Summary Discussion of Selected Academic Policies
New Faculty Orientation, August, 2013

Additional detail about the following points may be found in the *Academic Handbook*. The online version of the handbook may be accessed at [http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/](http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/).

**Academic Honesty:** This section of the Academic Handbook thoroughly defines plagiarism and explains the procedures for responding to plagiarism and other acts of academic dishonesty. Experience has shown that:

- Most instances of plagiarism are “naïve” on the part of the student.
- It is helpful to remind students of this policy in one’s syllabus.
- The library has a number of useful exercises to educate students about plagiarism, [http://alacarte.pugetsound.edu/subject-guide/6-Academic-Integrity-Puget-Sound](http://alacarte.pugetsound.edu/subject-guide/6-Academic-Integrity-Puget-Sound). All incoming students are required to take an integrity tutorial before their arrival to campus.

**Course Requirements:** It is important that faculty distribute a syllabus (recommended during the first week of class) that outlines all assignments, readings, due dates, exam dates, grading criteria, and policies. In addition, you should be aware of the university’s reading period and final exam policies as you develop your syllabus, [http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/course-requirements/](http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/course-requirements/)

- **Reading Period:** In order to allow students to prepare for their final exams, all class meetings, tests, deadlines for course assignments, and other activities may not be scheduled during reading period. Optional review sessions in which new course material will not be introduced are allowed. Requests to waive this policy may be submitted in writing to the dean.
- **Final Exams:** In courses where a final exam is scheduled, all students must take the final during the time period assigned in the class schedule. That is, a professor is not required to give a final exam, but if s/he does, all students must take it during this assigned time. Note that this will not necessarily correspond to the day and time during which you have held your class sessions. There are two reasons for this policy: (a) it protects faculty from students who want to leave campus early during final exam week, (b) it helps to keep reading period free for students.


- **Mid-term Grades:** You will be asked to submit mid-term grades. For students receiving a “U”, “F”, “W”, or “WF” at mid-term, notice is sent to the student and his/her faculty advisor. *Mid-term grades are not recorded on a student’s permanent transcript, do not affect a student’s GPA, and do not guarantee a passing or failing grade at the end of the term.* They do, however, help to alert those students who are performing poorly.
- **Final Grades:** Final grades are typically due 2 ½ weeks following the last day of final exam week, and an email reminder is sent from the Registrar’s office. It is important to submit grades on time so that students who require complete transcripts for job or graduate school applications are not delayed. Once grades are assigned, they are permanent unless a clerical or technical error was made in assigning the grade.
- **Incomplete Grades:** Incomplete grades are appropriate when: (a) a student whose work to date has been of passing quality, (b) has a small amount of work outstanding that, (c) s/he cannot complete due to illness or other unforeseen circumstances. It is the student’s responsibility to ask the faculty member for an incomplete. An “Incomplete Grade Notice to the Registrar of Remaining Work” form should be filled out, and the student is to complete the remaining work by midterm of the following semester.
- **Withdrawal Grades:** Depending on the week of the semester, there are different rules governing the assignment of a “W” versus a “WF.” You should refer to the Academic Handbook or contact the registrar’s office if you plan to assign a W or WF.
Graduation Requirements:  [http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/graduation-information-and-req/](http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/graduation-information-and-req/) In your conversations with students, they will expect you to know the general requirements for graduation and completion of the major/ minor. The Academic Handbook, Registrar’s office or the Associate Dean’s office are good resources for answering any questions you may have. The list below is not intended to be comprehensive, but does outline some of the basics required for completing the degree.

- **Highlights**
  - 32 units to graduate (2.0 of these may be activity units); only 4 P/F units allowed; 16 units in residence at UPS, the last 8 of which must be on campus
  - Must have minimum of 2.0 GPA for all graded courses (including transfer credit), all UPS courses, and all major and minor courses
  - Must complete core, foreign language, upper division, and major requirements (minor is not required)
  - Core, foreign language, and upper division requirements may not be taken P/F
  - Must apply for graduation in the Registrar’s Office 2 semesters prior to graduation

- **Advisement Report (AR) on PeopleSoft:** An Advisement Report for each student may be found on PeopleSoft. As an advisor, you will have access to the AR for each of your advisees, and students are also able to access their own AR. During advising appointments, it is routine to review these pages, as they contain academic history, courses for which a student is registered, and progress toward core, major and minor completion.

Confidentiality of Records:  [http://www.pugetsound.edu/academics/advising--registrar/know-educational-rights/](http://www.pugetsound.edu/academics/advising--registrar/know-educational-rights/) With respect to their educational records, a number of rights are guaranteed to students under the Family Educational Rights and Privacy Act (FERPA). For example: (1) if you post exam or course grades outside your office, you must create some scheme of numbers designed specifically for the purpose so that no one can identify another student; (2) by law, you may not use a student’s social security number or any part thereof; (3) you cannot leave piles of papers or exams outside in the hallway for students to pick up; (4) you may not speak to a parent about a student’s grades or coursework.

Course Attendance and Participation:  [http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/registration-for-courses-of-in/#registrationattendance](http://www.pugetsound.edu/student-life/student-handbook/academic-handbook/registration-for-courses-of-in/#registrationattendance) If you have specific attendance and participation expectations, it is wise to state them explicitly in your syllabus. University policy states that:

- If a student fails to attend the first day, an instructor may drop the student from the class; however, some professors wait a few days to give a student the chance to contact them to confirm whether the student plans to enroll or not.
- Regular class attendance is expected of all students. For students with attendance that is problematic, faculty are encouraged to send a Student Alert to the Office of Academic Advising.  [http://www.pugetsound.edu/academics/advising--registrar/](http://www.pugetsound.edu/academics/advising--registrar/) Experience suggests that early rather than late intervention is more effective. If nonattendance is excessive, the instructor may levy a grade penalty or direct the registrar to drop the student from the class.
- For students with disruptive behavior, faculty members are encouraged to contact Academic Advising; faculty members have the right to drop a student from a course if the problem cannot be resolved.

Services for Persons with Disabilities:  [http://www.pugetsound.edu/academics/academic-resources/disabilities-services/](http://www.pugetsound.edu/academics/academic-resources/disabilities-services/) Students needing accommodations (e.g., extra time on tests) are expected to contact the professor in advance in order to make arrangements. For questions about accommodations, contact the Center for Writing, Learning, and Teaching.

Commencement Ceremony at the end of Spring Semester:  There is one commencement each spring, held the Sunday after final exam week. This year, commencement is scheduled for **Sunday, May 18th, 2014 at 2:00.** As stated in the *Faculty Code*, faculty members are expected to participate in commencement. Faculty who do not own regalia may rent caps, gowns, and hoods.