

Faculty Policies Related To The Creation And Content Of Course Syllabi.
For Faculty Reference Only.

***** DO NOT INCLUDE ACTUAL POLICIES IN SYLLABUS*****

POLICY NUMBER: 6.87

POLICY NAME: Academic Integrity for Undergraduate Students

REVISED: October 11, 2016

COMMITTEE: UPC

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: To ensure the academic integrity of the undergraduate experience

POLICY:

6.87 ACADEMIC INTEGRITY FOR UNDERGRADUATE STUDENTS

A. Definition of Terms

1. Academic integrity is essential to any academic institution and is in keeping with the mission of Concordia University. In order to protect the rights of students, the disciplinary procedure for dealing with cases of academic dishonesty follows these broad guidelines. Violations of academic integrity include “cheating” and “plagiarism” as defined by the university’s Student Code of Conduct (SCC).

2. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) academic deception (e.g. fabricating data, misrepresenting sources, misleading presentations, lying) in written or oral form.

3. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

B. Implementation of Academic Integrity Policies

1. The instructor will gather and document all evidence of academic dishonesty in a clear and concise manner.

2. The instructor will present this evidence to the student.

3. The instructor may prescribe academic penalties, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or failing grade for the entire course. Any prescribed penalties must be in writing.

4. The instructor will file an electronic Report of Classroom Incident Form (found on the University Portal.) This file will be shared with the Vice President for Academic Affairs' Office. The VPAA will forward the incident form to the Dean of the college responsible for the class in which the incident occurred. The Dean will notify the student via email of the charge(s), decision, and appeal process.
5. If this is a repeated occurrence, the Department Chair, Dean of the College and the Vice President for Academic Affairs may impose additional penalties, including but not limited to dismissal from the departmental program, suspension from the university, or expulsion from the university.
6. A student has the right to appeal the charge and/or academic penalties imposed by the instructor by filing an appeal with the Dean of the college within three university business days
7. The Dean of the college reviews the form and determines if the appeal should be approved or denied. The Dean will make the decision based on information provided in the appeal; the incident is not reheard. The Dean will email the student and the reporting faculty member with a decision of the appeal and will also include information on the final appeals process to the Vice President for Academic Affairs. This response regarding the appeal is normally received within ten university business days.
8. A student has the right to a final appeal by emailing the Vice President for Academic Affairs with reasons for appeal within three university business days from the notification send date of the Dean's appeal decision. The Vice President for Academic Affairs will make the final decision and notify the student via email along with the reporting faculty member and Dean. No further appeals will be heard.

POLICY NUMBER: 7.40

POLICY NAME: Class Attendance Policy
DATE: Approved by Faculty Senate December 2003
REVISED: Approved by Faculty Senate on September 17, 2013
COMMITTEE: Undergraduate Academic Policies Committee
ADMINISTRATORS: Vice President for Academic Affairs

POLICY:

7.40 CLASS ATTENDANCE POLICY

- A. Students are expected to attend all class meetings and laboratory sessions for the courses in which they are enrolled.
- B. Excessive absences as determined by the instructor and written in the course syllabus may result in disqualification or failure.
- C. Instructors must include policies for handling absences and make-up work in the syllabus. Instructors may not penalize students who are required to be absent from class because of official university activities. Examples of such activities are intercollegiate athletics, university music tours,

theater productions, and so forth. In addition, instructors may not penalize students who are required to be absent from class because of mandatory military training of up to two weeks per semester that cannot be deferred. Students, however, are responsible for informing the instructor in advance of the impending absence (according to a timetable determined by the instructor) and for making up any missed work at a time determined by the instructor. Instructors have the right to contact the appropriate person to determine the legitimacy of the intended absence.

D. Instructors planning field trips or any other official university activities must secure the appropriate approvals as outlined in Faculty Handbook Policy 6.65.

E. Instructors must be able to determine the student's last day of attendance.

POLICY NUMBER: 7.301

POLICY NAME: In-Progress Grade

DATE: Approved by Faculty Senate on April 7, 1999

REVISED: Approved by Faculty Senate on April 15, 2014

COMMITTEE: Undergraduate Academic Policies Committee

ADMINISTRATOR: Registrar through the Vice President for Academic Affairs

OBJECTIVES:

1. **To help students successfully complete course work and earn a grade in a timely and effective manner**
2. **To help students maintain "good standing" status**
3. **To adopt consistent policies for all university students and faculty**

POLICY

7.301 IN-PROGRESS GRADE

- A. In-Progress ("I") grades may be given to students who have missed part of their assigned work due to circumstances beyond their control, but otherwise have done satisfactory work. Students who are unable to finish all the required coursework for a course may request an "I."
- B. Instructors must submit the In-Progress Grade Request by the grading deadline to the registrar's office. It is the students' responsibility to initiate an In-Progress Grade Request. However, instructors may deny an In-Progress Grade Request.
- C. Guidelines:
 1. All course requirements to remove an In-Progress grade and in some cases to remove probationary or disqualification status must be completed within four weeks of the last day of class.
 2. If students are unable to complete the work within four weeks, extensions may be requested from the instructor for a maximum of six months from the last day of the course.
 3. If the work is not completed within the agreed upon time, the instructor will submit a grade, based on course grading procedures specified in the syllabus.
 4. If a grade is not submitted to the Registrar by the agreed upon time, the recorded "I" will become an "F" or "N."

POLICY NUMBER: 7.36

POLICY NAME: Official Communication by Email
DATE: Approved by the Faculty Senate: December, 2003
REVIEWED: By UPC on Sept 12, 2017
COMMITTEE: Undergraduate Policies Committee
ADMINISTRATORS: Vice President for Academic Affairs
OBJECTIVE: Facilitate effective communication with students

POLICY:

7.36 OFFICIAL COMMUNICATION BY EMAIL

Concordia University communicates electronically to its students through the University's email system. Students are expected to read all official communications sent by the University to their csp.edu address, and respond appropriately.

Appendix A

Sexual Harassment

Concordia University prohibits sexual harassment and will not tolerate the sexual harassment of any member or guest of the University community by anyone associated or affiliated with Concordia University.

Sexual harassment is against the law. It is clearly prohibited by Title VII of the 1964 Civil Rights Act and by the Minnesota Human Rights Act.

"Sexual harassment" is understood here to designate any behavior that 1) emphasizes the sexuality of another person in a manner that prevents or impairs that person's full employment of the benefits, climate, or opportunities of learning or working at Concordia; 2) is unsolicited, and 3) is met with resistance, with non-cooperation, or with coerced or self-defensive cooperation.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor, employee, or student shall indicate in any manner, either explicitly or implicitly, that an employee's, applicant's or student's refusal to submit to sexual advances will adversely affect that person's employment or any terms or condition of employment or a student's academic career. Similarly, no employee or student shall promise, imply or grant any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display of sexually explicit or suggestive jokes, physical assault, or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or creating an intimidating, hostile or offensive work or study environment.

Sexual harassment is a specific form of discrimination in which power inherent in a person's relationship to his/her subordinates is unfairly exploited. While sexual harassment most often takes place where there is a difference of power between the persons involved, this policy also recognizes that sexual harassment may occur between persons of equal status.

Although the policy does not specifically forbid consenting romantic and sexual relationships between individuals where a professional power differential exists, it is generally considered unwise. The respect and trust accorded a person by his/her subordinate, as well as the power necessarily exercised by that person in evaluating or supervising his/her subordinate, greatly diminishes the individual's actual freedom of choice. A faculty member who enters into a sexual relationship with a student, or a supervisor with an employee where a professional power differential exists must realize that if a charge of sexual harassment is subsequently made, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Also included are relationships between a student or employee and an administrator, coach, advisor, program director, or residential staff member who has supervisory responsibility for that student or employee.

Concordia University places a strong emphasis on resolving complaints informally. The procedures include advising and mediation, but it is important to note that the procedures do not preempt other formal or informal channels available within the University.

Any person who believes that his or her education or work experience is compromised by sexual harassment is encouraged to proceed with the various grievance procedures outlined in The Student Guide which is published and distributed annually to each member of the campus community by student services [See policy listed below].

Concordia University expects the cooperation of all employees and students with respect to avoiding such harassment. Concordia University will investigate all complaints. If it is determined after an investigation that an employee or student has violated this policy, he or she will be subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

Concordia University, St. Paul, Department of Human Resources
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223. SEXUAL HARASSMENT

(From the Student Guide published at <http://www.csp.edu/studentguide/index.htm>)

POLICY STATEMENT

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“Sexual Harassment” is understood here to designate any behavior that

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2. is unsolicited; and
3. is met with resistance, with non-cooperation, or with coerced or self-defensive cooperation.

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Also included are relationships between a student or employee and an administrator, coach, adviser, program director, or residential staff member who has supervisory responsibility for that student or employee.

PROCEDURES FOR THE RESOLUTION OF COMPLAINTS

Concordia University places a strong emphasis on resolving complaints informally. The procedures include advising and mediation, but it is important to note that the procedures do not preempt other formal or informal channels available within the University. Without being constrained by specific definitions, any person who believes that his or her educational or work experience is compromised by sexual harassment

should feel free to discuss the problem with a faculty or staff member, dean or supervisor and, if desired, request the faculty or staff member, dean or supervisor to speak informally to the person complained about. The Chair of the Board of Regents is consulted if there is concern about sexual harassment involving the president or one of the vice presidents. If this does not resolve the matter or if the individual prefers, he or she may use all the following procedures. No one may reprimand or discriminate against an individual for having initiated an inquiry of complaint in good faith.

I. Bringing a Complaint

A. A person who feels he or she has been sexually harassed may bring the matter to the affirmative action officer (hereafter referred to as the grievance officer) whose role is to discuss with the complainant how to proceed. The advising is intended to provide a forum for free and open discussion between the complainant and the grievance officer. A report of the incident and advising conversation will be kept in a confidential file by the grievance officer. The privacy of the individuals involved in a conversation about sexual harassment will be protected in this manner.

B. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

C. The initial discussion between the complainant and the grievance officer should be kept confidential.

D. If the complainant, after an initial meeting with the grievance officer, decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.

E. The grievance officer should inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint should be given to both parties. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.

II. Informal Complaint Procedure

A. Any person who believes that he/she or some other member of the Concordia community has been sexually harassed while a member of the Concordia community by any other member or members of the Concordia community may make an informal complaint.

B. If the person complained against is a student, then the informal complaint is to be made to the Vice President for Student Affairs. If the person complained against is a member of the faculty, then the informal complaint is to be made to the Vice President for Academic Affairs. If the person complained against is the president or one of the vice presidents, then the informal complaint is made to the Chair of the Board of Regents. If the person complained against is any other member of the staff, then the informal complaint is made to the appropriate cabinet officer.

C. An official, confidential record will be maintained by the administrative officer to whom the complaint was made of all cases that proceed to the making of an informal complaint. Such record will consist of a statement of the complaint itself, a list of all meetings, and conversations that comprised the procedure (identifying the time and place of the meetings and all of the participants in them), and a statement by the administrative office directing the procedure as to the resolution of the complaint. Each of these records will be held in the confidential files and (whenever that officer is not the president) to the president except as otherwise provided in paragraph IV.

D. An informal complaint will be considered to have been resolved when all parties have stated their acceptance in writing of the outcome of this procedure to the university official who has directed the procedure. A case which is resolved informally shall not be the subject of a formal complaint.

E. All reports of sexual harassment, whether informal or formal, shall be kept in confidence, except as is necessary to investigate the complaint and to respond to any legal and/or administrative proceedings arising out of or relating to the sexual harassment report.

III. Formal Complaint Procedure

- A. Any person who believes that he/she or another member of the university community has been sexually harassed while a member of the Concordia University community by any member or members of the Concordia University community may make a formal complaint against the alleged harasser(s) within six months of the incident(s) in question.
- B. If the alleged harasser is a student, then the formal complaint is to be made to the Vice President for Student Affairs. If the alleged harasser is a member of the faculty, then the formal complaint is to be made to the Vice President for Academic Affairs. If the alleged harasser is the president or one of the vice presidents, then the formal complaint is made to the Chair of the Board of Regents. If the alleged harasser is any other member of the staff, then the formal complaint is to be made to the appropriate Cabinet office.
- C. When a formal complaint has been made, the Vice President for Student Affairs, Vice President for Academic Affairs, President, or the Chair of the Board of Regents shall investigate the facts sufficiently to determine whether there are grounds for a formal hearing. Should the complaint have been made informally earlier and judged to have been without grounds, the complainant shall produce new evidence in addition to that presented earlier.
1. If the alleged harasser is a student and the Vice President for Student Affairs finds that there are grounds for a formal hearing, then the hearing shall be held by the Vice President for Student Affairs. The student involved will be provided with a statement of procedures and rights as indicated in the section on the Code in this Guide.
 2. If the alleged harasser is a member of the faculty and the Vice President for Academic Affairs or the President finds that there are grounds for a formal hearing, then the Vice President for Academic Affairs or the President, respectively, shall appoint an ad hoc hearing board consisting of five members of the Concordia University community, which includes at least one representative from the constituency of each party to the complaint. This ad hoc board shall hold a hearing using procedures identical to those set forth in 2.78 Grievance Procedure, Faculty Handbook. In the event of a finding of sexual harassment, recommendations will be made to the President concerning appropriate sanctions.
 3. If the alleged harasser is the President or one of the vice presidents, the Chair of the Board of Regents finds that there are grounds for a formal hearing, then the Chair of the Board of Regents shall appoint an ad hoc hearing board consisting of five members, which includes at least one representative from the constituency of each party to the complaint. Three faculty members selected by the faculty and two other persons selected by the Board of Regents will comprise the ad hoc hearing board's membership. This board shall hold a hearing using procedures identical to those set forth in 6.47 Procedures for Executing Board Supervision, Synodical Handbook.
 4. If the alleged harasser is a member of the staff and the appropriate vice president finds that there are grounds for a formal hearing, the vice president shall appoint an ad hoc hearing board consisting of five members of the Concordia University community, which includes at least one representative from the constituency of each party to the complaint. This ad hoc board shall hold a hearing using the procedures identical to those set forth in the Staff Manual.
- D. All materials and records of a hearing shall be confidential. Materials and records of the Judicial Hearing Board shall be kept by the Vice President for Student Affairs; those of an ad hoc hearing board, by the president, or by the Chair of the Board of Regents where applicable.

IV. Files

After a complaint is resolved, a file will be maintained in strict confidence by a person as provided above. The file shall contain the written complaint, the respondent's reply (if any), any written comments by the person responsible for handling and resolving the complaint, a statement of the resolution, what, if any, disciplinary action was taken, and any other comments or materials prepared pursuant to either the formal or informal complaint procedure. The file shall be maintained in strict confidence and shall not be revealed to persons other than those persons identified above, unless disclosure is necessary in a subsequent administrative or legal proceeding. The file shall be maintained in the name of the respondent, and it shall be destroyed three years

after the date of resolution of the complaint, unless circumstances occurring after the date of resolution dictate that the file should be kept longer.