

FACULTY GUIDELINES

ACADEMIC ASSIGNMENTS

The major responsibility of the faculty is to provide high-quality instruction. While course content should be consistent with departmental guidelines and the catalog course description, the mode, style, emphasis, and sequence of instruction are matters of individual decision based upon the faculty member's professional judgment.

Teaching assignments are made by the Division Heads. Assignments are based upon course approvals by the Abington College, and contact hour loads that are consistent with college and University guidelines and instructional needs.

FACULTY APPOINTMENTS

There are four types of faculty appointments:

1. Fixed Term II (part-time): The primary role of part-time faculty is teaching, and contracts are awarded each semester based upon college instructional needs. Although the number of individual course assignments varies each semester based on campus needs, under no circumstances will Fixed Term II faculty members be assigned more than eighteen contact hours in an academic year.
2. Fixed-Term I (full-time): Fixed Term I faculty are hired by contract on an annual basis in accordance with college needs. The primary role of full-time, fixed-term faculty is teaching (generally twenty four contact hours per academic year) and academic advising. Some service to the campus (e.g., committee work, recruiting activity) is expected also.
3. Multi-Year Fixed Term (full-time): This appointment, whose contract period extends over two or more years, carries with it the same performance expectations that apply to those on a Fixed Term I assignment.
4. Continuing Appointment (full time): Faculty on continuing contracts are assigned to work an academic year consisting of thirty six (36) weeks or two eighteen-week semesters. Each semester consists of one week before classes begin (used for faculty meetings, registration and advising assignments), fifteen weeks of instruction, and two weeks following classes (used for examinations and grading). Continuing academic assignments generally require teaching, advising, research and scholarship, and service to the college, the University, and the public. Annual faculty evaluations, which are carried out by campus and departmental administrators, are based primarily upon performance in these areas.

ACADEMIC INTEGRITY

Academic integrity, the pursuit of scholarly activity free from fraud and deception, is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course, in conformity with University Faculty Senate Policy 49-20 (<http://www.psu.edu/dept/ufs/policies/47-00.html#49-20>) and Procedures G-9 (<http://www.psu.edu/dept/oue/aappm/G-9.html>). Faculty may only impose sanctions for academic dishonesty if a student is formally charged and the infraction recorded on the Abington College Academic Integrity Form. Contested sanctions will be referred to the College Academic Integrity Committee in accordance with College and University Policy.

REPORT OF FACULTY SCHOLARLY ACTIVITY

Professional activity (e.g., publication, conference participation, etc.) are to be reported to the Office of Academic Affairs, 119 Sutherland, on the appropriate form for this purpose, available through that office.

GUIDELINES AND RESOURCES FOR SUPPORTING SCHOLARLY ACTIVITY AND FACULTY DEVELOPMENT

External Grants

The College encourages the faculty to seek external funding for their scholarly activity. You should discuss your proposal with your Division Head and the Financial Officer early in the application process, particularly if the proposal includes matching funds, equipment, space needs, new employees, course release, or supplemental salary. The Associate Dean and the Dean will be notified of any such requests by the Division Head and the Chief Financial Officer for their review and approval prior to submission of your grant.

Please contact the Finance Office and your Division Head, even if you are applying for a grant or fellowship that would be awarded to you as an individual, or if you are going to serve as a co-PI, or if you wish to collaborate on a grant proposal with another institution. Do not sign any paperwork on behalf of Penn State University; these papers must be signed at University Park.

Send your completed grant and budget proposal to Dan Meuleners at least one month prior to the deadline so that his office can assist you in drafting your budget, completing the necessary forms, and obtaining the needed signatures. In general, it is advisable to contact Dan Meuleners early in the process for guidance about budget preparation, since his office serves as the college liaison to the University Park Office of Sponsored Programs (OSP), where grant proposals are sent for University approval.

If you do not work with the Finance Office and the Office of Academic Affairs, the College reserves the right to decide not to submit your proposal, or not to accept your award.

Helpful links to many University websites on research and grants may be found through:

<http://www.research.psu.edu>

Internal Funds

The Faculty Development Grant (FDG) program is a source of financial support for other research and scholarly activities of the faculty. It is intended to foster new research and faculty development activities.

TRAVEL GUIDELINES

The following general guidelines will be used to determine the level of support that all **continuing faculty members** will receive during this academic year:

1. Travel to University Park and to other University locations to attend official meetings will be separately budgeted and fully reimbursed. For travel using fleet vehicles, a Fleet Reservation form must be submitted to your Division Head for approval prior to the trip. All faculty members are encouraged to car pool to meetings whenever possible.

2. Each continuing faculty member will be eligible to receive reimbursement for **conference travel** according to the following schedule:

—Up to \$1,500 per academic year for **presenting papers** in the U.S.

—Additional funding of up to \$500 is available for out-of-country conferences, depending on UP funding for Abington international travel. Faculty are also encouraged to inquire about opportunities for travel support through the appropriate UP department, and through the Office of International Programs..

—Up to \$700 for **organizational activities** (e.g. chairing a panel). Please note that this amount will be calculated as part of the \$1,500 allowance for the year.

—The first \$100 and half of the remainder to a maximum of \$250 for **conference attendance**.

3. No allocations will be made unless a travel authorization form is submitted to the Division Head at least one month prior to travel. Documentation (e.g. a letter of acceptance for presentations, a notice or invitation for organizational activities or conference attendance or UP-related travel) must accompany the travel authorization form. It is recommended that faculty submit their travel authorization forms as soon as documentation is available, to help facilitate the review and budget allocation process by the Division Head and Associate Dean. For reimbursement upon returning from travel, faculty should submit a copy of the travel authorization form and the supporting documentation, along with receipts and a fully completed travel reimbursement form to the Office of Academic Affairs. Please allow up to one week for the travel reimbursement form to be reviewed and forwarded for payment.

In accordance with the principles adopted by the Faculty Senate in 1991, preference for funding in excess of these limits will be given to those immediately involved in the tenure and promotion process.

STUDENT RATINGS OF TEACHING EFFECTIVENESS (SRTE)

The SRTE is the University's standard measure of teaching effectiveness. In accordance with the July 1, 2004, recommendation of the office of the Vice Provost for Academic Affairs, all faculty are asked to administer the SRTE for each section of every course. University and college policies require provisional faculty and non-continuing faculty to administer the SRTE for each section of every course.

Administration guidelines for the SRTE are published with the survey form and are based on the guidelines listed below.

- (1) Responses to survey items must remain anonymous.
- (2) Directions to the students are uniform across administrations.
- (3) The instructor shall not participate in the administration, collection, or compilation of the survey results.
- (4) The instructor shall not be present during the administration of the evaluation.
- (5) At least two thirds of the students should be present for the evaluation to be administered.
- (6) The responses shall be collected and returned to the appropriate unit office by the person administering the evaluation.
- (7) The SRTE should be administered during the last two weeks of a course, but not in the same class period in which a test is given.

Supplemental Methods of Evaluating Teaching Effectiveness

University policy requires some alternate form of soliciting student feedback for candidates for tenure or promotion. More generally, many Abington faculty have benefited from supplemental methods of student feedback. For supplemental evaluations to be considered in promotion and tenure decisions, they must solicit critical as well as favorable comments (e.g., if students are asked what they found most helpful in a course, they should also be asked what was least helpful), and they must be administered in a manner comparable to the SRTE.

GUIDELINES FOR COLLECTING AND DISTRIBUTING STUDENT WORK

Often faculty are asked to accommodate special circumstances among students, such as providing the opportunity to submit an assignment late or allowing them to take a make-up exam. When we make special efforts to accommodate our students, we should also consider the impact the accommodations have on our colleagues and on the students. The same is true for the end-of-semester comprehensive assignments that are used instead of a final exam (see Senate policy 44-20).

Therefore, in addition to the statements regarding examination policies (including final assessments) contained in the faculty handbook, we present the following guidelines:

- The academic affairs offices in Sutherland, Woodland, and PE are available to assist both faculty and students in collecting and distributing student work when individual circumstances warrant. However the academic affairs offices should not be used as a surrogate collection or distribution point, particularly for final (or other) assignments administered to entire sections.
- When an instructor exercises the option of a take-home exam or final comprehensive assignment to evaluate student performance, it is the responsibility of the *instructor* to arrange a secure means of collecting the work “no earlier than the first day of the final examination period.” (policy 44-20) Assignments administered to sections at other times during the semester may be submitted during class time or at another time determined by the instructor. Possible means for collection include, but are not limited to, an established time of office hours during which students may personally submit work to the instructor (possibly the unused final exam period for the class time), electronic submission through course management tools (e.g. ANGEL) or as an email attachment.

- While the academic affairs offices may assist in the administration of make-up examinations, faculty should recognize that the office environment and assigned duties of staff limit close-proctoring of students and may create distractions for those being tested. Therefore, if several students need a make-up exam at the same time, if close-proctoring is necessary to guarantee academic integrity, or if a quiet, non-distracting environment is necessary, faculty should arrange to administer the examination in another setting.

MAIL, TELEPHONE, SUPPLIES, PHOTOCOPYING AND RECYCLING

Faculty are asked to help conserve money and resources wherever possible. When it is necessary to mail items, faculty should employ the most economical means available. Overnight delivery (e.g., Federal Express), the most expensive mode of shipping material, requires the approval of the Division Head, and approval will be given only under extraordinary circumstances. Moreover, faculty use of the telephone, particularly for long distance calls, should be limited to essential business calls. Likewise, faculty are asked to use only those supplies that they need to do their work and to photocopy only when necessary, using both sides of paper whenever feasible. White paper should not be discarded in trash cans, but placed in paper recycling bins located around the campus. Recycling bins are also available for aluminum cans and glass.

PARKING, KEY REQUESTS, IDENTIFICATION CARDS

Faculty teaching at the Abington College must complete the appropriate forms to obtain office keys and free parking permits. Copies of these forms are available in the Academic Affairs Office, 119 Sutherland. Faculty must contact the Student Life Information Desk, Lares Building, to make arrangements to have an I. D. photo taken.

OFFICE HOURS

Full-time faculty members are expected to schedule at least five office hours per week for each week of the semester, scheduled over at least three days of the week. Part-time and evening faculty should also schedule at least one office hour weekly per section taught for student conferences.

On the first day of classes of each new semester, faculty are required to provide a schedule of office and class hours to the Office of Academic Affairs and the Division Head, and to post this schedule outside their offices. The scheduled office hours represent a firm commitment to be available for consultation with students in the faculty member's classes, with advisees, and with other faculty and staff members, whether or not these individuals have made appointments. While the faculty member may offer to schedule additional hours by appointment, he or she may not offer to meet with students only by appointment (i.e., to have no regularly scheduled office hours). Full-time faculty also should make themselves available for additional office hours during peak periods (e.g., advance registration).

INSTRUCTIONAL MEDIA SERVICES

Audio-visual equipment should be requested through the Office of Instructional Media Services, 218 Sutherland Building (Ext. 7418). Requests should be submitted two weeks in advance.

The Instructional Media Services Office maintains an extensive list of films available through the University film library. Film requests should be submitted as far in advance as possible to ensure availability and to allow for delivery.

INSTRUCTIONAL SUPPLIES, TYPING, DUPLICATING

The University will provide all necessary materials for classroom use. Supplies are available in clerical offices of all instructional buildings.

Office staff can type and duplicate any course materials (e.g., syllabus, exams). Materials should be submitted at least one week in advance and preferably two weeks. In particular, it is recommended that instructors submit exams at least two weeks in advance so that there is time to proofread the exams before they are duplicated.

Blue examination booklets for essay tests and Scantron forms for multiple choice tests are provided by the Office of Academic Affairs, 119 Sutherland. Scantron grading machines are located in 119 Sutherland and 216 Woodland.

BOOK ORDERS

Faculty are responsible for placing book orders through the college bookstore in the Lares Building as well as for acquiring desk and examination copies of books directly from publishers. If the faculty member fails to meet the order deadline, neither the bookstore nor the campus can be responsible for late book shipments. Except in extraordinary circumstances, the Office of Academic Affairs will not assume the cost of texts for faculty use.

LIBRARY

Located in 101 Woodland Building, the library is open during the following hours:

- Monday-Thursday: 7:30am-8pm
- Friday: 7:30am-5pm
- Saturday: 1pm-5pm
- Sunday: 1 pm – 5 pm

Faculty can search for books or articles anytime – our online resources are available 24/7! The University Libraries provide hundreds of electronic databases and thousands of online journals. You can access the entire Penn State collection directly from your computer. Just search LIAS (Library Information Access System), to find what you need. If what you want isn't in the Penn State holdings, you can request materials through ILLiad, our interlibrary loan service. Please contact the library (Ext. 7424) for information about borrowing, reserve and reference services, library instruction and individual consultations. A current Penn State identification card is required to borrow materials.

COMPUTER LABS

Computer labs are located in the Sutherland , Rydal, and Woodland Buildings. The Computer-Assisted Learning Center is in 307 Sutherland (Ext. 7455), and the Computer Center is in 335 Woodland (Ext. 7461). Faculty and students should call or visit the centers for scheduled hours and information about available hardware and software. Faculty should contact labs to arrange for introductory session for classes.

LEARNING CENTER

Located in 315 Sutherland, the Learning Center offers one-to-one and small group tutoring sessions in such areas as mathematics, English, foreign languages, chemistry, physics, and business. Students may sign up for permanent appointments or drop in for assistance as needed, Monday through Friday. The Center is staffed by friendly and knowledgeable peer and professional tutors. Students should call 881-7537 for scheduled hours. All services are free.

ADVISING-FACULTY

Along with teaching, research, scholarship, and service, academic advising is an important duty assigned to most full-time faculty members. Academic advisors serve as consultants to assist students with decisions regarding plans and progress toward achieving academic goals. As defined in Policy # 32-30, the advisor should be prepared to carry out the following functions:

- **Information Giving:** Advice and consultation about registration, course offerings, areas of faculty interest and expertise, educational opportunities, degree programs, policies and regulations, and administrative procedures.
- **Short-Range Program Planning:** Advice and consultation on semester program planning, selection of specific courses, adjustments in course loads, and advance registration.
- **Long-Range Planning:** Advice and consultation about educational and occupational objectives suited to the student's demonstrated abilities and interests, identification of the relationships among courses, programs, and occupations, and assistance to the student to evaluate appropriateness of educational and occupational objectives regularly.
- **Conveying the Purposes of the University:** Advice and consultation regarding the meaning of higher education, the aims of disciplinary and interdisciplinary study, the reasons for academic requirements, the expected standards of achievement, and the spirit and satisfaction of scholarly work.
- **Student Referral:** Referral to specialized campus services for advice and consultation.
- **eLion:** Provides Penn State advisors with access to student information in support of advising related activities. Advisors can find eLion at the following web site: <https://elion.oas.psu.edu>.

The ultimate responsibility for completion of degree requirements belongs to the student (see also Policy #32-10, The Nature of Advising).

ADVISING-PROFESSIONAL

In addition to faculty advising, professional advising and counseling is available to all students. Professional counselors in the Abington Advising Center (AAC)/Division of Undergraduate Studies (DUS) are prepared to provide educational and vocational information, to explain opportunities and procedures for part-time study, and to assist with program planning. All students, especially new students, are urged to take advantage of these services. The AAC staff consists of year round professional advisers. All pre-major First Year students are assigned to an AAC adviser. The AAC/DUS office is located in 224 Sutherland (Ext. 7340) and advisors are available Monday through Thursday, 8 AM through 8 PM, and Friday, 8 AM through 4 PM.

COURSE SYLLABUS

A syllabus is a medium for conveying the structure of the course as well as the operating procedures that the students and the instructor will follow. **Each course must have a written syllabus and must be distributed to the students within the first ten calendar days of a semester or its equivalent. Changes to the syllabus shall also be given to the student in writing.** A syllabus should contain at least the following items:

1. Instructor Information

- The Instructor's Name, Office Location, Telephone Number, Email address, and Office Hours.

2. Course Information and Objective

- Year and semester, course title and number, when and where the classes meet, including any additional class meetings, day or evening exams, or field trips.
- The text(s) and any special equipment or out of class activities that will be required. Other recommended material can also be mentioned.
- A course objective which, in most cases, is an expansion of the catalogue course description. This objective should identify the intended audience for the course and any pre or co-requisites.

3. Grading and Course Policy

An **explicit description** of the method by which the grade is to be calculated. The number of tests and the range for each grade.

- Your policy relative to missed quizzes, tests, reports/papers and turning in late assignments.
- Your policy relative to the use of calculator
- Your participation/attendance/late policy and its affect upon the grade. Define participation and being late, particularly if they affect the grade.
- Procedure to be followed by student if he or she cannot be present in class to take quiz, or hand in a report paper.
- Procedure you will follow if you must cancel a class.

4. Academic Integrity

An academic integrity statement with a copy of the university integrity statement. This statement should also define your particular policy in regard to course specific categories of violations not included in the university policy. If your course includes graded collaborative assignments, your statement should clearly define what collaborations are and are not allowed.

5. Students with Disabilities

Penn State encourages academically qualified students with disabilities to take advantage of its educational programs. Students with disabilities who may need accommodations for this class should contact the disability liaison Anne Prior, 315 Sutherland, Tel. 215-881-7537.

6. Course Calendar

A tentative topical outline including mid term tests, final exam, report, and project/report due date. Final exam date, time and place.

More information can be found at the "Teaching and Learning with Technology" web site at <http://tlt.its.psu.edu/suggestions/syllabus/>

CLASS ATTENDANCE AND ABSENCE-FACULTY

The instructional semester runs about sixteen weeks, including the final exam period. It is a faculty member's responsibility to meet all classes as scheduled and to arrive on time for all classes. If a faculty member knows in advance that he or she will be unable to attend a scheduled class, he/she should notify the Office of Academic Affairs and, if possible, arrange for an alternate means of instruction (e.g., a lecture by another qualified instructor, a videotape or film, etc.). When alternative instruction is not feasible, the class should be rescheduled. If a sudden emergency prevents an instructor from getting to class, the Office of Academic Affairs (the Evening Office for evening faculty) should be contacted so that a make-up time for the class can be arranged. Faculty members may NOT independently cancel classes, nor may they terminate a class before the scheduled end of the semester.

CLASS ATTENDANCE AND ABSENCE-STUDENTS

As stated in Policies and Rules for Students (#42-27), "The fact that classes are scheduled is evidence that the faculty believes class instruction is important." It is implicit, therefore, that regular class attendance benefits students. "Accordingly, it is the policy of the University that class attendance by students be encouraged and that all instructors organize and conduct the courses with this policy in mind. A student should attend every class for which the student is scheduled and should be held responsible for all work covered in the courses taken. In each case, the instructor should decide when the class absence constitutes a danger to the student's scholastic attainment and should make this fact known to the student at once. A student whose irregularity in attendance causes the student, in the judgment of the instructor, to become deficient scholastically may run the risk of receiving a failing grade or receiving a lower grade than the student might have secured had the student been in regular attendance."

EXCUSED ABSENCE FOR ATHLETIC COMPETITION

Policy #67-00 applies to varsity athletes, and states that "a student athlete who represents the University in an athletic contest shall be excused from classes and provided with an official excuse form." This form (available in the Physical Education Building) should be presented to the faculty member at least one week prior to the competition, and the student is responsible for all material and assignments for the missed class. There will be a separate card for every contest. Practices are not excusable absences.

CLASS LISTS

Class lists can be obtained at <http://elion.psu.edu>. It is recommended that faculty obtain an updated class list after the add period and late drop period ends.

Please obtain a Secure ID from 119 Sutherland. Secure IDs need to be activated by calling a security number provided to you at the time the Secure ID is given to you.

COURSE PREREQUISITES

With the telephone and web registration system, many students are registering for courses in which they lack the appropriate prerequisites. Faculty are encouraged to announce prerequisite information, if any, in their classes and/or to place such information on the course syllabus. Although such academic matters are finally the students' responsibility, this notification will enable the faculty to work only with those students who are well prepared and the campus to retain students more effectively.

STUDENT RECORDS AND CONFIDENTIALITY

Faculty should keep accurate copies of all students records (e.g., attendance sheets, grades, etc.) for future reference.

The policy of confidentiality of student records is outlined in Policies and Rules for Students. Under the Family Educational Rights and Privacy Act of 1978 (FERPA), the University exerts control over what information is included in the student's record.

No information from records, files, and data directly related to a student shall be disclosed by any means (including telephone) to individuals or agencies outside the University without the written consent of the student except pursuant to a lawful subpoena or court order, or except in the case of specifically designated educational and governmental officials as required by the Family Educational Rights and Privacy Act of 1974. Information contained in such records may be shared within the University by University officials with "legitimate educational interest" in such information.

If faculty members have questions about the nature of confidential information, they should contact the Office of Academic Affairs, the Office of Student Affairs, or the Office of Business Services.

MAKE-UP TESTS

It is the faculty member's prerogative to allow a student to make up an exam. It is understandable that students sometimes have legitimate reasons (e.g., family emergencies) that make rescheduling necessary. If a student should miss an exam without notifying the instructor in advance, the student may, at the instructor's discretion, receive a failing grade for that exam. If the student makes such notification prior to the exam, the instructor will determine whether a make-up may be given.

INDEPENDENT STUDY COURSES

Faculty members conducting legitimate and necessary independent study courses will be compensated at a rate of \$50 per credit up to a maximum of \$300 for the academic year. In order to receive compensation, the faculty member must request approval from the Division Head BEFORE scheduling the class. No compensation will be paid if the faculty member formally schedules the class without first seeking approval. Forms are available from the Office of Academic Affairs, 119 Sutherland. In general, independent study courses will be approved only when the course in question has not been regularly scheduled.

REGISTRATION

All Penn State students are required to register at their assigned time as noted in the upcoming semester timetable (Senate Policy #34-27). The registration process begins on the first day to call or walk-in and continues until the tenth calendar day of the semester. Students should be encouraged to register on time as the most appropriate courses cannot be guaranteed if the student does not advance register. To register, students are encouraged to meet with an advisor to discuss educational plans and develop a schedule (see previous sections on Advising) and to complete the registration process via telephone or walk-in during designated dates as listed in the current semester timetable. Students are encouraged to finalize all schedule changes via the telephone registration system or on the web (when available), prior to the first day of classes.

DROP/ADD, LATE DROP

A student may drop/add a course during the first ten calendar days of the semester, based on a fifteen week semester (Policy #34-87). If a course is full and the enrollment has not reached room capacity, the written consent of the instructor is required for a student to add a course to his/her schedule.

Beginning with the eleventh day and ending on the last day of the twelfth week of instruction, a student may late drop a course, and the instructor will enter a WP (Passing), a WF (Failing), or a WN (No Grade) symbol on the grade sheet at the end of the semester. That symbol will also be entered on the student's permanent academic record (Policy #34-89).

No student may drop a course after the twelfth week for any reason. Students registered non-degree, and provisional and associate degree students, are limited to a maximum of 10 late drop credits. Undergraduates in baccalaureate programs are limited to a maximum of 16 late drop credits.

MID-SEMESTER EVALUATION (POLICY #47-70)

At the end of the sixth week of classes during both fall and spring semesters, each instructor shall evaluate the performance of each first and second semester degree candidate or provisional student. If any such student has a grade of less than "C," the instructor will notify the Registrar, who will then notify the student and his or her advisors that the performance is unsatisfactory.

WITHDRAWAL

A student who is unable to complete the semester may choose to withdraw from the University. The withdrawal action may occur at any time up to and including the last day of classes. Withdrawal will delay normal degree progress, may affect academic programming, and may have financial aid implications. A student considering this action should first consult with an academic advisor and then initiate the request with the College Registrar.

GENERAL EXAMINATION POLICY

Periodic examination of student accomplishment is essential for both teaching/learning and evaluation purposes. Examinations may include traditional written examinations, whether in class or take-home; oral examinations; term papers; laboratory or project reports; or studio projects. The faculty teaching and coordinating a course are responsible for both the method and substance of examinations used in each course, including the final examination or other integrating evaluative instruments.

In the case of multiple section courses, the faculty teaching the various sections will determine the examination policy for the course (e.g., common examinations), subject to any restrictions determined by the entire faculty of the section, department, or division offering the course.

Written notification of the examination procedures (including the instructor's final examination policy) to be used in each section of each course must be made available to the students in the section during the first ten calendar days of a semester or its equivalent.

FINAL EXAMINATION POLICY

Final written examinations are valuable for university credit courses because they can fulfill two important academic objectives: student integration of instructional material and end-of-semester evaluation of student achievement. However, valid means other than the final examination exist for accomplishing these objectives (e.g., term paper, final project report, take-home examinations, etc.). Course instructors should determine which of these methods is most appropriate and effective for each undergraduate (including 400-level) credit course taught. Regardless of which type of activity is chosen, care must be taken not to interfere unduly with the full complement of scheduled instruction of the student.

To provide for student integration of institutional material, end-of-semester evaluation of student performance, and instruction extending to the end of the scheduled period, course instructors will:

1. Determine a method of providing for meaningful integration of course topics and evaluation of student performance.
2. Offer a full schedule of instruction (i.e., fifteen weeks in a fifteen week semester.)
3. Schedule no examinations during the last week of classes. According to the University final examination policy, final exams are not to be given in the 15th week of the semester. Quizzes and narrowly limited tests in support of classroom instruction may be given during the final week.
4. Schedule any end-of-semester written examinations during the final examination period. Final exams will be given in 110 minute periods scheduled by the University registrar.
5. Where end-of-semester written examinations are not required, require the submission of any alternative integrative and evaluational means (e.g., term papers, final project reports, take-home examinations, or studio projects) no earlier than the first day of the final examination period, unless an exception for educational reasons has been authorized by the faculty of the program offering the course.

GRADE SUBMISSION

Every effort should be made to record final grades as soon as possible after final examinations. **Grades are due 48 hours after the final exam.** Students depend on completed grades for everything from graduate school applications to work-related tuition reimbursement. You will need a Secure ID to enter your grades on eLion. If you do not have a Secure ID or if your Secure ID needs to be replaced, please ask Dinah Geiger to order one for you as soon as possible. Please note that all Secure IDs need to be activated, by calling a number provided to you by Dinah, before they can be used for the first time.

DEFERRED GRADES

Deferred grades (DF) are given with the concurrence of the instructor and the registrar when a student is prevented from completing a course for reasons beyond his/her control. A student requesting permission for filing a deferred grade should contact the faculty member, who would then contact the College Registrar.

Deferred grades should be approved only in unusual circumstances and never because a student failed to complete course work without good reason.

The period during which a grade may be deferred shall not exceed six weeks after the beginning of the next session in which the student is enrolled in the University. A deferred grade that is not changed to a passing grade by the instructor before the end of this period automatically becomes an "F."

GRADING SYSTEM

According to Policies and Rules for Students, grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement as set forth in Section 47-60. Letter grades and their respective grade point equivalents are:

- A 4.00
- A- 3.67
- B 3.00
- B+ 3.33
- B- 2.67
- C 2.0
- C+ 2.33
- D 1.0
- F 0.0

At the end of the semester, faculty members record final grades for all students on eLion. You will need your activated Secure ID to be able to record your grades. Without exception, grades must be recorded by the announced deadline.

Grades are confidential. The public posting of grades associated with student name and student number (or in any format) is NOT permitted.

GRADE CORRECTION

If an error in calculating or recording a grade is brought to the instructor's attention, the instructor may change a grade on eLion to correct the error. No grade change can be made more than one year after the end of the semester in which the course was taken, unless a petition is submitted to the University Faculty Senate.

GRADE MEDIATION AND ADJUDICATION

Students who believe that a final grade was unfairly assigned may appeal through the process of Grade Mediation and Adjudication. This policy is described at <http://www.psu.edu/dept/oue/aappm/G-10.html> . Instructors should familiarize themselves with this procedure.

GENERAL EDUCATION, WRITING ACROSS THE CURRICULUM, CULTURAL DIVERSITY REQUIREMENTS

All Penn State undergraduate students must complete a set of basic requirements in addition to course requirements for the major. These basic requirements are comprised of general education courses, writing across the curriculum courses, and cultural diversity courses, as listed below.

All students need to consult with an advisor to determine specific general education, cultural diversity, and writing across the curriculum requirements, based on his/her program and interest area. Students need to be aware of the importance of planning to meet these requirements prior to graduation. The Baccalaureate Degree and Associate Degree Program Bulletins (link to www.psu.edu/academic/bluebook) are guides to assist in the selection of these requirements.

The general education requirement is intended to introduce and integrate major areas of knowledge, presenting the most fundamental and universal concepts, issues, and achievements in that specific discipline or cluster of disciplines.

The general education program for Penn State baccalaureate degree students consists of 46-48 credits distributed among three core areas of study: communication and quantification skills (15 credits); health sciences and physical education (3 credits); and 27 credits distributed among humanities, natural sciences, social and behavioral sciences, and arts courses; and a freshmen seminar (1-3 credits).

The general education program for Penn State associate degree students consists of 21 credits among three core areas of study: communication and quantification skills (6 credits); 12 credits distributed among humanities, natural sciences, social and behavioral sciences, arts courses, and an additional 3 credits in a general education area.

Beginning with summer 1990, entering baccalaureate degree students are required to complete at least 3 credits of writing intensive courses prior to graduation. Beginning with summer 1992, entering associate degree students are required to complete at least 3 credits of writing intensive course prior to graduation.

Beginning with summer 1991, entering baccalaureate degree students are required to take 3 credits of intercultural and international courses prior to graduation. Beginning with summer 1992, entering associate degree students are required to take 3 credits of intercultural and international courses prior to graduation.

WEATHER EMERGENCY

The college will not close except under extremely threatening weather conditions. Listed below are the snow numbers that will be broadcast by radio and TV in the event of a weather emergency:

Day Classes 323 (Montgomery County)
Evening Classes 2323 (Montgomery County)

Three radio stations are used to announce school closing information: KYW (1060 AM), WBCB (1490 AM), and WNPV (1440 AM). KYW will use the numbers listed above, and the other two stations will announce closures by the school name. If the college is closed during the day, it will also be closed that evening. Faculty may also call 215-881-SNOW for weather related information.

All faculty members are urged to discuss weather emergencies with their students at the first class meeting. Students and faculty should use their own best judgment before venturing to class in inclement weather. Faculty should not penalize students for missed classes due to severe weather conditions.

FOOD

The cafeteria is located in the Lares Building. Vending machines for snacks are located in the cafeteria, in the Woodland Building, and on the lower floor of Sutherland. Coffee and tea are available in the faculty mailroom, Sutherland.

NONDISCRIMINATION POLICY

The Pennsylvania State University subscribes to a policy of non-discrimination in all its educational activities and programs as defined by law. The University administers all policies without regard to race, religion, color and national origin; and without regard to handicap, age, sex, or status, except as provided by law. These policies apply to application and selection for admission as well as application for employment and all other policies and actions with the University. The University policy of nondiscrimination on the basis of sex also pertains to sexual harassment.

DISABILITY SERVICES

At every Penn State location, there is an office designated to provide services for students with disabilities. Each designated office requests and maintains disability related documents; certifies eligibility for services; determines academic adjustments, auxiliary aids, and/or services; and develops plans for the provision of academic adjustments, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. At Penn State Abington services for students with documented disabilities are provided through Disability Contact Liaisons.

SEXUAL HARASSMENT POLICY

As indicated in Policies and Rules for Students, The Pennsylvania State University does not tolerate sexual harassment of its students, faculty members, and staff. Unwelcome sexual advances, requests, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment.