CHAPTER 8

**8. INSTRUCTIONAL AND STUDENT POLICIES**

**8.1.Curriculum**

**8.1.1.University Catalogs**

Course descriptions and degree requirements are speciﬁed in the undergraduate and graduate catalogs, which are published every two years. Instructors should be familiar with the catalog descriptions and prerequisites for the courses they are teaching.

**8.1.2.Course Numbering System**

Range of Numbers Level of Course

001-099 Refresher (noncredit) 100-199 Freshman 200-299 Sophomore 300-399 Junior (upper level) 400-499 Senior (upper level) 500-599 Graduate credit, with undergraduate credit awarded in some departments 600-699 Graduate 700-above Graduate, Ph.D. level

**8.1.3.Changes in Catalog**

A change that originates in an academic department or program that involves undergraduate programs and that affects catalog copy will become effective and may be implemented only when the following procedure has been completed: the proposed change has been recom­mended by the academic department or program, reviewed and approved by the dean of the college, and approved by the provost. Proposed changes will be referred to the Undergraduate Curriculum Committee of the Faculty Senate for review and recommendation. Changes affect­ing the graduate program originate in an academic department or program. Such changes are reviewed and approved by the dean of the college and the graduate dean and are approved by the provost. Proposed changes will be referred to the graduate dean for consideration by the Graduate Council.

Changes that do not originate within an academic department or program but that do affect undergraduate degree requirements can be proposed to the Undergraduate Curriculum Com­mittee of the Faculty Senate for approval.

**8.1.4.Changes in Curriculum**

Proposals for undergraduate curriculum changes or new undergraduate programs are initiated in the department or program. The proposals are reviewed by the dean and then forwarded to the Provost with recommendations. Proposals then are referred to the Undergraduate Curricu­lum Committee of the Faculty Senate. Proposals for graduate curriculum changes or new graduate programs are initiated in the department or program. The proposals are reviewed by the college dean and then forwarded to the graduate dean for consideration by the Graduate Council. The provost should be notiﬁed if a proposal for a new program or degree is being con­templated. All curriculum changes are approved by the provost.

**8.1.5.Exceptions to Academic Requirements**

For speciﬁc general education requirements identiﬁed with academic departments (e.g., Eng­lish composition, western civilization, mathematics, foreign language), refer to the chair of the department responsible for required courses that are involved (e.g., English composition to English Department, western civilization to History Department).

For requirements that are less well-speciﬁed or involve combinations of disciplines (e.g., mathematics/science, social sciences, mixed language options), refer recommendations of the student’s advisor (and/or department chair) to the appropriate dean. For an exception to be granted, all the deans of colleges involved must concur with the recommendation of the stu­dent’s advisor and/or department chair.

For exceptions to university-wide regulations applicable to all students such as residence re­quirements, 30 percent upper-level rule, total hours, grade-point average, etc., recommenda­tions must be made by the chair of the student’s major department, concurred in by the dean of the college, and approved by the provost.

**8.2.Classes**

**8.2.1.Scheduling of Classes**

A timetable of classes for fall and spring semesters is made available prior to early registration. Schedule timetables include the time, room assignment, and instructor for each course. The schedule for each department or program is prepared by the chair or coordinator and for­warded to the dean of the college to allow for resolution of class conﬂicts between depart­ments. The timetable is then reviewed in the Ofﬁce of Provost to resolve scheduling problems among colleges and to assure scheduling patterns convenient to students. Deviations from the published schedule (additions, deletions, time changes, etc.) are recommended by the chair or coordinator, with approval of the dean and notice to the provost and the associatevice presi­dent for enrollment services.

**8.2.2.Academic Advising**

Faculty members may be expected to perform advising duties at registration and throughout the academic year. Faculty advising assignments are made by the department or program chair. Faculty members who serve as academic advisors should be familiar with current univer­sity requirements and policies. Basic information can be found in the university catalog.

**8.2.3.Faculty Class Attendance**

Faculty members are expected to conduct each of their classes as scheduled. Notify the De­partment Chair before missing scheduled classes, in advance, where practicable. Make prior arrangements for the conduct of a missed class if possible. Classroom work missed because of a faculty member's absence has to be made up as soon as possible and in the manner deemed most appropriate by the instructor in consultation with the chair or coordinator. Planned cancellation of classes requires the prior written approval of the Department Chair.

**8.2.4.Student Class Attendance**

Each instructor should announce speciﬁc expectations concerning student attendance at the ﬁrst class meeting. Education at UAH depends upon the cooperation of students and faculty. Students are held responsible for the full work of the course in which they are registered, in­cluding participation in the discussion and work of the class at each class meeting. A student's ﬁnal grade in each course is determined on the basis of identiﬁed course requirements.

**8.2.5.Course Withdrawal**

*8.2.5.1.Initiating Withdrawal*

Through the tenth (10th) week a student may withdraw from any course. After the tenth week a student may withdraw from a course only under extenuating circumstances. The student must initiate a formal request for withdrawal through the Ofﬁce of the Registrar. The student must ﬁle a late withdrawal form and receive approval beginning with the instructor, the student’s de­partment chair and the dean of the college in which the student is enrolled. Class non­attendance does not constitute withdrawal nor does notiﬁcation to the instructor.

*8.2.5.2.Recording Withdrawals*

If the withdrawal process is completed during the ﬁrst two weeks, the withdrawing student’s name will not appear on the ﬁnal rolls of the class from which the student withdrew, and that course will not appear on the student’s permanent record. If the withdrawal process is com­pleted after the ﬁrst two weeks, then the withdrawing student’s name will be on the ﬁnal rolls of the class from which the student withdrew, and that course will be recorded on the student’s permanent record with a ﬁnal grade of W. It is the responsibility of the Ofﬁce of the Registrar to inform each instructor in a timely manner and in electronic format when a student appearing on the instructor’s ﬁnal class rolls withdraws from that course.

*8.2.5.3.Justiﬁcation and Approvals Needed*

The Unviersity does not require that the student justify any course withdrawal completed be­fore the end of the seventh week. After the seventh week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. Avoidance of an undesirable grade does not justify course withdrawal.

**8.2.6.Syllabi**

During the ﬁrst week of a class, the instructor must provide each student with a written outline of the administrative information for the course. Such an outline should include: goals/ objectives of the course, course content, text or other materials required or recommended, methods of evaluation (including values of each assignment and mechanisms for determining ﬁnal course grades), any modiﬁcations of student code of conduct, faculty ofﬁce location and scheduled ofﬁce hours and location. For the student code of conduct, consult the *Student Handbook* (<http://www.uah.edu>./student\_life/handbook/).

**8.2.7.Ofﬁce Hours**

A faculty member is expected to maintain ofﬁce hours in order to be available to students, other faculty members, and administrative ofﬁcers at regular places and times. A regular schedule of ofﬁce hours and electronic availability (email) should be should be established for each course taught known to students, advisees, and the departmental ofﬁce. Ofﬁce hours should be posted in the departmental ofﬁce and outside the faculty ofﬁce.

See the department chair or program coordinator for building use policy and availability of keys, locks, lights, ofﬁce equipment and off-hours heating and cooling.

**8.2.8.Copyrighted Materials**

The bookstore will assist faculty members in securing copyright clearance for classroom mate­rials to be included in course packs. For information about the practical application of the "fair use" doctrine under federal copyright law, see the pamphlet, *Questions and Answers on Copy­right for the Campus Community*, (<http://www.nacs.org/public/copyright/>) available in the Bookstore. Legal advice in this regard is available from the Ofﬁce of Counsel.

**8.2.9.Field Trips**

Certain courses lend themselves to ﬁeld trips for demonstration purposes. In general, such trips are permissible if they do not interfere with attendance in other classes. The proposed trip should be cleared with the department chair (or equivalent) and the dean of the college. For assistance regarding the need for signed releases for participating students, contact the Ofﬁce of Counsel. Such contact should be made as soon as possible to facilitate timely preparation and completion of releases, if required. All due caution should be taken on such trips to safe­guard the students. If car pools are used for transportation, they should be required to return to the campus at the completion of the trip.

**8.3.Grading Policies and Examinations**

**8.3.1.Grading System**

The grading system at UAH includes grades of (A, B, C, D, F, I, X, W, S, U, P, AU, and N). In­structors have the option of augmenting the course grades of A, B, C, and D with the symbols "+" and "-" signifying, respectively, high and low achievement within the assigned letter grade.

**A Superior achievement:** Four quality points given per semester hour.

**B Above average achievement:** Three quality points given per semester hour.

**C Average achievement:** Two quality points given per semester hour.

**D Passing work:** One quality point given per semester hour.

**F Failing work:** No credit given; no quality points assigned.

**I Incomplete:** Assigned by the instructor when a student, due to extenuating circum­stances, has not satisﬁed a course requirement. The deadline for a student to remedy a grade I is the last day of class of the next semester enrolled or one calendar year from the date of the grade, whichever occurs ﬁrst. If the grade of I is on a student’s record past the deadline or at the time of graduation, it is treated as an F.

**X Excused absence from Examination:** Assigned by the instructor when a student completes all course requirements except the ﬁnal examination. This grade becomes an F unless the examination is completed by the time of the announced deferred examina­tion date at the beginning of the semester of the next regular enrollment of the student. Recorded by the Ofﬁce of the Registrarwhen a student withdraws from a course.

**S Satisfactory work:** Applicable to noncredit courses and to some speciﬁed credit courses.

**U Unsatisfactory work:** Applicable to noncredit courses and to some speciﬁed credit courses.

**P Passing work:** Assigned in some courses. **AU Audit:** No credit given; no quality points assigned.

**N No grade:** Assigned by the Ofﬁce of Student Records when a grade is not reported by the instructor.

**8.3.2.Conﬁdentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974 is a federal law that protects the conﬁ­dentiality of student educational records. A student's privacy interest in his or her records is further protected by FERPA against unau­thorized disclosure. The university may not, without the student's written consent, release edu-cational records or any personally identiﬁable information contained in them to other individu­als or agencies. Disclosure to the following parties, however, is speciﬁcally excepted by the Privacy Act from this rule: (a) administrative and academic personnel within an institution who have a legitimate educational interest; (b) ofﬁcials of institutions in which the student seeks to enroll; (c) persons or organizations to whom the student is applying for ﬁnancial aid; (d) accred­iting agencies; (e) organizations conducting studies relating to tests, student-aid programs or instruction; (f) certain federal and state government ofﬁcials; (g) any person where the disclo­sure is required for compliance with a judicial order or proper subpoena; (h) appropriate per­sons where a health or safety emergency affecting the student exists; and (i) parents of a de­pendent student.Personally identiﬁable information will be transmitted by the university to a third party only on the condi­tion that the recipient not permit any other party to have access to it without the student's con­sent. For a description of what constitutes directory information, see the *Student Handbook* (<http://www.uah.edu/student_life/handbook/> ). Questions about the Family Educational Rights and Privacy Act should be directed to the appropriate dean or to the Ofﬁce of the Provost.

**8.3.3.Students with Disabilities**

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the university must provide reasonable academic accommodations for qualiﬁed students with disabilities. Any student who has a documented condition that substantially limits his or her learning activities can request coordination of appropriate academic support services through the university’s Disability Support Services (DSS) ofﬁce. The function of DSS is to collaborate with students, faculty, and staff to ensure appropriate services are provided to students regis­tered with the DSS ofﬁce. If a student self-identiﬁes to a member of the campus community, the student must be given a referral to DSS.

The universityThe university accepts only those students who are qualiﬁed for admission re­gardless of their disabilities. Accommodations are provided for eligible students in order to provide equitable access so that students with disabilities have an equal opportunity to suc­ceed in their academic pursuits.

Instructors are to announce procedures for arranging academic accommodations at the begin­ning of each semester and include the information in the course syllabus. DSS is available to provide consultations via email or phone to any faculty member. The “Information for Faculty” section of the DSS website has been developed to support faculty as they work with students with disabilities. Legal advice concerning disability laws may be obtained from the Ofﬁce of Counsel.

**8.3.4.Make-up Exams**

Students who are unable to take announced quizzes and examinations because of illness or extenuating circumstances should report to their instructor. The faculty member may require veriﬁcation of the illness or extenuating circumstance before administering a make-up exami­nation. Absences from a scheduled ﬁnal examination without prior arrangement with the course instructor (except in extenuating circumstances) will be classiﬁed unexcused, and a fail­ing grade may be assigned. An X is to be assigned as a temporary grade in a course in which the student has an excused absence from a ﬁnal exam. If the faculty member does not wish personally to conduct the makeup of the ﬁnal examination, he or she must contact Testing Services and provide a copy of the makeup ﬁnal examination which will be administered by that ofﬁce. The date is normally the ﬁrst Saturday following the beginning of the next semester or summer term and is noted as the Deferred Exam Date on the ofﬁcial calendar.

**8.3.5.Final Exam Policy**

The university expects each faculty member to give such an examination unless the nature of a particular course precludes the administering of a ﬁnal examination. The semester calendar distributed to each faculty member speciﬁes the schedule of ﬁnal exams. Any change to the ﬁnal exam schedule must be approved in writing and in advance (where practical) by the De­partment Chair. If changes are approved, the Department Chair will notify the Ofﬁce of the Registrar of the schedule change.

Students have the right to review their ﬁnal examinations with faculty members. For this rea­son, ﬁnal examination papers must be kept on ﬁle for one calendar year. Continuing full-time faculty and graduate teaching assistants may keep these papers in their ofﬁces. Part-time fac­ulty should turn in exam papers to the departmental ofﬁce. In addition to the ﬁnal examination, other examinations are administered and outside work assigned in a manner deemed appro­priate by the instructor. Sufﬁcient work should be assigned and evaluated prior to midterm to permit students to assess clearly their progress in the course.

**8.3.6.Final Exam Rescheduling for Students**

Any student whose ﬁnal examination schedule is such that he or she is scheduled to take three examinations during a single day has the right to have the middle examination rescheduled. The date and time of the rescheduled examination must be by mutual agreement between the student and the affected faculty member and must be agreed upon by the end of the thirteenth week of classes. It is the student's responsibility to notify his or her instructor of the conﬂict, and it is the instructor's responsibility to verify that the conﬂict actually exists. If a student is scheduled to take four examinations during a single day, then the same procedure applies ex­cept that the student then has to right to have both the second and the third examinations re­scheduled.

**8.3.7.Reporting of Grades**

Final grades are ﬁled electronically by faculty members or designee, as required by FERPA Faculty must meet the grade report deadline.

Faculty are required to submit mid-term grades for 100-and 200-level courses in the current grading system.

**8.3.8.Changing of Grades**

A student is permitted to request a change of course grade no later than one semester from the date a grade is assigned. As a rule, grades may be changed only by submission by the in­structorThe Change of Grade form must be approved by the chair of the department or equivalent and re­ceived in the Ofﬁce of Student Records no later than two semesters from the date the original grade was assigned.

**8.3.9.Public Posting of Grades**

Instructors are neither required nor encouraged to post grades publically. If they choose to do so, FERPA guidelines must be followed.

**8.3.10.Auditing Courses**

Students may on occasion desire to register for a course as an “audit.” No credit is given for an audit and no quality points are assigned. Auditing a course gives the student permission to attend classes, to listen to the instructor’s presentations and lectures, to participate in class discussions, as appropriate, and to receive handouts associated with the presentations and lectures. Students auditing a course are permitted to ask to participate in graded activities, such as homework, group projects, laboratories, and exams. The instructor is not required to grade any written assignments that may be submitted by an auditing student. A student who elects to audit a course may not at any point after electing to audit, change to “for-credit,” i.e., graded status. Through the fourth week a student may elect to change the grading status for any course from credit to audit. The student must initiate a formal request for change to audit through the Ofﬁce of the Registrar. Any student failing to follow established procedure for change to audit will continue to be enrolled in the class for credit and may receive a failing grade in that course.

**8.3.11.Class Records**

Faculty members must maintain grade records. Upon termination of services with the univer­sity, the faculty member is to turn in grade records to the department chair or program coordi­nator, who maintains such records in accordance with institutional policy and the federal Family Educational Rights and Privacy Act (FERPA).

**8.4.Policy Formation**

The university must preserve the primacy of shared academic governance in planning, devel­opment, and implementation of policies. Faculty should have direct inﬂuence and control over departmental and institutional priorities as well as the institutional mission, including curriculum planning, faculty hiring, and scholarly activities.