

Graduate Faculty Policies Related To The Creation And Content Of Course Syllabi.

For Faculty Reference Only.

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

POLICY NUMBER: 9.66

POLICY NAME: Academic Integrity for Graduate Students

DATE: Approved by Graduate Policies Committee January 24, 2007

REVISED: By Graduate Policies Committee, May 10, 2016

COMMITTEE: Graduate Policies Committee

ADMINISTRATOR: Associate Vice President for Graduate Studies

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; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (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The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement.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.

4. The term “recycling” may be new to some. Instructors expect that work submitted in a course is original work done for that course. These are two examples of recycling:

- Submitting your own work, which has been submitted and graded for an earlier course, for a second course.
- Submitting your own published work as original work for a course.

B. Implementation of Academic Integrity Policies

1. The instructor will gather and document all evidence of academic dishonesty in a clear and concise manner. The instructor will complete a Graduate Student Academic Report following an initial discussion with the student. The report should assist in clarifying root issues.
2. The instructor will present this evidence to the student. The instructor will notify the student in writing that this has been done and will indicate the Dean of the College will provide information for the appeal process.
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 a failing grade for the entire course. Any prescribed penalties must be in writing and include instructions for the appeal process. These should be documented through the Graduate Student Academic Report.
4. If this is a repeated occurrence, the Department Chair may impose additional penalties, including but not limited to dismissal from the departmental program, suspension from the university, or expulsion from the university.
5. A student has the right to appeal the academic penalties imposed by the instructor by filing an appeal with the Collegiate Dean within 3 university business days of the documented imposition of penalties. A response regarding the appeal is normally received within 15 university business days.

C. Steps for Appeal Regarding Academic Dishonesty can be found in the Faculty Handbook, 9.47.

POLICY NUMBER: 9.47

POLICY NAME: Appeal of Policy and Procedures

DATE: Approved by Faculty Senate April 9, 2003

REVISED: Approved by the Graduate Policies Committee, May 10, 2016

COMMITTEE: Graduate Policies Committee

ADMINISTRATOR: Associate Vice President for Graduate Studies.

- A. The Graduate Appeals Committee
Appointed by the Associate Vice President (AVP) for Graduate Studies, the Graduate Appeals Committee will hear the appeal and review all relevant documents. The AVP may request additional documentation from the student and/or other departments within the University. The Graduate Appeals Committee will consist of the AVP for Graduate Studies, the registrar, the AVP for Graduate Enrollment, a member from the Graduate Policies Committee, and a Collegiate Dean. This committee will review all academic disqualification appeals for graduate students.

- B. Graduate students may appeal decisions made by program faculty or administrators regarding disqualification, re-admission, grade change, or academic integrity regarding entry into a program, continuation in a program, or questions that may arise as a result of a candidate's academic performance in a program.
- C. Steps for making an appeal (re-admission, grade course change, or academic integrity).
1. Student submits completed Appeal of Academic Dishonesty Graduate Form to the Dean's Office.
 2. The Dean reviews the form and determines if appeal should be granted based on stated reason for appeal.
 - a. If Request for Appeal is denied, the Dean will email the student with reason for denial.
 - b. If Request for Appeal is approved, the Dean will email the student and follow-up.
 3. If denied, the student may appeal the decision to the Graduate Appeals Committee.
 - a. Submit appeal to the Associate Vice-President for Graduate Studies (AVP-GS) for consideration by the Graduate Academic Appeals Committee.
 - b. If Request for Appeal is denied, the AVP-GS will email the student with reason for denial.
 - c. If Request for Appeal is approved, the AVP-GS will email the student and follow-up.
 4. Final Appeal Option
 - a. If denied, the student may appeal a final time to the Vice President for Academic Affairs. If appeal is denied, the student can appeal the decision a final time to the Vice President for Academic Affairs.
 - b. The Vice President for Academic Affairs will review the case and email the student of decision and reason.
 - c. No further appeals are allowed after this decision.

POLICY NUMBER: 9.42

POLICY NAME: Attendance Policies

DATE: Approved by Faculty Senate March 12, 2003

REVISED: Approved by the Graduate Policies Committee March 21, 2017

COMMITTEE: Graduate Policies Committee

ADMINISTRATOR: Associate Vice President for Graduate Studies.

POLICY:

9.42 Attendance Policies

The Graduate School assumes that all registered students have freely accepted personal responsibility for regular class attendance. Students are expected to attend all class meetings and laboratory sessions for the courses in which they are enrolled. In cases of emergencies and/or unforeseen circumstances students are expected to notify their instructors and arrange for any possible “makeup” assignments; however, instructors are not required to allow for such “makeup” assignments.

All graduate programs/courses will have a stated attendance policy included in each syllabus. Additional attendance guidelines and requirements for graduate students:

- While it is the student’s responsibility to communicate with the instructor regarding an absence, if the instructor has not heard from the student, and the student is not participating, the instructor should attempt to contact the student and the program’s academic advisor.
- If a student knows in advance that he/she will be missing class, he/she is required:
 - to contact the professor as soon as possible before the absence
 - to complete any assignments due during his/her absence before departing for the planned absence
 - to gather missed materials from classmates as soon as possible upon his/her return
 - to communicate any concerns regarding the course content that was missed to the professor
- If a student must miss a class/chat because of an emergency or illness, he/she is required:
 - to contact the professor in order to identify and complete his/her regular assignment(s)
 - to complete a make-up assignment that contributes to the subject being studied and enhances the class-learning environment
- A missed class/chat may be made up for partial credit.
- If a student misses two classes/chats, the instructor and the student need to discuss the student's ability to complete the course. In addition, the student will be required to complete his/her regular assignment(s) and extra work. Specific procedures should be outlined in the syllabus.
- Any additional absences will require retaking the course. The student will be billed and a grade will be issued each time the course is taken.
- Regular attendance is a key factor in determining the continuing financial aid support. Attendance will be used to calculate the amount of aid to be returned if a student used Financial Aid (Title IV) and student discontinues enrollment or withdraws.
- Instructors understand the uncertainty of military requirements and other contractual obligations, and they will work with the student to meet educational goals.
- It is the student's responsibility to contact the instructor to make appropriate arrangements.
- All Chats and/or Web Ex sessions will be recorded as part of Financial Aid (Title IV)

- requirement to verify the last date of attendance.
- Students with short or long term disability concerns that may affect attendance should register with Student Accessibility Services. However, course participation is essential to courses and generally expected in accordance with this policy.

Policy Number: 9.45
Policy Name: Grading
Revised: October 11, 2016
Administrator: Associate Vice President for Graduate Studies

A. Grading

1. Grade reports are available online at the end of each course.
2. Conceptual Grading Standards in the Graduate School

The grade of C indicates that the student showed a fair understanding of the material and was able to express that understanding clearly and accurately. However, this level of understanding does not meet graduate level expectations. Assignments were completed on time, and for multiple segment work (e.g., discussion board posts) there were sufficient entries to show consistent effort and understanding.

The grade of B indicates that the student not only showed a fair understanding and diligence, but went beyond a fair understanding, able to extend the knowledge to other situations, making application between the material and other concepts and contexts. The expression of these ideas shows greater depth of understanding and critical thinking.

The grade of A indicates a superior level of understanding of the material and expression of ideas, with a depth of critical thinking, synthesis and evaluation on issues such that the individual shows a professional level of understanding of the material.

- The above should be included in all graduate syllabi.

The following scale is used in evaluating a student's work:

| | | |
|---|-------------|----------------|
| A | Superior | 4 grade points |
| B | Good | 3 grade points |
| C | Fair | 2 grade points |
| F | Failure | 0 grade points |
| I | In-Progress | 0 grade points |

| | | |
|---|----------|--|
| W | Withdraw | 0 grade points |
| P | Pass | Not included in grade point calculations |
| N | No-pass | Not included in grade point calculations |

3. In-Progress Grades

a. A student not completing required coursework before the end of a course may, at the discretion of the instructor, receive an "In-progress" (I) grade for the course. The student must complete an "In-Progress Request Form" and have it approved by the course instructor and the Program Director or Chair.

b. "In-Progress" grades for courses graded on a Pass/No Pass basis are converted to "No pass" (N) grades, and courses graded A-F are converted to an F if a final grade has not been submitted by the time period agreed upon by student and instructor.

c. Students may not carry more than two "In-Progress" grades at any one time.

B. Repeating a Course

A student may repeat a course in which a grade of C, N or F has been earned upon approval by the program director and the college dean. While all grades remain on the student's academic record and transcript, only the highest grade awarded will be used in calculating the student's grade point average.

C. Withdrawing

1. A student may request the grade of "W" before a course is 80% complete, based upon the course calendar. If the course is more than 80% complete, the student's grade is calculated based upon graded components stated in the syllabus.

2. Withdrawing from a class may have financial implications. Consult the University Catalog.

D. Changing or Appealing a Grade After It Has Been Issued

Errors in recording or miscalculation must be changed no later than the end of the semester following the error. Grade changes must have accompanying documentation and be approved by the Department or Program Chair and the Dean of the College in which the program resides. Students who wish to appeal a final grade will follow the procedures found in FH 9.47. The appeal must be initiated no

later than 5 university business days after grades are officially posted by the registrar's office.

The appeal of a grade must follow the appeals process found in FH 9.47.

E. Graduate Academic Appeals Committee

The Graduate Policies Committee serves as a group of faculty and administrators to hear student academic and non-academic appeals. If students believe an academic or non-academic action has been taken, the student may follow the appeal procedures outlined in FH policies 9.47 and 9.66.

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.