

**Faculty
as
Instructor**

Office of Information Technology Department of Technology Services

The Technology Services Department is dedicated to providing meaningful and successful experiences with technology to support teaching and learning. The department provides resources, technical assistance, and advocacy for technology initiatives for faculty, staff, and students. Core components of the department include the IT Help Desk, computer support and maintenance, classroom and lab support, technology purchases, software support and licensing, audio visual support, and multi-media. The IT Help Desk provides assistance for any technical issue including accounts, the Learning Management System, PAWS, Office 365, email, etc. The IT Help Desk can be contacted 24 hours a day, seven days a week via phone at 301-687-7777. The department also provides support for classes conducted through the University System of Maryland's Interactive Video Network (IVN). This network provides an opportunity for faculty to teach and students to learn at other universities within the state of Maryland and beyond.

The department maintains a rich campus-wide computing environment that includes specialized department labs as well as five university computer labs located in The Gira Center for Communications and Information Technology (Gira CCIT). The university computer labs offer:

- Apple and Windows computers connected to the campus network and the internet.
- Scanning and printing facilities.
- Standard software including the Microsoft Office Suite, Internet browsers, Adobe Creative Cloud, and other specialized software.
- Access to statistics packages, programming languages, and database software.
- A 24 hour/7 days a week lab for students located in Gira CCIT 133 (accessible via a student ID).

Labs may be reserved for classes by contacting the department at 301-687-4317.

Department of Instructional Design & Technology

The Department of Instructional Design & Delivery (IDD) is committed to providing support and resources for online, blended, and face-to-face courses which supports the principal mission of education at Frostburg State University (FSU). Qualified staff provide assistance with the university's Learning Management System (LMS) and related software, pedagogical best practices, instructional design of courses, training and professional development for faculty, and other eLearning technologies.

FSU's online courses are taught by FSU faculty who have taken and passed the Teaching Online Certification course developed and administered by Instructional Designers in the department. The department also conducts quality reviews of online and blended courses to ensure best practices and national standards are being met. To learn more about online learning at FSU, visit www.frostburg.edu/online/.

Both departments may be reached at 301.687.7090. For more information about these and other services, visit www.frostburg.edu/computing.

For additional information on offering an online course at FSU, please see Frostburg State University's Online Education Procedures and Guidelines, (Office of the Provost, May, 2017) at <http://www.frostburg.edu/admin/provost/reports.htm>.

Academic Dishonesty

PN 2.017

The University holds firmly to the conviction that the entire fabric of a community of students, teachers, and scholars relies for its integrity upon the pursuit of truth, unfettered by interference or intimidation from outside that community or by the disintegration of mutual respect and honesty within. Accordingly, academic dishonesty in any form is viewed as one of the most serious offenses against the good order of the educational community. Any individual or group of students found cheating or plagiarizing is subject to the University disciplinary procedures in addition to any action taken by the faculty member of the course involved.

Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving, or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course including looking at another person's answer key or test or taking an online test with assistance from another person; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of the documentary material; or the presentation of materials which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which they did not, in fact, do. In cases involving academic dishonesty, a failing grade or a grade of zero (0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty may not be admissible to other institutions within the University System of Maryland. Suspension or expulsion for academic dishonesty is noted on the student's academic transcript.

Faculty who suspect a student is in violation of the academic dishonesty policy may submit a report to the office of Student Affairs at <https://www.frostburg.edu/reporting-an-incident/> or contact the Director of Student Conduct and Community Standards, at X4312 or studentconduct@frostburg.edu.

Students who are found responsible for violating the University's academic dishonesty policy are sanctioned as follows (in addition to any grade penalties levied by the reporting faculty member):

FIRST OFFENSE:

- \$25 fine
- Completion of on-line academic integrity module
- Disciplinary probation for academic related concerns for the remainder of their undergraduate career.

SECOND OFFENSE:

- Referral to a conduct panel with a recommendation to suspend for one academic year.

Advising Campus Organizations

All student organizations are required to have faculty advisors. In all but a few instances, the organizations choose their own advisors. Ideally, an advisor will sustain an interest in the group and provide appropriate leadership. An advisor may be asked to sign a variety of forms including bills to be paid; contracts made by the organization; requests for a date on the calendar; and requests for the use of a University car. At least one advisor is expected to attend the meetings of an organization other than committee meetings.

Academic Probation and Dismissal for Undergraduate Students

PN 2.018

A student whose cumulative average falls below 2.00 is considered to be in scholastic difficulty and is placed on probation by the Academic Standards Committee. This Committee also judges who shall be dismissed from the University for unsatisfactory scholarship. A student may be dismissed from the University without first being placed on probation.

Once a student has been placed on probation, their academic schedule and course load are subject to certain rules for a specified period of time after which the student is either dismissed for unsatisfactory scholarship or removed from probation. The rules and regulations governing probation are contained in detail in the University Undergraduate Catalog.

Adding/Dropping Courses

PN 2.010, 2.013

Students may change registration (add or drop a course or change sections or credits) using PAWS (the Web-based student information system) from the time of registration through the first week of classes (or the equivalent proportion of class days in a session that is shorter than a semester) if the course or section added has openings. If the course is closed, students must request an override from the department chair involved. They may not add courses after the first week of classes (or equivalent).

Students are responsible for dropping/adding courses/sections at all times. Failure to do so will result in a grade of FX in the course or section "dropped" and no credit in the course or section "added."

However, if the student misses the first-class meeting without notifying the instructor/ department, the department chair at their discretion has the authority to drop that student from the course if other students are waiting for space in the class. All other drops must be initiated by the student.

A student may drop a course during the first 60 percent of a term (beginning with the first day of classes) with the approval of the instructor and the student's advisor. The student receives a "W" in such cases. (See the current academic calendar for the exact date.) Students may not withdraw from ENGL 101 (Freshman Composition) after the end of the first week of classes except in unusual circumstances approved by the Chair of the department.

If a student withdraws after the first 60 percent of a term, a grade of "WF" will be assigned. Only under exceptional circumstances can a student receive a "W" after this deadline. Such action requires the

approval of the Dean of the College sponsoring the course, who will review the documentation provided by the student and consult with the instructor. The Dean will ensure that the student's academic advisor has been notified if the "W" is approved.

If a student totally withdraws from the University after the first 60 percent of a term, a grade of "WF" will be assigned. Only under exceptional circumstances can a student receive a "W" after this deadline. Such action requires the approval of the Vice President for Student and Educational Services and the Associate Provost.

A grade of "W" will not be considered after the last day of classes.

A grade of "FX" should be assigned to students who are officially enrolled in a course but who do not attend classes and do not properly withdraw from the course(s). Both the "WF" and "FX" grades are computed as an "F" in a student's grade point average.

Advising, Student Academic Responsibility

PN 2.037

The student is responsible for planning their academic program and for meeting the requirements of the University and of departments. This responsibility includes developing a complete understanding of, and following all degree requirements, academic regulations and procedures.

It is the student's responsibility to obtain, retain, and consult regularly the sections from the applicable catalog that govern their graduation requirements. The degree requirements specified in the catalog assigned to a student at the time of admission or readmission serve as a two-way contract between the student and the University. The contract specifies that the basic requirements to earn a bachelor's degree, the General Education Program, and major and minor requirements will not be changed as long as the student completes a degree within seven years of the time of their initial enrollment in college. In turn, the student is responsible for meeting these requirements.

The academic regulations and procedures described in the section of the Undergraduate Catalog entitled "Academic Regulations and Procedures" may change during the period of a student's enrollment, and it is the student's responsibility to be aware of, and follow the academic regulations and procedures currently in effect.

All changes in regulations and procedures will be published in official University publications such as the Undergraduate Catalog and Registration Guidelines Booklet, with prior notice of changes provided.

Each student is assigned an academic advisor, whose role is to assist the student in planning the academic program and in interpreting degree requirements and academic regulations. It is the student's responsibility to confer regularly with the advisor. The advisor will provide the best, most current information possible, but, ultimately, it is the student's responsibility to request and use this advice wisely and to meet graduation requirements and academic regulations.

After a student declares a major, they are assigned an academic advisor in the department in which they desire to major. It is the student's responsibility to promptly declare or change their major so that an appropriate advisor can be assigned.

Students should see the chair of the department in which they wish to major to declare or change their major or to change their advisor or, for first year students, visit the Center for Academic Advising and Retention.

Academic Advising

PN 2.009

The University provides several programs and services to assist students in their academic planning. During the Preview FSU, freshmen and transfer students receive a general orientation to Frostburg State University and, with the assistance of a faculty member, plan a schedule of classes for the first semester.

Until the student declares a major, the student's orientation instructor is their academic advisor. When the student declares a major, they are assigned to a faculty member in the academic department in which they plan to major.

Department Chairs assign advisees to faculty. The Office of Student and Educational Services provides an advisor's handbook to help facilitate the process.

After the first year, students are encouraged to see their advisor as often as necessary in order to review their plans and progress, avoid problems, and build a relationship, which may help them throughout their college career. Information on procedures for changing advisors or majors appears in the University Undergraduate Catalog.

Class Attendance Policy

PN 2.024

Each faculty member sets their own policy on class attendance. Such policy is to be indicated to the student in writing at the beginning of the term and should not be changed during the term. It is the responsibility of the student to understand clearly the attendance policy of each of their instructors and to act accordingly.

The student is responsible for explaining the reason for any absence to the instructor. If at all possible, the student is expected to contact the instructor prior to the absence. No administrative officer of the University issues class absence excuses for any reason.

Absences for Health Issues, Bereavement, and Other Emergencies

The Health Center does not issue verification notices for routine treatment to instructors. In cases of significant or prolonged impairment, the Center will provide appropriate written verification of treatment at a student's request.

The faculty recognizes that students may experience serious medical issues, the death of a loved one, or other significant and unexpected life events during the course of an academic term which may lead to extended absences. Instructors must permit student absences for a reasonable number of days based on the severity of the situation and considering any travel that may be necessary. In order to minimize the impact of serious life events on students' academic progress, students must develop an accommodation plan with their instructor(s) within five days of resuming course activities. This accommodation plan will address any missed assignments, find alternative assignments, or excuse some assignments, in whatever manner the faculty member believes is fair and appropriate. In the event that an experience cannot be replaced, the final grade will be computed in a manner determined by the instructor to be fair and reasonable, including assigning a grade of Incomplete if applicable. Faculty are not obligated to accommodate a student who has, even for legitimate reasons, missed so much of the critical components of a course that arrangements for makeup work would not be reasonable. Students who believe their final course grade has been determined in an unfair (arbitrary and/or capricious) manner should follow the Grade Grievance process found in the Undergraduate and Graduate catalogs.

If forced by an emergency to be absent from classes, a student should notify the Office of the Vice President for Student Affairs, which will keep such information on file should instructors wish to confirm the absence. Instructors may request students to provide documentation to verify the absence. In cases where it is unlikely or impossible for the student to be successful in one or more classes because of emergency absences, the student should consider a possible withdrawal subject to University policies and procedures on withdrawals (e.g., financial aid, refund policies). Students must consult financial aid or Office of the Registrar websites for withdrawal and refund policies and procedures. The goal is to balance support for students in achieving their educational goals with the academic integrity of the curriculum and the principles of faculty academic freedom.

Absences for Religious Observances

It is the policy of Frostburg State University that the academic programs and services of the University shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs. Students shall not be penalized because of observance of their religious holidays and shall be given an opportunity to make up, within a reasonable time period, any academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to notify their instructor of conflicts between religious observances and scheduled course activities.

Absences for Activities

The faculty recognizes the value to the undergraduate student of such activities as attendance at meetings of regional and national scholastic and professional organizations, participation in university-sponsored dramatic or musical events, and varsity athletics. Undergraduate students participating in such activities, and who incur class absences because of them, are responsible for notifying their instructors in advance of such absences. If a student has provided documentation of absences due to participation in a University-sponsored event in a timely manner, the instructor may not penalize the student academically for these absences and is expected to provide reasonable assistance to the student concerning instruction, assignments and tests that were missed. Should an instructor have any question regarding the student's absence for such activities, they may call the faculty member or other persons responsible for the activity.

If you are on academic probation, you may not incur class absences for non-credit activities without prior permission of your instructors. Since field trips connected with activities offered for academic credit are a part of the academic program, you are eligible regardless of your grade average.

Grade and Financial Aid Implications

Failure to attend one or more courses may result in you receiving a grade of FX for the courses or sections and may impact your eligibility for financial aid.

Roster Verification and Final Date of Attendance

In order to comply with financial aid regulations, instructors need do the following regardless of attendance policy:

- 1 . Verify that class attendance matches official rosters at the end of the add/drop period and make record of students on the roster who have not attended; and
- 2 . Record a date of last attendance for each student receiving a grade of FX at the end of the term.

The University Store (Bookstore)

The University Store (located in the Lane Center) orders materials and books required for classroom use. Prior to each semester, notice is sent out to faculty requesting book-ordering information for the following semester. This information can be submitted through the University Store's online textbook requisition system, which can be found on the University Store webpage, or submitted in paper form. Summer and Fall adoptions are due to the store by May 1 and Winter and Spring adoptions are due to the store by November 1. The faculty discount is ten percent on imprinted materials and supplies. Department discount on general merchandise is fifteen percent. All profits generated by the University Store are returned to the University to help reduce student fees and costs.

Textbook Provision

PN 3.071

The University Store can be considered as the main repository of information regarding textbooks, course materials, and classroom supplies for the FSU community. As such, all instructors shall provide the Bookstore, on a timely basis, with a completed "textbook adoption form" as supplied by the Bookstore each semester.

Any faculty member shall have the option to place orders for texts and other materials at any retail outlet, in the spirit of free enterprise and open competition. However, to serve students who are unable to go to other locations and make multiple purchases (e.g., parents provide only one check; "Bobcat Express" money is being used; physically challenged students are unable to obtain transportation), the Bookstore shall also receive textbook adoption requests so that students with particular needs can be served.

Cancellation of School

PN 3.013

Only in very unusual circumstances does the University ever close. When weather is so severe that it is necessary to close FSU, official notification will be made through the local news media, the University email system, and the Burg Alert Text Messaging Service.

Class Rosters

Class rosters are available on PAWS, Learning Management (see “Access Class Roster”). A class roster is the listing of all students officially registered for a specific course and section. Only students on the roster should be allowed to attend the class.

Class Schedules

Class schedules are made up by the Department Chair in consultation with the faculty members of the department. The Department Chair submits the schedule to the respective College Dean for approval of course offerings, faculty assignments, and specific class hours for courses.

Any changes in meeting times must be cleared with the Department Chair in advance and reported to the College Dean and the Registrar.

Classroom Visitation

PN 2.027

Frostburg State University supports and defends the individual faculty member's right to academic freedom within the context of academic accountability and professional behavior. As an extension of that right, the faculty member has control and authority regarding issuance of permission for visitations to the class by any person or persons who are not regularly enrolled but who express an interest in attending one or more class sessions. Requests for class visitations should be for appropriate reasons such as faculty evaluation, academic or professional interest in the subject matter, or a desire to listen to a guest lecturer. Unless an open invitation is issued by the faculty member for attendance at class meetings, requests for visiting a particular class or classes must be made to the principal instructor of the class in a timely manner so as to comply with professional courtesy. Such requests should indicate a reason for the requested visit. This policy shall not prohibit reasonable, unannounced health and safety inspections by the Department of Public Safety.

Commencement Attendance

Faculty members are strongly encouraged to attend commencement. For those faculty members who participate in the commencement exercise, academic regalia is required. Arrangements for renting academic regalia can be made through the University Bookstore.

Record Keeping and Confidentiality

PN 4.030

Under the federal law entitled, "The Family Educational Rights and Privacy Act of 1974," the University is obligated to comply with certain procedures in handling and releasing personally identifiable information regarding students. The law provides college students the right to inspect official records directly related to themselves and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

Additionally, the law restricts, with certain specified exceptions, the release of personally identifiable data about students to third parties without the student's written consent.

The law permits a student to waive their right of access to confidential letters and statements of recommendation placed in a file that pertains to admission to any educational institution, application for employment, or receipt of an honor or honorary recognition. Pursuant to this, the University office involved in placement services for students, the Office of Career Services, has established a system whereby students, at their option, may waive their right to inspect letters or statements of recommendation submitted on their behalf in connection with admission to post-graduate institutions or applications for employment.

Another noteworthy exception to the law deals with the release of information to third parties. The law specifically provides that student written consent is not required where the student records circulate within the University for disclosure to those University officials with an appropriate educational interest. Faculty members and administrators are covered by this provision.

Continuing Instruction When Faculty Members Are Absent for Any Reason

PN 2.032

It is the responsibility of each Departmental Chair to help select a substitute such as a colleague for any instructional faculty member who experiences a short-term absence from the classroom. This practice protects the interests of students by ensuring the supply of qualified substitutes who are familiar with the teacher's educational objectives, methods, and standards.

If it becomes necessary to cancel class for any reason, faculty must be sure to notify the chair of the department and the department's administrative assistant, so that students who come to the classroom will be informed. Faculty should contact students about the cancellation and instruct them on how to handle what was to be covered in class. When possible, online activities, assignments, and/or videos should be provided via the course learning management software to make up for the missed instruction.

Student Accessibility Services

The Office of Student Accessibility Services works closely with faculty to provide a positive learning experience for students with all types of disabilities. Some of the services available to students through SAS include the following:

1. Academic advising and counseling
2. Psychoeducational evaluation upon referral
3. Modified exam procedures
4. Sign language interpreters
5. Transcription
6. Audio textbooks and study materials
7. Use of telecommunications devices for the hearing impaired
8. Recording devices, including the use of recording devices to assist with the notetaking process.

At the beginning of each semester, students registered with the SAS office will present faculty with a letter outlining approved accommodations. It is the University's obligation to not discriminate against students with disabilities. As part of our non-discrimination process, accommodations approved by DSS must be provided to the student upon request.

The student and the instructor should discuss how to apply the approved accommodations. The instructor may choose to arrange accommodations on their own, or SAS will provide those accommodations if preferred.

Although a student may decide that they do not wish to use approved accommodations, this is the sole decision of the student and accommodations should be available. Accommodations may not be withheld because of a student's previous decision not to use them.

Faculty should ensure that classroom materials, including multimedia, are accessible to those with disabilities. The SAS office is available to assist with accessibility questions.

An appeals and grievances policy exists to address concerns, and appeals related to the Office of Student Accessibility Services should be directed to the Director of SAS (301-687-3064 or disability@frostburg.edu). However, in those instances when a grievance directly involves the Director of SAS, a student or faculty member may choose one or both of the following options.

1. One may direct their grievance to the Interim Associate Provost (301-687-4157) who supervises the Director of SAS.
2. One may choose to file a formal grievance with the Americans with Disabilities Act / (ADA) Office (301-687-3035) by following the "ADA Grievance Procedures for Students, Employees, and Visitors," which is available at the ADA Office.

Disruptive Student Behavior in the Classroom

The University will not tolerate disorderly, disruptive, or unsafe conduct, which substantially threatens, harms, or interferes with university personnel or orderly university processes and functions. A faculty member may require a student to leave the classroom when their behavior disrupts the learning environmental of the class. A student found responsible for disruptive behavior in the classroom may be administratively withdrawn from the course.

A faculty member may require a student to leave the classroom for disruptive behavior or conduct which may impact the health and safety of other students. In those instances where the behavior is such that the faculty member recommends removal of the student from the course itself, the following procedures must be followed:

- a. The faculty member must report the student's name and a brief description of the student's behavior to their chair and the appropriate college dean. This initial report must be in writing and must be filed within one day of the incident.
- b. After reviewing the initial report, the dean may prohibit the student from attending the class pending the hearing provided for in paragraph d. below. Written notice of any such decision must be provided to the student, faculty member, and the department chair.
- c. Within three days of the incident the faculty member must complete a Violation Report and forward it to the Office of Student and Educational Services. Violation Report forms are available at the Office of Student and Educational Services.
- d. Within five days of receipt of the Report by the Office of Student and Educational Services, a hearing will be conducted by a judicial hearing panel, which shall forward its recommendations to the Provost within 24 hours of the close of the hearing. Recommendations may include removal of the student from the course.
- e. Panel recommendations, and decisions of appellate boards, are subject to review by the Provost or the Provost's designee.
- f. A student who is administratively removed from a course before the end of the withdraw period will receive a grade of "W" in the course. A student who is administratively removed from a course after the end of the withdraw period will receive the grade of "W" if the student is passing the course at the time withdrawal or the grade of "WF" if the student is failing the course at the time of withdrawal.

Students of Concern

Frostburg State University maintains a Students of Concern (SOC) team that provides guidance and assistance to students who are experiencing crisis, displaying odd or unusual behaviors, or engaging in other behaviors that may be perceived as being harmful (either to the student individually, or to others).

The SOC team accepts referrals and responds to students (and their families, faculty, and staff) when concerns for a student's health, welfare, and safety are identified.

A faculty member may choose to report a student of concern by completing the appropriate form. The following link will direct the faculty member to the correct form:

<https://www.frostburg.edu/reporting-an-incident/>

Examinations and Grading

Examinations

PN 2.015

All faculty will employ and describe clearly, in writing, examination or other evaluation practices

appropriate to each course and discipline to yield reliable evidence of student performance. Syllabi, distributed no later than the second class period, also will describe the proportional value of each examination, including the final examination, and make-up policies.

Faculty members are reminded that examinations, meetings, classes, etc., which are occasionally held after normal class hours--usually in the evening--will inevitably cause conflicts for students who are enrolled in curricular activities or who are active in campus organizations. Whenever such course requirements have not been clearly stated in the course description or in the schedule of courses, instructors should offer alternatives to a student who would be forced to miss a regularly scheduled rehearsal, choral group meeting, or other previous commitment.

Final Examinations

PN 2.016

It is the policy of Frostburg State University to establish a final examination period. In accordance with this policy, no final examinations are to be administered at any other time than during the established final examination period. Exceptions to this policy, for valid academic reasons, must be approved by the Department Chairperson and reported in writing to the appropriate College Dean and the Registrar by the Department Chairperson.

All syllabi will indicate the schedule for the final examination period (the 15th week of the semester) and will describe the activity.

University Procedures for Review of Alleged Arbitrary and Capricious Grading (Grade Grievance Policy)

Based on Board of Regents Policy III-1.20

Grounds for Grievance

The following procedures implement the University of Maryland System Policy for Review of Alleged Arbitrary and Capricious Grading (BOR III-1.20) and are designed to provide a means for a student to seek review of final course grades alleged to be arbitrary and capricious. In this policy the term *arbitrary and capricious* grading means 1) the assignment of a course grade to a student on some basis other than performance in the course; 2) the assignment of a course grade to a student by unreasonable application of standards different from the standards that were applied to other students in that course; or 3) the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

Alleging a final grade to have been determined in an arbitrary and capricious manner is the sole ground upon which a student may seek review under these procedures. Since matters within the instructor's sphere of academic judgment - such as choice of instructional and evaluation methods, criteria, and standards for evaluation - are not grounds for grievance, the burden of proving arbitrary and capricious grading by clear and convincing evidence will rest with the student.

How to Undertake a Grade Grievance

Students or faculty who desire additional information about the procedures that follow should contact the Associate Provost. Class days are days classes are in session in the subsequent semester after the grade

that the student wants to grieve is assigned. The timetable portrays the maximum time allotted. Participants can meet their responsibilities any time before the specified day.

Stage I: Mediation

A student seeking review for a final grade in a course should make a reasonable effort to confer with the instructor (in person or in writing) and attempt to resolve the matter informally. If this effort is unsuccessful, the student approaches the chair of the department offering the course to request mediation of the grade dispute. This action must be taken no later than the 15th class day of the semester subsequent to the term in which the grade was received. The chair will inform the student of the grounds proper to a grade grievance, as stated above.

The chair also will review relevant materials and consult with the instructor in an effort to resolve the issue of the grade. (If the instructor involved is the chair, the student approaches the senior faculty member in the department to request mediation). Mediation must be completed no later than the 25th class day.

In cases where a resolution mutually acceptable to the student and the instructor is not forthcoming, and the student wishes to pursue a formal grievance, the student may proceed to Stage II.

Stage II: Formal Grievance

As a precondition to filing a formal grievance, a student must fulfill all of their responsibilities and meet the deadline specified in Stage I: Mediation above.

No later than the end of the 30th class day of the semester, a student still wishing to grieve a grade must file a written grievance with the instructor's College dean. This grievance must describe in detail the bases for the allegation that the grade was arbitrary and capricious, and include all evidence supporting that claim. The student must send copies of this statement to the instructor and the chair.

Within 10 class days of receipt of a student's written, Stage II grievance, the dean will dismiss the grievance if the student 1) did not participate in Stage I: Mediation and/or meet the deadline specified in Stage I; 2) did not file the Stage II appeal by the stated deadline; 3) does not furnish evidence that the allegations, if true, constitute arbitrary and capricious grading, as defined above, and/or 4) has filed a complaint concerning the same grade with the ADA/EEO Compliance Office alleging discrimination or sexual harassment.

If the grievance is not dismissed, the dean shall ask the instructor to respond to the grievance in writing within ten class days, addressing the response to the dean and copying the student and the chair. The dean will ask the chair to forward all documentary evidence collected during the mediation stage to the dean.

If the grievance is not dismissed, the dean shall appoint a grade grievance committee of three tenured faculty members and shall set the date for an informal, non-adversarial grade grievance hearing to occur within five class days following the due date for a written response from the instructor. The student, the instructor, and the chair will be invited to attend the hearing and may present relevant evidence. The dean also will attend and may choose to participate in the discussion. In keeping with the informal nature of the

hearing, neither the student nor the instructor may be accompanied by a representative or advisor. If the academic records of other students in the grievant's class are relevant to the discussion, the grievant must be excused for that portion of the hearing in order to protect the privacy of other students. The grade grievance committee shall forward its written recommendation to the dean within five days after the conclusion of the hearing. The dean may accept, reject or alter the recommendation. The dean shall render a decision to the student in writing, either in support of the original grade or of a grade change, with copies to the instructor, the chair, and the members of the grade grievance committee. If the dean recommends a grade change and the instructor refuses to change the grade, the dean will vacate and replace the grade in question.

In deciding whether the circumstances justify changing the grade, the dean shall determine whether the grievant has provided clear and convincing evidence of *arbitrary and capricious* grading. The dean's decision is final.

Change of Grades

A faculty member desiring to change a student's grade that has already been recorded by the Registrar must submit, to the Registrar, a Change of Grade form stating the reasons for the change. If the change of grade is not from "I" (incomplete) to a letter grade, the form must be approved by the Chair of the Department (or the Dean of the College if the Chair is the instructor) in which the course resides.

All grade changes must be made within six weeks of the beginning of the following semester. No grade changes are allowed after this date except in the case of an ongoing grade grievance that has reached Stage II; a late withdrawal due to documented extenuating circumstances; or, in exceptional cases, with the approval of the Dean of the College that offers the course. Faculty and students should raise issues about grades immediately upon recording and receipt.

Course Repetition and Grading

A course may be counted toward graduation requirements only once regardless of how many times it is repeated unless the officially approved course description states that the course can be repeated for credit. Beginning with courses repeated in fall 2007 and after, when students repeat coursework in which they have earned a grade of A, B, C, D, F, FX or WF, the last grade earned, whether higher or lower, will count in their cumulative grade point average. Only a grade of A, B, C, D, F, FX, WF, or P (in courses where all students are graded P/F) can replace the previous grade earned. The earlier grade will continue to appear on a student's transcript, but the credit hours attempted or earned and the grade earned in the previous attempt will not be used in calculating the cumulative grade point average and cumulative credits. The coursework must be repeated at Frostburg State University. (*See the undergraduate catalog regarding approvals required for course repetitions in a specific major*).

Grading System

PN 2.013

The grading system used at the University appears in the Frostburg State University catalog. The grading system is as follows:

A	Superior
B	Above average
C	Average
D	Passing, but below average
F	Failure
P	Pass
AP, CE, CL, IB, PT	Pass by examination
W	Withdrew
WF	Withdrew after the withdrawal deadline (counts as an F, failure)
FX	Withdrew unofficially (counts as an F, failure)
NC	No credit
I	Incomplete
AU	Audit (no credit earned)
NR	Grade not provided by instructor
CS	Continued Study Required (students must enroll in a course which satisfies the requirement in the next semester). Only available in English, mathematics, and health education courses that meet Basic University/Core Skills Requirements.
N	Non-pass (not permitted except where P/N is the only method of evaluation for a particular course)

Faculty members should familiarize themselves with the explanation of the Incomplete, Withdrawal, and NC (No Credit) grade as described in the catalog. Faculty members are expected to include in the course syllabus the method by which final grades will be determined. Included in such a statement should be the faculty member's use or nonuse of the NC grade. Faculty are to follow grading systems established by the department in certain courses. (See Department Chair for these courses.)

Mid-Semester Warnings

PN 2.038

Faculty members will assess students' progress in all 100- and 200-level courses, and in all courses that meet Core Skills Requirements in the General Education Program, prior to mid-semester. Students performing at the D or F quality level will be issued a mid-semester warning early in the seventh week of classes. Students are responsible for discussing their performance with their instructors immediately.

Reporting Final Grades

Students have a right to prompt feedback on their academic performance in a course through timely submission of final course grades. Prompt reporting of final grades also enables processes relying on grade

submissions to be completed in a timely manner, including verifying degree completion, issuing transcripts, and identifying students for academic probation, warning, and dismissal.

All faculty are encouraged to record final course grades on the final grade roster and to submit that roster online through PAWS within 48 hours after the scheduled final exam period or final course assessment. The faculty must notify the Department Chair of all exceptions. Regardless, all final grades for courses in a given term are due by 11:59 pm on the day indicated on the academic calendar for that term. Final grades for courses not reported by that deadline will be marked as "NR" (Not Recorded), and a change of grade form will need to be submitted for each student in order to record their correct grade.

Restricted Grade Forgiveness for Returning Undergraduate Students

An undergraduate student returning to Frostburg State University after a separation of a minimum of five calendar years may petition the Admissions Office to have a number of previously earned grades and credits removed from the calculation of the cumulative grade point average. Up to 16 credits and corresponding grades from courses previously completed at Frostburg State University will be removed from calculation of the grade point average and will not be counted toward graduation requirements.

The petition for restricted grade forgiveness, specifying the course credits to be deleted, must be filed at the time of readmission and prior to the first registration after readmission, after consultation with the department chair in the student's major department. To be eligible for restricted grade forgiveness, the student must re-enroll in course work at Frostburg State University and the student may only use the restricted grade forgiveness once in their academic career.

The Center for International Education

The Center for International Education (CIE), located in the Fuller House, promotes, coordinates, and supports FSU's study abroad programs and sponsors international co-curricular programs on campus. The Center also oversees international student programs and services. The Center's Director is advised by the International Education Council consisting of students, faculty, and administrators.

The CIE currently sponsors or co-sponsors study abroad programs in many countries around the world. The CIE is also affiliated with the International Student Exchange Program (ISEP), the School for International Training (SIT), Cultural Experiences Abroad (CEA), and the American Institute for Foreign Study (AIFS), and many other programs, all of which provide overseas programming in hundreds of locations.

The Center awards study abroad scholarships to academically qualified FSU students who participate in FSU-sponsored study abroad programs. Scholarship deadlines are March 15 for the summer session, fall semester, and academic year, and October 15 for the Intersession, spring, and summer (early bird) semesters.

The Center also awards the Rowe Scholarship to qualifying international students. Application deadlines for this scholarship are March 15, July 1, and October 15.

The CIE advises international students on U.S. Citizenship and Immigration Services (USCIS) regulations, local and U.S. customs and culture, campus life, and the U.S. educational system. Cultural trips for international students are arranged and funded through the CIE.

Faculty have an opportunity to participate in international programs through FSU, as well as to develop short-term programs in other locations, either through FSU or in conjunction with one of FSU's affiliates. Proposals for new study abroad programs should be submitted to the CIE for review by the International Education Council at least 9-12 months in advance of the proposed program start date. All faculty who participate in overseas programs are required to obtain a copy of the 'Study Abroad Faculty Handbook' available from the CIE.

The CIE also serves as campus Fulbright representative for both students and faculty. Faculty who are interested in taking part in overseas exchanges or applying for Fulbright or other overseas programs should contact the CIE at 301-687-4714.

The CIE's website is located at: <http://www.frostburg.edu/admin/cie>

Library Services

The Lewis J. Ort Library provides a wealth of research and reference materials for students, faculty, and community users:

- Over a half million items including books, journals, audio-visual materials, and other media;
- Online databases containing thousands of e-books and electronic journals covering all academic subjects and accessible 24/7;
- Maryland state documents and U.S. government document collections;
- Primary source material found in the Special Collections and Archives featuring local political collections such as the J. Glenn Beall Papers and George Meyers Collection (Communist Party USA) as well as local and regional documents focusing on the continuing history of Frostburg State University and the development of Western Maryland.

These resources can be discovered on the library's website through:

- OneSearch: Provides the ability to search multiple article databases, library collections, and other online resources simultaneously, resulting in a single list of pertinent resources.
- Direct access to subject-specific databases.
- [CatalogUSMAI](#): Provides access to the collections of the libraries in the University System of Maryland and Affiliated Institutions (USMAI) Consortium of Libraries.

Research Assistance provided through of variety of methods:

- Drop-in request: Librarians and trained staff are available for drop-in reference consultation at the Main Services Desk or via telephone;
- Electronic research assistance through Ask a Librarian, including:
 - Answers to Frequently Asked Questions

- Submit a question through form or email
- Online chat with a librarian
- Research consultation: A scheduled, private appointment with a reference librarian or Special Collections librarian, either on campus or online.

Information literacy instructional services are provided to classes at the request of faculty members to introduce students to the library or to enhance students' knowledge and use of the relevant resources supporting their courses. Learn more about the Information Literacy program at <https://libguides.frostburg.edu/libraryinstruction>. Services include:

- Customization of in-person or online instruction sessions for a specific class or course;
- Creation of an online library guide for a specific course;
- Collaboration with faculty members to provide library instruction through other means that are most appropriate to the students' needs, such as through our learning management system or other online tools.

Other services include:

- Reserve Collection: Place books, articles, or other materials on reserve to be used by students in specific courses;
- Interlibrary Loan: Request resources not available at FSU or USMAI libraries from other institutions;
- Academic Program Support:
 - Compile and report the library portion of the Academic Program Reviews and other accreditation reports;
 - Assist students and faculty with finding resources for research;
 - Assist with department requests for print, ebooks, or media library materials;
- Individual and group study rooms as well as a smart multimedia room for practicing group presentations.
- eScholarship@Frostburg – an online showcase of FSU community scholarly work, academic materials, and campus publications from the FSU community within the Maryland Shared Open Access Repository (MD-SOAR).

For more information see the Library Services for Faculty page on our website (<https://www.frostburg.edu/library/services/Faculty-Services.php>).

Faculty Office Hours

PN 2.005

All faculty are expected to schedule office hours and to keep those hours as scheduled. Office hours are to be scheduled, at reasonable times, for a minimum of five hours a week over at least four days of each week during the regular semester. Faculty members are to be available, on a reasonable basis, for appointments outside their regularly announced office hours. Individual departments may require additional posted hours. Justifiable exceptions (intern supervisors, part-time instructors, and summer school teachers) are to be worked out with the Department Chairperson and approved by the appropriate College Dean.

1. Faculty who are teaching all courses fully online may choose to hold their office hours online
2. Faculty who are not teaching all courses fully online may choose to hold up to 50% of their office hours (and days) online
3. All online office hours must be constructed such that all students, not simply those in the individual instructor's classes, can easily enter. Log in information, as well as times and dates must be posted on the instructor's door.

Printing Services

Printing services are available to faculty on the first floor of the Hitchins Administration Building. These services include offset, photocopying, color copying, collating, and stapling. For large jobs, adequate notice should be given to Printing to schedule the type of copying. Copyright materials may be duplicated with the permission of the author/publisher, the payment of royalties in specified instances, and in accordance of the law. The normal turn-around time is four days via the campus mail or two working days if the materials are delivered and picked up. Test material may only be relinquished to a faculty member or secretary. Students (including graduate students) may not pick up test material under any conditions.

Network printing is available through the university network server. You can send electronic files directly to the DT 6115 printer from the convenience of your office PC. Instructions on how to link to the printer can be found at <https://www.frostburg.edu/printingservices/xerox-instructions/> or by calling x4164.

Program Entrance Requirements

Departments or programs at Frostburg State University that desire to establish entrance requirements into an academic program which are above those required by the University for continued matriculation may do so only after obtaining approval from the appropriate faculty governance bodies, the University Provost, and the President. The department chair or program coordinator will initiate the approval process by completing the "Application for Establishment of Additional Program Entrance Requirements". This application shall be submitted through the channels outlined on the form, with appropriate rationale attached. Fifteen (15) copies, with chair/coordinator and dean signatures, should be delivered to the Committee Chair no later than ten (10) days prior to the regularly scheduled meeting of the Academic Affairs Committee. Implementation shall not take place until final approval of the requirement by the President of the University.

Programs Advancing Student Success (PASS)

The Programs Advancing Student Success (PASS) Office is devoted to helping all students achieve academic success. PASS services include: assessing math and language skills of entering students; providing developmental math instruction; assisting students with development of learning strategies and workload management; individual tutoring for writing and content courses through the Tutoring Center; and one-on-one assistance for students wanting to improve time management, textbook reading, and test-taking skills through the PAL (Peer-Assisted Learning) program. Faculty may send recommendations to PASS for students with academic needs that cannot be addressed through means available in the academic department. PASS also offers individual appointments for students on academic probation or academic

warning and helps them identify problem areas and appropriate resources to help them improve academic performance.

Registration for Classes

PN 4.004

Information concerning registration dates, times, and procedures appear in the University calendar, the academic schedule, and supplementary instructions distributed by the Registrar.

Scheduling of Academic Assignments on Dates of Religious Observance

PN 2.034

It is the policy of Frostburg State University that the academic programs and services of the University shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs. Students shall not be penalized because of observances of their religious holidays and shall be given an opportunity to make up, in a reasonable time period, any academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to notify their instructor of conflicts between religious observances and scheduled course activities.

Student Privacy Rights

Education Records Disclosure

The Family Educational Rights and Privacy Act (commonly referred to as “FERPA” or the “Buckley Amendment”), provides that students have certain rights regarding the inspection and disclosure of education records directly related to them and maintained by the University.

Students have a right to inspect and review their education records. Education records generally include every record that is related to the student, with certain minimal exceptions. Personal notes made by faculty members about the student may or may not be considered education records.

Therefore, it is recommended that faculty be prudent when taking notes about students and are cautioned about sharing them with others. Faculty should also note that emails in which a student is mentioned are generally considered public records and often must be released to a student who requests them.

Personally Identifiable Information

Students have a right not to have the University disclose personally identifiable information contained in the student’s education records without the student’s prior consent, except to the extent authorized by FERPA for disclosure without consent. One of the exceptions is to release information to University officials with a legitimate educational interest that requires access to the educational record in order to fulfill a professional responsibility, e.g. teaching or advising a student.

Personally identifiable information includes but is not limited to student identification numbers, student grades and academic warnings, disciplinary actions, and financial and billing information. This information

cannot be disclosed to anyone other than the student or appropriate University official without the student's prior written consent.

Student identification numbers are considered personally identifiable information. No part of the student identification number may be used to identify students on a grade sheet or other form. *Example 1: Students may not be requested to sign their name next to their identification number on a class roster that other students will be able to see as the list is passed around the classroom; Example 2: Student grades should not be posted using the student identification number.*

Directory Information

Directory information may be disclosed without the student's prior consent unless the student completes a Non-Disclosure of Information Form through PAWS. Before disclosing directory information, the faculty member should check the student's PAWS record for an icon that looks like a window shade. If the icon appears, the student has requested non-disclosure of directory information. The University considers the following information to be directory information: *Name; local, home, and email address; local and home telephone number; major field of study; classification; dates of attendance, degrees, and awards received; officially recognized activities and sports; weight and height for athletes; and most recent school or educational institution attended.*

Authority to Release Information Form

Faculty and advisors may determine if a student has given such consent by checking the student's record in PAWS. If the student has given permission to disclose information, such as grades or financial records, there will appear a yellow icon representing a sheet of paper (Authority for Release of Information). Click on the icon to determine what information the student has given permission to disclose and to whom the student has given such permission (see example of PAWS screenshot below). The permitted disclosures are limited to those the student has checked on the form. For example, the student may give permission to discuss grades with a parent but not disciplinary actions.

Unless the student has executed the form and the name of the person who is requesting information appears on the disclosure list, the faculty member must not disclose any personally identifiable information. In such cases, or if the faculty member is unsure of whether the student has given permission to disclose, the requestor should be directed to the Office of the Provost.

NOTE: Permission must be renewed annually and is reset each year on June 30.

AUTHORITY FOR RELEASE OF INFORMATION

In accordance with the Federal Education Rights and Privacy Act of 1974 ("FERPA"), I authorize and consent to the release of information from my academic and financial records at Frostburg State University, Frostburg, Maryland, as requested below to the stated individual(s) during academic year 2014 - 2015.

I release Frostburg State University, the University System of Maryland, the State of Maryland and any individual, including records custodians, from all liability for damages that may result to me due to compliance, or any attempts to comply, with this authorization.

This release is binding, now and in the future on my heirs, assigns, associates, and personal representative(s) of any nature.

EXPIRES AUTOMATICALLY AT THE END OF THE ACADEMIC YEAR

I authorize release of the information below:

ALL REQUESTED INFORMATION: Y

- OR -

SPECIFIC INFORMATION (CHECKED ITEMS BELOW): N

Mid-term warnings: N

Final Grades: N

Student Code of Conduct Actions: N

Financial Aid information: N

Billing Information: N

Academic Probation or Dismissal Status: N

Name of person to release information to:

Recipient's Name: [REDACTED]

If information is to be mailed to the above person provide:

Street Address: [REDACTED]

City: Cumberland

State: MD

Zip Code: 21502

Name of additional person to release information to:

Recipient's Name: [REDACTED]

If information is to be mailed to the above person provide:

Street Address: [REDACTED]

City: Cumberland

State: MD

Zip Code: 21502

Name: [REDACTED]

PAWS ID: [REDACTED]

student signature: [REDACTED]

[s] Date: 07/17/2014

Syllabus

PN 2.025

A syllabus is required for every course. A paper or electronic copy of the syllabus must be distributed to each student in the class by the second class period. In addition, two copies (either paper or electronic) must be given to the department's administrative assistant (one copy to be retained by the department and available for review by prospective students, and one copy for University files).

Syllabi are to include the following:

1. Course title, number, section, semester, and year.
2. The instructor's name, office number, building name, telephone numbers of faculty office/secretary, and office hours (posted and statement indicating available by appointment).
3. Course description as it appears in current catalog.
4. A description of major course objectives, activities, assignments, and examinations or other evaluations.
5. List of learning resources (required/recommended textbooks and other course materials or expenses particular to the course).
6. Statements on:
 - a. Attendance and tardiness, including an explicit statement of terms and/or penalties that pertain to student participation in co- and extracurricular activities.
 - b. Late, incomplete, or missing assignments; make up exams.
 - c. Grading procedures, including relative weightings and methods for determining the final grade. (Included in the discussion of grading should be a statement concerning whether or not the CS, in Core Skills courses, or the NC, for students with fewer than 60 credits earned, is an option in this course; if so, what criteria will be used to determine whether a student is eligible for this grade; and, for the CS, what the students' future obligations are if they receive this grade.)
 - d. Class participation.
 - e. Academic dishonesty, including plagiarism.
7. A schedule of assignments, readings, and examinations or evaluations: a per-class schedule of activities (as appropriate for the course).
8. A description of activities and the schedule for the final examination period (the 15th week of the semester).

9. Course syllabi for courses listed for both undergraduate and graduate credit should be different. The general expectation is a student receiving graduate credit should be required to perform at a higher level than an undergraduate student. As such, the graduate syllabi should reflect specific learning outcomes appropriate for graduate-level students. Graduate grading options are also different in that graduate students cannot be awarded a “D” letter grade for below average performance.

New course proposals for 400/500 classes should be submitted with two distinct syllabi, one identifying the undergraduate course requirements and a second that identifies graduate requirements.

10. All syllabi must include a clear statement explaining that instructors are mandatory reporters of child abuse and of gender-based harassment, misconduct, and violence. The following is the suggested statement, though instructors may adjust it as long as it remains consistent with state law and FSU policy:

CONFIDENTIALITY & MANDATORY REPORTING

Frostburg State University and its faculty are committed to maintaining a safe learning environment and supporting survivors of violence. To meet this commitment and comply with federal and state law, FSU requires all faculty and staff (other than the confidential employees in CAPS and Brady Health) to report any instances of gender-based harassment, sexual misconduct, relationship violence, or stalking against students. This means if you share your or another FSU student’s experience with gender-based harassment, sexual misconduct, relationship violence, or, stalking, I have a duty to report the information to the University’s Title IX Coordinator. The only exception to my reporting obligation is when such incidents are communicated during class discussion, as part of an assignment for a class, or as part of a University-approved research project.

Faculty and staff are also obligated to report allegations of child abuse and neglect to University Police and to Child Protective Services. This obligation extends to disclosures of past abuse even if the victim is now an adult and the abuser is deceased. My duty to report suspected child abuse and neglect extends to disclosures that are made as part of classroom discussions and in writing assignments.

If you or someone you know has experienced an incident of harassment or violence, please go to www.frostburg.edu/titleix to find information on reporting options and the resources and services available for support.

11. All syllabi for courses in the General Education Program must include, on the first page of the syllabus, the following statement and table which align the course to one or more of the General Education Learning objectives. The table contains the operationalized definitions of six GEP learning objectives. All six must appear on the syllabus. Each instructor should mark an “X” by those objectives that are introduced, emphasized, and/or reinforced in the course.

GENERAL EDUCATION PROGRAM LEARNING OBJECTIVES:

This course is part of the General Education Program at Frostburg State University. The activities and assignments in this course introduce, emphasize, and/or reinforce the learning objectives of the General Education Program marked/checked below.	
Written Communication —We want our students to demonstrate proficiency in their written communication that would satisfy both academic and applied audiences. (Links to GEP Goal 1: Core Skills)	
Oral Communication —We want our students to demonstrate proficiency and professionalism in oral communication. (Links to GEP Goal 1: Core Skills)	
Mathematical and Quantitative Reasoning —We want our students to analyze and assess problems through calculation and by employing quantitative tools. (Links to GEP Goal 1: Core Skills)	
Critical Thinking and Reasoning —We want our students to demonstrate skill and knowledge in solving problems using qualitative skills and conceptual rigor. (Links to GEP Goal 2: Liberal knowledge and skills of inquiry, critical thinking, and synthesis)	
Values and Social Responsibility —We want our students to demonstrate civic oriented behaviors and apply principles of social responsibility to solve community challenges. (Links to GEP Goal 3: Values and Social Responsibility)	
Appreciation of Cultural Identities —We want our students to interpret situations through a lens of diversity and globalization. (Links to GEP Goal 4: Appreciation of Cultural Identities)	

12. All syllabi must contain the following statement:

HATE/BIAS STATEMENT

Frostburg State University and its faculty are committed to maintaining a campus environment that supports diversity and respect for individuals who represent that diversity. Fostering a community that values diversity and respect for differences is a fundamental goal of higher education and ranks among the highest priorities of this institution.

To meet our commitment to supporting diversity, in all its forms, FSU has an established Office of Diversity, Equity, and Inclusion. In addition, the University has a committee of faculty, staff, and students to continually monitor the campus climate and to recommend changes to policies and processes. FSU citizens (faculty, staff, students, and visitors) are expected to act with decency and mutual respect. The university has mechanisms for reporting and investigating hate and bias incidents. To report issues of hate or bias, please go to the following link: https://cm.maxient.com/reportingform.php?FrostburgStateUniv&layout_id=1 (Links to an external site.)

For more information about FSU's commitment to diversity, equity, and inclusion, please visit: <https://www.frostburg.edu/student-life/campus-services/center-for-student-diversity-equity-and-inclusion/Office-of-Diversity-Equity-and-Inclusion.php>

It is strongly recommended that syllabi include notice of the contingency plan to provide students with a way to continue coursework via the use of online or mailed materials should the University be forced to close as a result of pandemic flu.

Should educational or practical considerations necessitate changes in the syllabus, these are to be announced appropriately in advance and preferably in writing.

