus.

Refer to the Faculty Senate webpage for a sample syllabus: http://facultysenate.wvu.edu. Then click on Curriculum Committee.

3. Make-up Exam Policy

According to university policy “Students absent from regularly scheduled examinations because of authorized University activities will have the opportunity to take them at an alternate time. Such make-up exams should be of comparable difficulty to the original examination.”

- Beyond the policy above, NO instructor is obligated to offer make-up exams.
- No Instructors is obligated to use the division’s make-up exam program.
- If you choose to participate in the division’s make-up exam sessions, please note:
  
  - Make-up exam sessions are held in the Division’s exam center in the Clark Hall Annex. The testing center coordinator will provide the day and time at the beginning of each semester.
  - NO make-up exam session is offered during Finals week or on university holidays.
  - Students must request permission to do make-up exams by e-mailing the instructor. Students then need to bring copy of the instructor’s reply in order to complete the exam. The Graduate Teaching Assistant/s on duty are instructed to collect the emails, date and initial them, and place them in the faculty mail boxes. It is up to the faculty to verify the legitimacy of the make up.
  - Instructors for courses not using the testing lab regularly need to place make-up exams in the folder in the main office. STUDENT NAMES must be written on them or a list of names attached to multiple exams. Those exams that do not have names associated with them will be returned to the instructor.
  - If a student comes to the exam center and an exam is not available for them, the student will be sent back to the instructor.
  - On the day of the exam session, the assigned graduate assistant will pick up the exam folder in the main office and, as students arrive, will have them sign in and ask to see student I.D.s to match up with exams on file. **This is why it is important that student names be included with your exams.**
  - Advise students to arrive in a timely manner to allow the full opportunity to complete the exam. When the time is up, exams, completed or not, will be taken by the graduate assistant and placed in faculty mailboxes.
  - If you plan to use the Division’s make-up exam sessions, students must take their exam within one week of the original exam time. **All exams in the exam folder will be returned to instructors at the end of each make-up exam session.**
  - Students are only allowed one make-up exam per course, per semester. The sign-up sheets will be reviewed.
Instructors who do not participate in the division’s weekly make-up exam sessions may use their own discretion in making alternative arrangements with students. Room 216 is a practical location or you may wish to make arrangements with a GTA.

Office staff is not responsible for administering make-up exams or making arrangements for such exams. Nor is the main office a practical location for you to administer an exam.

4. Grading Policies

- All grades must be submitted electronically via the MIX/STAR system.
- The division requires a hard copy of grades be submitted to the main office to be kept for reference in the event of grade modification needs or student appeals.
- Mid-term grades are required, but only Ds and Fs. Students are notified of failing grades by the university and they have a right to this information so they can decide to withdraw from the class or discuss ways to improve performance.
- Instructors will be notified when mid-term grades are due each semester.
- Final grades are usually due no later than noon on the Monday following final exams. It is advised that you double check your submitted grades before submitting them. For example, if a grade is not entered, it will appear as an “NR” (note recorded) on the student’s transcript.
- In the event there is a grading error, you will need to obtain and complete a Grade Modification form. The form is available in the main office and office staff can assist you if you have questions about completing it. Once complete, return the form to the main office for processing.
- It is recommended by the university’s General Counsel that grades not be physically posted (on a wall, blackboard, etc.) to insure student privacy. It is against FERPA and Privacy Policies to post grades with student names, student IDs or social security numbers.
- Instructors are prohibited from discussing a student’s performance with any unauthorized person. Parents are not authorized to know unless the student provides written permission. Please consult the following website for details:  http://ferpa.wvu.edu/
- For cases of academic dishonesty and plagiarism, please refer to:  http://studentlife.wvu.edu/studentconduct.html

5. Student Evaluations

- The division requires student evaluations be administered for all courses before the last week of classes. It is recommended that evaluations not be administered during finals week.
- Instructors may not administer in-class evaluations themselves and may not be present while the forms are being completed.
- Evaluations may also be done online (https://esei.wvu.edu/esei/doLogin.sei), however, statistically, an average of 70% of students complete the forms in class. Only an average of 30% complete the online forms.
- You must choose one method: in-class or online.
- The division requires evaluation results be submitted for inclusion in your personnel file. These results are considered as part of annual teaching reviews. Results are found through the STAR system, print them and include them with your year-end productivity report.
- The web site is:  http://labs.wvu.edu/sei/order/evalnet.cfm
  - Faculty, instructors and lecturers are responsible for ordering student evaluation forms.
  - Faculty, instructors and lecturers must include student comments from in-class forms (online comments are part of the evaluation results). To have student comments typed, please leave them in the main office.

Note to instructors and lecturers:  Not administering evaluations and not placing the results in your file
will adversely affect future employment.

6. **Class Cancellation**

- In the event you need to cancel class, please contact Dr. Latimer (293-5801 x3209). She will notify the main office.
- If you are unable to reach Dr. Latimer, please contact the main office directly.
- You may also want to contact the graduate teaching assistant coordinator to either post a sign at the classroom or go to the classroom and dismiss the class.
- You should also consider contacting the class through MIX (depending on the time) or have your GTA do this.

7. **Course Permits**

- Students seeking permits into classes will first be referred to the course instructor.
- If you wish to permit a student into your class, you will need to take care of the online permit.
- The Division uses major codes (for both majors and pre-majors to assure our own students have first access to our classes. Code removal will depend on need and demand.
  - Please do not permit students into your class while the major codes are in effect.
  - Please note: Students who are not in our program will have access to our classes after the major codes are removed.
  - If our own students fill a class before other students have the option to enroll, it will be your choice to permit student in.
- You may choose to do an administrative drop of students who do not show up for class particularly during the first week. By doing this, other students will be able to register through the STAR system and permits will not be needed. Administrative drops may be completed through the STAR system.

8. **Library Resources**

Your WVU photo ID opens the door to library resource use. You may:

- access A/V equipment
- put information on reserve for your classes (http://www.libraries.wvu.edu/reserves)
- borrow books
- for more information, go to: http://www.libraries.wvu.edu/

9. **eCampus**

eCampus is the web-based course management system used at WVU. It is integrated with STAR/Banner (the WVU student information system) and with MIX (the WVU academic web portal). For more information: https://ecampus.wvu.edu

**Note:** All courses are set up for ecampus when added to the schedule.

10. **Incompletes**

Instructors are strongly discouraged from giving incompletes, however, an incomplete may be given when a student has an extremely compelling excuse for failing to complete course requirements. Please use the
incomplete form available on the Division’s web site under Faculty, Staff & GTAs – Faculty Informational Links.

11. **Other Contacts**

   Student Life: Emergencies and academic problems - 293-5611
   [Http://www.studentlife.wvu.edu/](http://www.studentlife.wvu.edu/)

   Student Affairs: Resource for general, non-academic problems that students experience, 293-5811. [Http://studentaffairs.wvu.edu](http://studentaffairs.wvu.edu)

   Disability Services: Students with disabilities need to contact this office and need to provide you with official documentation for a disability, 293-6700
   [Http://socialjustice.wvu.edu/office_of_disability_services](http://socialjustice.wvu.edu/office_of_disability_services)

   Carruth Center: Psychological support services, 293-4431
   [Http://well.wvu.edu/ccpps](http://well.wvu.edu/ccpps)

12. **Productivity Reports**

   Every faculty member and instructor is REQUIRED to submit a productivity report at the end of the calendar year. No exceptions!

   - Productivity report forms will be sent electronically in November.
   - Productivity reports are due in Barb’s office no later than December 31.
   - Always be sure to provide back-up support for all information provided on the productivity report (i.e. student evaluation results, course syllabi, publications, etc.)
   - Consult with faculty or Barb if you have questions.