

3344-16-02 Classroom and related responsibilities.

- (A) Examination and grades.
- (1) Dates for final examinations are posted on the university registrar's website. All final examinations shall be administered during the period assigned by the university registrar and shall follow the approved time schedule as designated by the administration. In the event of a class without a final exam, a class session shall be held during the scheduled final exam period. Laboratory, thesis, internship, field work and independent study courses are excluded from this requirement. In classes where take-home finals are assigned, the take-home examination is due on the day and time of the regularly scheduled final.
 - (2) Faculty shall be required to submit grades at the end of a term. Faculty teaching one-hundred and two-hundred-level courses shall also make every reasonable effort to submit mid-term grades for freshmen enrolled in such courses. Final grades should be submitted within forty-eight hours of the end of the examination, but not later than the deadline established by the registrar's office.
 - (3) One copy of each syllabus shall be filed with the chair and supplied to the students at the start of classes. The syllabus shall contain grading and pedagogical guidelines as well as course content and assignments. A copy of the final exam should be given to the chair after the end of the term upon request. A faculty member shall preserve students' answers to final examinations for one semester unless returned to the student, except that examinations from the spring semester should be retained until the end of the fourth week of the ensuing fall semester.
- (B) Class schedules and rooms.
- (1) If a faculty member finds it necessary to change a scheduled time or classroom assignment, written approval of the chair or dean's designee is necessary before any change is announced to students in the class.

- (2) Faculty have an obligation to meet their scheduled classes, throughout the scheduled time, unless an approved alternative learning experience has been assigned in the syllabus as part of the course requirement. On those occasions when faculty know ahead of time that it may be necessary for them to be absent from class because of attendance at a professional meeting or because of religious observance, faculty shall request written permission from the chair or dean's designee and work with the latter to make appropriate arrangements for covering missed classes.
 - (3) When a faculty member is forced by illness to cancel class, the faculty member shall, if possible, inform the students and the department chair of such cancellation at a reasonable period of time before the class is scheduled to meet.
- (C) Student evaluation of instruction. The faculty senate shall have oversight for assessing the instruments used in each college for the student evaluation of instruction. The college evaluation form(s) may include additional questions addressing the normative attributes of particular courses, such as class size and method and level of instruction. Faculty members may add their own questions to the college form(s). Deans or their designees, in cooperation with departmental or college faculty, shall establish procedures for the distribution, collection, and tabulation of the instrument(s). The appropriate college evaluation form(s) shall be distributed and tabulated in each course for each faculty member. Evaluation results shall be returned to the faculty member and kept on file in the departmental and dean's offices.
- (D) Office hours. Each faculty member shall maintain regular office hours, on a schedule approved by the chair or dean's designee, when they are available to students in their classes and their academic advisees without previous appointment. These office hours shall occur at optimum times for students and advisees; they shall be posted and listed on the syllabus. Faculty shall also make themselves available by appointment to accommodate students who cannot see them during regularly scheduled office hours.

- (E) Faculty availability. All full-time members shall be available for service at the university throughout the academic year. Faculty shall be available for advising as needed on a rotating basis, coordinated by the department chairperson, during the week of the registration period before each semester. Faculty shall be charged sick time if they are unavailable for assigned service because of illness during that week.

- (F) Commencement exercises. The administration and the CSU-AAUP recognize university commencement exercises as an important hallmark in students' lives. Whereas both the administration and CSU-AAUP encourage all faculty to attend commencement exercises, at least one-quarter of the faculty shall attend the December and May commencement exercises in full academic regalia.

Policy Name: Classroom and related responsibilities.

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