ACADEMIC POLICY

The Schedule

The schedule of classes for each semester is prepared by the Vice President for Academic Affairs. The Vice President for Academic Affairs receives from each Division Chairperson a proposed schedule for the Division supervised, makes necessary adjustments, and compiles the total schedule. Any changes in classroom assignments, hours, and meeting days must be approved by the Vice President for Academic Affairs.

Syllabi

The College Faculty has adopted a uniform format for all course syllabi. (See Appendix A) Each course in the College curriculum should have a syllabus. Copies should be on file in the office of the Vice President for Academic Affairs and in each Divisional office. Faculty members are to distribute copies of each class syllabus on the first day of classes of each semester.

Examinations

A mid-semester examination and a final examination are required for each course offered. Additional examinations are scheduled at the discretion of the instructor. Frequent examinations and quizzes are strongly encouraged. One copy of the final examination of each class must be filed in the office of the Vice President for Academic Affairs and one in the office of the respective Division Chairperson at the close of each semester. Faculty members are expected to follow the prescribed schedule in administering final examinations.

Evaluation of Instruction

Evaluation of the faculty at Lane College is done to improve the instructional process. Its use may include determination of rank, tenure, and salary increment. The process includes the following: self-evaluation, peer evaluation, Chairperson Evaluation of faculty, and student evaluation. (See Appendix B)

The Teaching Load

Full-time teaching load is 12-15 semester hours. The teaching load may be reduced in the case of a special course that requires more contact hours than credit hours and in instances where an instructor has extra-class responsibilities. Teaching loads may also be reduced if the number of preparations of the instructor is larger than the normal limit. No full-time faculty member shall have a teaching load of less than 12 hours per semester without the approval of their Division Chairperson and the Vice President for Academic Affairs.

For persons teaching laboratory, studio, applied music, or activities courses, each
contact hour is equal to one-half of a credit hour. In that instance, an applied music teacher would be credited with \( \frac{1}{2} \) hour load for each student. Hopefully, the number would correspond with the prescribed regular course hours to make for a 12-15 hour teaching load.

The full-time teaching load of a Division Chairperson may be 3-9 hours depending upon other programs and responsibilities. The teaching load is designed to allow sufficient time for the performance of administrative duties.

**Part-time Faculty**

Part-time faculty members are persons employed by the College to teach classes in specific circumstances. These persons may have continuing status or *ad hoc* status, contingent upon the needs of the College. Part-time faculty must have the necessary credentials for the classes taught as prescribed by the Commission on Colleges of the Southern Association of Colleges and Schools. All part-time appointments are on a semester-to-semester basis.

**Class Tardiness**

It is expected that all faculty members will meet their scheduled classes promptly and for the entire period. If circumstances should cause a faculty member to be unable to meet a class appointment as scheduled, the faculty member should notify the Division Chairperson or the Vice President for Academic Affairs so that the class will be monitored until their arrival.

**Class Attendance**

All instructors are required to meet their classes promptly, regularly, and for the entire period. Instructors who are persistently tardy for their classes or excessively absent are failing to meet their professional responsibilities. Excused absences are granted for legitimate reasons. The procedures for securing excused absences are as follows:

1. The faculty member must obtain approval from the Division Chairperson when less than one full day will be missed from classes.

2. The faculty member must obtain approval from the Division Chairperson and the Vice President for Academic Affairs when one or more days will be missed, but less than one week.

3. The faculty member must obtain approval from the Division Chairperson, the Vice President for Academic Affairs, and the President of the College when one week or more will be missed from classes.

Appropriate forms are available to report these absences. The Director of Personnel will record all reports from the Vice President of Academic Affairs concerning absences.
In each instance, the instructor is responsible for making provision for the continuation of class work. Failure to follow these procedures may result in a loss of pay for the time missed. Excessive unexcused absences or tardiness may result in sanctions which may include loss of pay, or non-renewal of contract.

In cases of extended illness, teachers in the same area as the person who is ill may be asked to assume responsibility for carrying on the class work. If this is not feasible, a person will be hired as a temporary replacement for the person who is ill. The Vice President for Academic Affairs, the Vice President for Business and Finance, and the Director of Personnel will consult with the President of the College to decide if the person who is ill will receive a reduction in pay during the illness.

Requests for absences to attend professional meeting should not exceed five class meetings (five teaching days) for a given course during a semester. These requests should be cleared with the Division Chairperson and the Vice President for Academic Affairs at least ten days before the date of departure where feasible.

**Student Class Attendance**

All students are expected to attend classes regularly. Prompt and regular attendance is to be regarded as an obligation as well as a privilege. Participation of students in class sessions is considered an important part of the instructional procedure, and it is assumed that each student has something to contribute and gain from such participation.

**Student Absences**

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed.

Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

Instructors are required to submit weekly reports with the names of all students who are absent from class to the Vice President for Academic Affairs.

**Policy on Student Make-up Work**

Students will be allowed to make up class work missed if the absence was due to illness or participation in College-sponsored activities. The student has responsibility for providing individual instructors with documentation from a physician for absences due to illness.

For minor sicknesses which do not involve a physician’s care (such as headaches, colds, cramps, etc.), and in other instances, the instructor has discretionary powers concerning make-up work.
Student Withdrawal from a Class

Withdrawal from a class is the prerogative of the student, but a request to withdraw by an instructor is paramount to a warning of a failing grade for the course. It is the student’s responsibility to properly execute a Course Change form ("drop/add slip") to officially withdraw from a class. Students who do not complete this process and whose names appear on the final grade report form must receive a grade of "F."

Absence from the Final Examination

A student who is absent from the final examination without the permission of the instructor will receive a grade of "F" for that examination. This action may cause the student to fail the course, depending upon the weight of the final examination in determining the grade for the course.

Grading Policy and Procedures

Each instructor has the responsibility for implementing fair and objective grading practices that are in agreement with the Purpose of the College. The assignment of a final grade should be an objective procedure that gives a true measure of the level of proficiency achieved by the student by the end of the course.

Grade report sheets are obtained from the Registrar's Office. The sheets are used to report mid-semester and final grades. Final examinations for graduating seniors are given early and the final grades for seniors are due in the Registrar's Office within 24 hours after the examinations are administered. For all other students, mid-semester and final grades are due in the Registrar’s office 72 hours after the examinations are administered.

A faculty member may not give an examination at a time other than the scheduled examination without the permission of the Division Chairperson and the Vice President for Academic Affairs. Make-up examinations may be given after the scheduled time to students who have been absent and who are able to justify their absences. Further information on College grading policies may be found in the College Catalog and in the Advisement Handbook.

Student Grade Appeal Procedure

This appeal procedure is designed to provide students with a clearly defined avenue for appealing the assignment of a grade in a course if the student believes the grade was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases, the complaining student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. Students must register their complaints within forty-five (45) days of the receiving of the grade.
**Step 1.** The student shall first consult with the instructor in an effort to provide a satisfactory resolution of the complaint. In the event that the student cannot schedule a meeting with the instructor, he may contact the Division Chairperson who will schedule the meeting between the student and the instructor. The only exception to this procedure is in the case where the instructor is no longer employed at the College or is unavailable so that it is impossible to complete **Step 1** within the allotted forty-five (45) days. In this case, the student may proceed directly to **Step 2**.

**Step 2.** If the complaint is not resolved in **Step 1**, the student may present his complaint in writing to the Chairperson of the Division in which the course was offered within forty-five (45) days from the end of the term during which the grade was received. The Division Chairperson may, discretionarily, counsel with the faculty of the Division. The Division Chairperson will render a decision with fifteen (15) days of receipt of the complaint.

**Step 3.** If the complaint cannot be resolved at the level of **Step 2** within a fifteen (15) day prescribed time period, the student, within five (5) days following the end of such period, may request, in writing, that the Division Chairperson forward his complaint to the Vice President for Academic Affairs. The Division Chairperson must forward the student’s complaint to the Vice President for Academic Affairs within five (5) days. The Division Chairperson will provide the Vice President for Academic Affairs with a copy of all correspondences and records pertaining to the complaint.

The Vice President for Academic Affairs may utilize any resources available to that Office to resolve the grade conflict within a fifteen (15) day period. The Vice President’s decision in this matter will be formally announced at the meeting of the Vice President for Academic Affairs, the Chairperson, the instructor, and the student. If the Vice President for Academic Affairs and the Division Chairperson are in agreement that the grade should be changed, either raised or lowered, the Vice President for Academic Affairs shall be empowered to change the grade without the instructor’s consent. Otherwise, the grade shall remain as recorded.

Either the student or the instructor may appeal the decision made under **Step 3** within fifteen (15) days of filing a written request for a hearing before the College Academic Appeals Committee. In the event of such an appeal, the decision shall be stayed pending the completion of the procedure in **Step 4**. The Vice President for Academic Affairs must be provided a copy of the hearing request.

**Step 4.** The written request for a hearing before the College Academic Appeals Committee should state the factual basis for the appeal of the Vice President for Academic Affairs’ decision. If the Committee finds that the student’s or instructor’s request merits a hearing, the Committee shall notify the student, the instructor, the Division Chairperson, and the Vice President for Academic Affairs of the time and location of the hearing. If the Committee finds that the request does not merit a hearing, the student or the instructor shall be notified.

**Step 5.** The College Academic Appeals Committee shall function as a review board.
Based on its appeal review process, the Committee shall make the final decision unless there is an appeal of the Committee’s decision by either party to the President of the College for final determination. The Committee shall have the power to allow the assigned grade to stand or to be raised or lowered. Its decision must be formally announced to all parties. The time schedule allotted for completion of action by the Committee shall be fifteen (15) days.

**The College Academic Appeals Committee**

The Committee shall be composed of seven members and seven alternates constituted as follows: A chairperson, designated by the Vice President for Academic Affairs; a faculty member and an alternate designated by the Vice President for Academic Affairs; two faculty members and two alternates elected by the faculty; three students and three alternate students selected by the Student Government Association.

Although the primary responsibility of the Committee is to review appeals, the Committee will report any obvious discriminatory or capricious conduct (on the part of either the student or the instructor) to the appropriate person for consideration and action.

**Discipline**

Maintenance of classroom discipline shall be the responsibility of the instructor. In case of serous or repeated disorderliness, a student may be suspended from the class by the instructor. This shall be reported to the Division Chairperson and the Vice President for Academic Affairs. The student may be kept from the class upon the recommendation of the instructor. Problems of discipline which are particularly serious or involving a wider area than the classroom shall be reported the Vice President for Student Affairs by the Vice President for Academic Affairs. The Vice President for Student Affairs will take appropriate action.

**Office Assignment and Hours of Work**

The College provides office space for each instructor. The Vice President for Academic Affairs is responsible for assigning office space. Every instructor is expected to spend a minimum of ten hours per week in the office so that sufficient time is available for assistance to students. Office hours must be posted on or near the office door. A copy of the posted hours is to be filed in the office of the Division Chairperson and also in the Office of the Vice President for Academic Affairs.

Each instructor will spend sufficient time on campus to meet classes, hold office hours, serve on committees, and carry out other professional responsibilities such as textbook orders, attendance reports, enrollment verification, academic advisement and submission of other reports as requested. Faculty is expected to schedule their classes/office hours so that they are on campus for some period of each day, Monday through Friday.
Sponsorship of Academic Organizations

The College encourages the faculty to provide constructive leadership in working with students to establish group activities that are academic and intellectual in nature. It is expected that activities will be designed to provide enrichment of formal class experiences. Group activities may be organized in the form of seminars, clubs, forums, etc. They must be approved by the Vice President for Academic Affairs and the Division Chairperson. For each proposed activity, a statement of its purpose, relation to the College program, and a schedule of meeting dates are to be filed both in the office of the Vice President for Student Affairs and the Vice President for Academic Affairs. In instances where the proposed activities involve travel within the city or outside of the city, approval must be secured from the Vice President for Student Affairs.

Policy on Grade Changes

Letter grades (A, B, C, D, and F) may not be changed by an instructor once the grades have been turned in to the Registrar's Office. In the event of a grade reported in error or through miscalculation, or through the appeals process, exceptions will be made. Students will have six weeks from the beginning of the subsequent semester to register a complaint concerning a grade given in error. Any grade changes must be done only by permission of the Registrar and with the approval of the Vice President for Academic Affairs. In no case shall a student be given extra assignments, tests, projects, etc., to be used to change or alter a grade.

Academic Records

Grade reports filed in the Registrar's Office become the property of the College. These reports should be checked carefully before they are submitted so that errors are minimized. Any faculty member who attempts to submit a grade for a class not on the final schedule will be reprimanded and subject to dismissal. A grade of "incomplete" ("I") or a "no report" ("X") may be changed by the instructor who submitted the grade. In the event that the instructor involved is no longer a member of the faculty, the Division Chairperson of the area of the course is empowered to make the change. The process to be used includes:

A. Appoint a person in the teaching area to evaluate the work made up by the student.

B. The instructor will report the changed grade to the Division Chairperson who will make the change on the grade sheet or authorize the person to make the change.

Each "incomplete" grade must be filed in compliance with the College's form for Grade of Incomplete. The instructor makes the change on the grade report sheet in the presence of the Registrar. Changes in other grades will be considered only
after sufficient evidence is submitted to the Vice President for Academic Affairs and the Registrar to warrant such request.

All instructors are required to keep an accurate and up-to-date class register (roll book). They should be used to keep a record of students’ class attendance, examination scores, grades on written and oral reports, mid-semester grades, and final grades. Class registers are to be turned in to the Vice President for Academic Affairs at the end of the spring semester and at the end of the summer term. They must be turned in when an instructor terminates service to the College. Once class registers are turned in, they become the property of the College and no changes can be made in them without the approval of the Vice President for Academic Affairs.

**Advising**

All faculty members will serve as advisors. Advisors are expected to keep an up-to-date file on advisees and to advise them as to course requirements, quality point averages, graduation requirements, Divisional requirements, and the like. A copy of all these records should be submitted to the Division Chairpersons. See *Advisement Handbook* for details.