

New Faculty Orientation

**Convocation Center
August 12, 2013**

Academic Policies

Objectives

- Provide a brief overview of ASU's academic policies
- Demonstrate how to access policies, forms, and important information on ASU's web site

Academic Policies

Resources

- [Undergraduate Bulletin](#)
- [Graduate Bulletin](#)
- [Student Handbook](#)
- Individual Program Handbooks

Class Attendance Policy

- Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored events, even when those events cause them to be absent from class. Students participating in university sponsored events will be given reasonable opportunities to make up missed assignments and exams.

- Students enrolled in freshman or sophomore level courses numbered 1000 or 2000 may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of “F” for the course.

- Students who may be assigned a grade of “F” in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course. In determining whether excessive absences should result in a failing grade, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absence.

- Students enrolled in junior or senior level courses numbered 3000 or 4000 will not be assigned a grade of “F” solely for failing to attend classes. However, instructors shall set forth at the beginning of the semester their expectations with regard to make-up policy for work missed, class participation and other factors that may influence course grades.

Grading Scale

- Arkansas State University is on a four-point grading system.
- A=4
- B=3
- C=2
- D=1
- F=0

WN Grade Withdrawal for Non-Attendance

- Faculty administratively withdraw students for non-attendance during the first eleven days of class
- Faculty are required to take attendance during the first 11 days of a fall or spring term and the first 5 days of a summer term
- One day of attendance or logging into an on-line course constitutes “attendance” --September 4, 2013⁹

FN Grade Failure to Attend

- **During final grading faculty assign a grade of FN to students who have stopped attending class but who have not withdraw**
- **The FN indicates the grade of “F” has been earned due to lack of attendance**

Incomplete Grade “I”

- During final grading faculty assign a grade of “I” when a student fails to meet all course requirements for reasons beyond her/her control, i.e., illness of the student, or serious illness or death in the family, or extended research projects at the graduate level.

“I” cont.

- **Procrastination, pressure of work in other courses, or work not connected with the student’s school load are not satisfactory reasons for an “I” grade.**

“I” cont.

- **All “I” grades must have prior approval of the chair of the department in which the course is offered, which requires the “Request for Incomplete Grade” form to be on file with the department and the Office fo the Registrar.**
- **An incomplete grade not removed within one semester will be recorded as an F.**

“I” cont.

- After an “I” is recorded as a course grade, a student may need to attend class during the next semester to complete assignments. This is permissible---do not have the student “re-enroll” in the class.

“AU” Auditing

- All students auditing courses are expected to meet all requirements for a course other than taking examinations and completing formal written papers. The names of students registered to audit a course will appear on the class roster.
- Due to institutional liability, students may not sit in a class without being officially registered for credit or audit.

Mid-Term Grades

- **Faculty will submit mid-term grades for all freshman and sophomore level students (note a 3000/4000 course may have sophomore level students and will be noted in the Outstanding Grades Tool).**
- **Mid-term grades are optional for junior, senior, and graduate level students.**

Final Grades

- **Faculty must record all final grades prior to the deadlines established by the Registrar's Office, which are posted on the academic calendar. Notices and reminders of all deadlines are sent to all faculty by email.**

Final Grades

- **Graduating students' grades are due on a day/time prior to all other students and must be submitted on time (graduating students will be identified in the Outstanding Grades Tools)**

Students Activated for Military Service

- **Students activated during an academic semester who have not completed sufficient course requirements for awarding a grade must withdraw from the university.**
- **Students should contact the VA representative in the Office of the Registrar immediately upon notification of activation to initiate the withdrawal process.**

Grade Repeat Policy

- **Students may repeat up to 18 hours of “D” and “F” grades earned for GPA recalculation.**
- **The student must file a request with the Registrar’s Office for recalculation.**

Inclement Weather Policy

- **The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined by the Chancellor of the University.**
- **Regional and local news media will publicize the closing. KAIT-TV 8, ASU's web page, local radio stations**

Inclement Weather

- Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather when the campus is open.
- If students choose not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments.

Inclement Weather

- **The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.**
- **Please note that weather in Jonesboro is not necessarily the same as weather in the region served by ASU.**

Textbook Orders

- **By state law, textbook orders must be placed for the fall, spring, and summer by specific dates**
- **Spring semester textbooks are due October 15**
- **Summer and Fall semester textbooks are due March 15**
- **Specific instructions are provided to faculty in advance of these dates**

FERPA (Family Educational Rights and Privacy Act)

- **FERPA protects a student's educational record. Besides grades, the record includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official.**

FERPA cont.

- **FERPA prohibits any person connected with the institution, including administrators and faculty from improperly disclosing student information.**
- **ASU strictly enforces this federal law; failure to do so may result in loss of federal funding.**

Conclusion

- **Have we met our objectives?**
 - Overview of Academic Policies
 - Location of Academic Policies on ASU's web site