

UWG PROCEDURE NUMBER: 2.7.2, Classroom Procedures

Authority: UWG POLICY 2.7 (Teaching Responsibilities)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities:

The purpose of these procedures is to ensure that all students are aware of their instructors' expectations and guidelines regarding classroom procedures.

A. Definitions

1. ***“Instructional responsibility”*** – Any contractual teaching responsibility at either the undergraduate or the graduate level, and in either face-to-face or online classes.
2. ***“Faculty members”*** – All teaching faculty (including adjunct faculty, part-time instructors, graduate students with teaching responsibilities, and other non-tenured instructors, as well as full-time instructors, tenure-track and tenured faculty, and administrators with teaching responsibilities).
3. ***“Syllabus” (plural: “syllabi”)*** – A written course description and class schedule that each course instructor is required to give to all students enrolled in his or her course on or before the first day of class. The syllabus may be given to students in printed form, distributed, or posted electronically for their access. The syllabus describes the course content and learning outcomes for the course, and contains all of the information required in this procedure.

B. Procedures for Course Syllabi

1. All syllabi at UWG must include the following information: Course title, course learning outcomes, course description, course number and section, term, number of credit hours earned for successful completion, method and mode of delivery (e.g., percentage online versus face-to-face instruction), instructor information (name, office location, contact information, and office hours), required reading(s), software, hardware, and other materials (if applicable), and the system of evaluation and grading.
2. Each instructor must make the syllabus available to each student on or before the first day of class, and provide access to all course syllabi to the appropriate department office.
3. Each syllabus must include a link to the online UWG document titled “Common Language for Course Syllabi”.
(http://www.westga.edu/Administration/vpaa/Common_Language_Course_Syllabi.pdf).
4. Syllabi for courses that are part of the Core Curriculum must include a statement of the learning outcomes of the relevant section of the Core Curriculum, and the content in each of these courses must adhere to these Core Curriculum learning outcomes.

The purpose of this procedure is to ensure that all course syllabi at UWG are made available to all students in every course and to ensure that all syllabi include all of the information that students will need to understand the responsibilities and obligations of both the instructor and the students in the course.

C. Procedures for Academic Honesty

Faculty shall include in their syllabi a link to the university's statement on academic dishonesty and the honor code: http://www.westga.edu/Administration/vpaa/Common_Language_Course_Syllabi.pdf.

1. It is the student's responsibility to comply with the university guidelines on academic honesty regardless of whether or not an instructor reminds students of these policies in class or on a course *syllabus*. However, faculty members are encouraged to define for their students, either in a course *syllabus* or in written guidelines presented in class or in electronic form, the standards of proper academic conduct, and what assistance is permissible in the preparation of reports, term or research papers, and outside projects, including policies for the use of materials prepared by the student for other courses and standards of academic honesty on tests.

The purpose of this procedure is to ensure that all students are aware of their instructors' expectations and guidelines regarding academic honesty, and to ensure that all students have access to their graded exams and assignments.

D. Procedures for Graded Exams/Assignments

1. Faculty members should promptly return all students' graded academic work.
2. In the case of final exams and other end-of-term work that cannot easily be returned to students, faculty members should keep this work on file for at least one semester and allow each student to review his or her work upon request, in accordance with the USG policy on records retention (USG Records Management and Archives policy 0472-06-012: http://www.usg.edu/records_management/schedules/934).

The purpose of this procedure is to ensure that all students have access to their graded exams and assignments.

E. Course Evaluations

Faculty members with instructional responsibility must allow students to evaluate the course and quality of instruction in the final weeks of classes by using the evaluation survey(s) provided by the university.

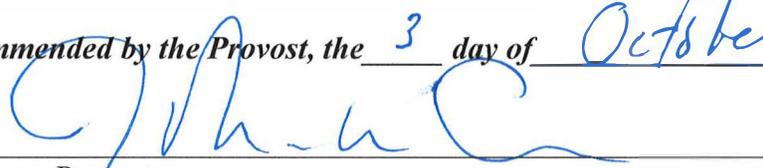
The purpose of this procedure is to ensure that all students have the opportunity to evaluate all of their courses and quality of instruction at UWG.

F. Procedures for Class Absences

1. In the case of student absences, instructors have full discretion over all makeup work assignments.
2. Students who will miss class while officially representing the University in sanctioned events or for religious holidays must consult with their instructors about anticipated absences. Students shall be accommodated, as the professor deems reasonable.
3. Instructors must grant excused absences to students who must miss class in order to vote in a national, state, or local election (<http://www.usg.edu/policymanual/section4/C327/>).
4. Students who are absent for more than a week of class must notify the instructor if they want to request accommodation or the opportunity for make-up work. Regardless of the reason for the absence, each student is responsible for the material covered in class, for completing any assignments, and for making specific arrangements with the instructor for any work missed. The degree to which missed work can be made up will depend upon the nature of the work and its intended purpose.
5. Any student who is unable to continue attendance in class should examine available options (i.e. make appropriate arrangements with the instructor, drop the course (during the Drop/Add Period only), withdraw from the course, hardship withdrawal for the semester, or withdraw from the University).
6. If a faculty member is absent for a prolonged period, he or she shall, with the approval of the department chair or dean, provide for alternative means of delivery of course material.
7. In the event of emergency situations (such as weather-related closings) in which classes are cancelled due to university policy, faculty are responsible for communicating with students regarding alternative means of meeting the the course learning outcomes.

The purposes of this procedure is to ensure that students who are absent from class for approved reasons are given reasonable accommodations, and that faculty absences will not impede the delivery of course material in any class.

Recommended by the Provost, the 3 day of October _____, 2018.



Signature, Provost

Reviewed by President: 

Previous version dated: N/A

Rules committee approved 2/15/18