

# COLLEGE OF LIBERAL ARTS AND SCIENCES



## LAS Faculty Guide to Course Planning, Policies, and Procedures

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### Proposing a New Course

All new courses must first be approved by the department's administrative officer. Contact them to discuss the process. Be aware that [deadlines](#) to propose new courses or revisions to existing courses are as follows: Fall courses – December 15; Spring courses – September 1; Summer courses – November 1.

Courses designed to meet general education requirements must meet certain university-designated criteria. Each general education category has its own content criteria that reflect the general theme of the category ([see the undergraduate catalog](#)). In addition to satisfying those criteria, each general education course must include *at least one* of the following components:

- (1) a laboratory,
- (2) a substantial paper writing assignment appropriate for the subject matter (a minimum of one 5-7 page paper or two 2-3 page papers, in addition to essay examinations, that are due before the end of the term and returned to the student before final examinations), or
- (3) assignments that include either problem sets or written data analysis.

In all three of these cases, students must be given written feedback on such assignments during the semester (i.e., these assignments cannot be given only at the end of the term or as a final, without opportunity for feedback and improvement).

See the [Office of Programs and Academic Assessment](#) for additional information on new or revised courses.

## Course Syllabus

The LAS Dean's Office enforces the campus policy that each course must have a syllabus available to each registered student at the beginning of the term. It should outline the course's goals, nature of the course content, prerequisites, requirements, and the methods of evaluation. The instructor(s) should make a reasonable effort to follow the syllabus, though changes can be made for extenuating circumstances. Where substantial deviations are made, students should be given appropriate notice of the change.

Sample syllabi and additional details are available from the [Office of the Vice Provost for Faculty Affairs](#). Note that faculty are expected to submit a copy of the course syllabus to the department for records purposes. Faculty are encouraged to request from their department the description and learning outcomes on file for their course in UIC's Course Registration System.

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## Grading Policies

Each faculty member is responsible for the final grades issued in their sections. Consult the [Grading Manual](#) for policies and procedures. It is regularly updated and should be reviewed annually.

## Mid-Term Grades

As instructed by the Office of the Provost, faculty are expected to report midterm grades for all 000- and 100-level courses. Even if not required, instructors teaching courses at the 200 level and above also have access to the mid-term grade roster. Midterm grade reporting has proven very useful for students, allowing them to better assess whether they need to seek help from the instructor and/or visit one of the learning centers, seek tutoring services, visit a support center, etc. DFUW rates also see a reduction when students have a better understanding of their performance in a course at the midpoint of the semester. Faculty teaching these courses receive an email from the Registrar with specific instructions and deadlines on how and when mid-term grades can be entered into [Faculty Self-Service](#).

Mid-term grades are only indicative of current performance and are non-binding. Students should be informed as to the criteria used and meaning of mid-term grades.

## Submission of Final Grades

Instructions for grade submission may be accessed via [Faculty Self-Service](#). Electronic grading should be completed within 48 hours after the final exam. For the fall and spring semesters, corrections can be made until 5:00 pm on the Tuesday following final exam week.

There are no time extensions for grade submission. See the next section for information on grade changes after the deadline. If a student completed your course but is not on the class roster, see the section on Retroactive Course Registration, below. If you believe that a student has withdrawn from your course, you still must enter a grade, even if it is an "F", which will be replaced with a "W" when and if an approved withdrawal is processed.

Grades are available online to students via the Student Access System no later than the Monday following the grade submission deadline; they are not mailed.

### **Late Submission of Grades & Retroactive Grade Changes**

After the final grading deadline, all corrections must be made using the online Grade Change Request found in [Faculty Self-Service](#) or a Supplemental Grade Report. If using the online system, the request is sent to a college approver, who can approve or deny the request. The instructor is notified of approvals or denials, and the student is notified of approvals. Supplemental Grade Reports are submitted through the department, which forwards them for college approval before submission to the Registrar's office.

Be aware that late grades can be detrimental to students and affect their academic standing and/or ability to graduate. University policy prohibits grade changes after two years from the initial grade posting. The College may request justification for grade changes.

### **Grades of F or U**

These grades must be accompanied by an entry for the last date of attendance (or last date of exam or quiz completion, contact, or assignment submission, whichever is latest). If a student did not attend but was on the grade roster, enter the first date of instruction and "0" in the "Attend Hours" column.

### **Incompletes (I)**

An I is a contract between student and faculty and is wholly at the discretion of the instructor. Only assign an Incomplete if (a) you have discussed the incomplete with the student, (b) the student has been making satisfactory progress, and (c) you have explained the requirements to complete the course.

In order to assign an I, you must complete an Incomplete Grade Assignment form that specifies the terms for completing the coursework. The form can be obtained via PDF download from [Faculty Self-Service](#) or from college offices. Both the instructor and department should retain copies and one should be given to the student. Inform the student not to re-register for the course and that the time limits for completion are enforced. An unresolved I is automatically converted to a "F" by the Registrar's Office.

### **S/U and Credit/No Credit Grading**

All zero-level (0XX-) courses are graded S/U only. Grading drop-down boxes include only the grades that can be assigned to your course. Grades of Credit/No Credit (previously "pass/fail") are automatically assigned based on the letter grade you enter. No action is needed other than assigning a standard grade.

### **Instructors not returning to UIC**

Instructors not returning to UIC should leave grading materials with the department.

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## **Final Exam Policy**

Please adhere to university policy on final exams. If final exams are given, they may be given only during designated final examination days. They may not be given earlier nor may course instruction occur during the final examination period. If a student must miss an exam, the instructor should be informed

as soon as possible before the exam. If the instructor finds the student's reason acceptable, he or she may give an Incomplete grade and schedule an exam at a later date. The instructor is the only individual authorized to permit a student to defer a final exam.

Additional details about the exam policy can be found in the [Grading Manual](#), including directions regarding students who fail to report for an exam. The final exam schedule for the current semester is posted on the [Registrar's website](#).

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## **Student Accommodations**

### **Academic Accommodations**

Accommodations for students with disabilities are determined on a case-by-case basis with input from the student, instructor, and Disability Resource Center (DRC) staff. Your input in this process is important; accommodations should in no way compromise the essential elements or objectives of your course. See the [Disability Resource Center](#) for a guide to common accommodations. Students seeking accommodations will need to go through the DRC's intake process.

### **Volunteer Emergency Worker Policy**

The Volunteer Emergency Worker Higher Education Protection Act (Illinois P.A. 94 957, 2006) provides for accommodation to be made for students who volunteer to serve as emergency workers. If an absence is the result of a student's documented role as a volunteer emergency worker an instructor is required to accommodate the absence within reason. Students can appeal using the college petition process if they believe the professor has not reasonably accommodated an absence resulting from volunteer emergency work. A volunteer emergency worker is defined in the Volunteer Emergency Worker Job Protection Act and in most cases would be a volunteer fire fighter, emergency medical technician, ambulance attendant, or other first responder.

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## **Course Registration Procedures**

Campus policy requires that students be properly registered for a class in order to earn academic credit for that class. Students should not be permitted to attend any course unless they are officially enrolled.

### **Class Rosters**

Faculty members should carefully review the class roster in [Faculty Self-Service](#) to ensure that students completing coursework and exams are officially registered. If students are listed on the roster, they are officially enrolled and the instructor is required to submit a grade for them at the end of the term. Students whose names do **not** appear on the roster are not officially enrolled and will receive neither credit nor a grade unless and until they are properly registered. See the [Grading Manual](#) for additional information.

### **Adding Courses**

The UIC registration system (Banner) allows students to register for open courses during the first ten days of the fall or spring semester. Although LAS policy requires instructor approval for registration in the second week, the system does not automatically restrict registration during this period. After the

second week of classes a student may be added to a course if 1) there is a verifiable seat available as shown in Banner, 2) the student has been regularly attending, 3) approval is granted by the course instructor, and 4) the college approves the registration.

All forms including registration revision forms, supplemental grade reports, etc. that must be processed through the Registrar's or admissions office should be submitted to the college and not sent directly to campus processing offices.

### **Course Prerequisites**

It is recommended that faculty familiarize themselves with the official prerequisites for their course, as listed in the [undergraduate catalog](#). Some prerequisites will include a caveat that allows students who have not completed the requisite prior courses to register with "consent of the instructor." Be aware that this should be applied only in exceptional situations. If you find the listed course prerequisites no longer make sense for your course, consult with the department's administrative officer about revising the prerequisites.

### **Retroactive Course Registration**

The campus strictly enforces university policy which disallows retroactive course registrations except in the most compelling instances. No student may attend classes unless officially registered in the course. No staff member is authorized to allow or encourage a student to stay in a course with the assumption that the student can be added to the course after the semester has concluded.

Supplemental Grade Reports (SGR) for non-registered students will not be accepted. If there is an instance in which such a retroactive registration can be fully justified, the student must obtain a "Petition for Retroactive Registration" from the college office. The faculty member must then separately submit a written justification along with a Supplemental Grade Report to Executive Assistant Dean Brian Roessler. Please be aware that the flexibility the College had in the past regarding justifiable retroactive registrations has been curtailed; thus, there is no assurance that even college-endorsed requests will be honored. Instructional staff may be liable for situations arising from having permitted a student to be in a class without being properly registered.

### **Forward Credits**

Allowing a registered student to receive course credits and grades without doing required class work during the registered term is strictly prohibited. Students who have previously participated in or audited a course or engaged in academic work without registering may not earn credit in a subsequent semester for the previous work.

### **Course Drops**

Only a student can initiate the dropping of a course. The student can drop a course through Banner up through the 10th day of the fall or spring semester; there is no academic penalty nor does a "W" appear on the transcript. All students are entitled to have regular assessments of performance, and it is recommended that students be provided with evaluative measures of performance prior to the course drop deadline.

After the 10th day and through Friday of the 10th week, the student may drop courses by seeing a college academic advisor. These late drops are indicated by "W" on the transcript and are limited to a total of four for the student's entire UIC career. In emergency situations, the college will entertain

petitions for drops beyond the official deadlines. The student must see an academic advisor for guidance and a petition form. Summer drop deadlines are listed in online registration information.

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## Academic Integrity and Grievances

See [here](#) for UIC's definition of academic dishonesty.

### Academic Dishonesty Allegations

When there are breaches of academic honesty, it is incumbent on the instructor to see that appropriate action is taken. The college strongly recommends that matters of academic dishonesty be addressed through the Student Disciplinary Procedure established by the Senate. These processes provide safeguards for faculty who discover academic irregularities and assure due process. Please report incidents of academic dishonesty to the Linda Deanna, Dean of Students, and fill out [Academic Integrity Incident Report](#).

Faculty members may forgo the use of formal procedures and impose one of the following sanctions (and no others):

- **Redoing the Assignment.** The student is requested to rewrite the paper or take an equivalent examination or assignment.
- **Failure on the Assignment.** The faculty member may refuse to evaluate the paper, examination, or laboratory exercise and will record the grade of F for the assignment.
- **Failing the Course.** The student may be dismissed from the course with a grade of F.

Any other recommended sanctions (e.g., reprimand, suspension, expulsion) must be through adjudicated processes.

Note: In instances of *behavioral* misconduct, please report the incident to the Linda Deanna, Dean of Students, and fill out a [Student Misconduct Incident Report](#).

### Student Academic Grievance Procedures

[Student Academic Grievance Procedures](#) (March 1, 2007) can be used by students who seek resolution of complaints or grievances regarding academic standing or about academic decisions. The most common use of these procedures is related to grade assignment or when the Student Judiciary Procedures were not used in instances of alleged academic dishonesty. The procedures are multifaceted, lengthy, time-consuming, and mandatory once a grievance is filed.

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## Students in Distress

UIC has seen an increase in incidents of student mental and emotional distress. It is important that faculty and staff be sensitive to our students' life issues and respond to specific legitimate situations and requests with empathy, providing needed accommodations whenever possible. When a student's physical and psychological safety are in question, confidentiality of the communications and information that the student has shared with you may no longer be kept. FERPA allows outreach to parties when the

safety of the student is of concern, and your outreach should occur to help maintain the safety of the student and our university community. Furthermore, the student may have a lengthy known history with the Dean of Students and other advocacy and support programs on campus such as counseling; therefore, alerting relevant offices when you have concerns about a student is the right course of action. Our campus and the college can only place students' behaviors and needs in the correct context when appropriate reporting is put into place.

If you are concerned about a student's emotional, psychological, or physical wellbeing, please notify the Dean of Students, Linda Deanna, at 312-996-4857 or [ldanna@uic.edu](mailto:ldanna@uic.edu). You should also fill out a [Student Assistance and Support Referral Report](#) found on the Dean of Student's website. You may also refer the student to UIC's [Counseling Center](#). If there is considerable concern for the student's safety, faculty and staff may also contact the center.

In cases involving student distress, LAS Student Academic Affairs (Associate Dean Rosilie Hernández and Executive Assistant Dean Brian Roessler) should also be notified and provided with the name of the student so that we can offer additional assistance.

In case of an imminent emergency, contact the UIC Police Department at (312) 355-5555. Call 5-5555 if calling from a campus phone.

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## **FERPA - Privacy of Records**

Federal law (*Family Educational Rights & Privacy Act, 1974 as amended*) prohibits the public posting of course or exam grades either by student name, student social security number, any part thereof, or personal identifier including the UIN that is accessible to persons other than the student and instructor. This applies to public posting online.

Detailed information regarding FERPA is available on the [registrar's website](#). The College strictly enforces student privacy rights. Instructional staff should be aware that the sharing of student grades and performance information is protected even to the extent of not sharing information with family of the student and other faculty who do not have a legitimate right to know. Graded student material or records should never be left in public areas. Violations of FERPA can have serious legal implications.

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## **Additional Resources for Faculty**

For a list of resources for UIC faculty and staff, see: <https://today.uic.edu/resources/faculty-staff>.

### **LAS Advising**

The college's academic advising services are available to all LAS undergraduates. Students should be referred to the [LAS Academic Advising Center](#) when non-classroom issues arise.

## Learning Centers & Tutoring Services for Students

In addition to consultation during your assigned office hours, you may refer students to one of the learning centers where tutoring services are available to students.

Writing Center <https://writingcenter.uic.edu/>

Math and Sciences Learning Center <http://mslc.uic.edu/>

## Office of the Dean of Students

The Dean of Students' office maintains a list of academic and personal [support resources](#) available for students and provides [guidance to faculty and staff](#) assisting students in need or reporting academic or behavioral misconduct. In instances of *behavioral* misconduct, you should notify Linda Deanna, Dean of Students, and fill out a [Student Misconduct Incident Report](#). For directions regarding *academic* misconduct, see above.

## Portal (my.uic.edu)

Please familiarize yourselves with faculty information and services through the Academics link once you have logged into [my.uic.edu](#). Verify that you are assigned to your courses. It will be necessary to file your final grades using this system, and only the assigned faculty member may enter grades. Students use the portal to access their registration and grade information.

Reminder: Faculty are obligated to complete and submit student-related documents and inquiries in a timely manner. Faculty are expected to offer instruction at the times listed in the official class schedule.

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*Please direct questions or issues regarding the content of this document to Senior Associate Dean [Rosilie Hernández by email](#) or telephone at (312) 413-7653*