Adjunct Faculty Handbook
2014 – 2015
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1. The Faculty–Student Relationship

Role Models and Mentors

Members of certain professions are frequently taken as role models by their constituents either because they interact closely with clients in a helping relationship or are admired for their skill and expertise. Doctors, therapists, school teachers, ministers and public figures often fall into this category.

University faculty also are likely to be taken as role models because of their special relations with students, who look to them for instruction, guidance and direction. The more knowledgeable and highly skilled in teaching and interacting with students faculty are, the more likely their students are to regard them in this special way.

Chapman's mission is "to provide personalized education of distinction that leads to inquiring, ethical and productive lives as global citizens.” At the heart of this aspiration, is the self–conscious concern of faculty for the well–being of students.

Teaching of Values

Throughout its history, Chapman has always incorporated a commitment to a value–centered education as part of its mission. Chapman’s underlying philosophy encourages faculty members to discuss the values inherent in their discipline in each course taught.

Students' Freedom of Expression and Inquiry Policy

In acknowledgment of their special responsibilities as teachers and mentors, the faculty has adopted the following policy:

The professor in the classroom and in conference should, consistent with the nature of the course, encourage free discussion, inquiry and expression. Student performance should not be based on opinions unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students should have protection through orderly procedure against prejudiced or capricious academic evaluation.

At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students must also recognize that as members of a community of learners they have an obligation to be responsible members of that community and that the exercises of their freedom of expression not impinge on the right of others in their quest for learning. In addition, students must acknowledge the responsibility of the professor to create and preserve an environment conducive to the learning of all students.

Commitment to Working with Students

Chapman faculty members are expected to be committed to working with students and they are encouraged to be available for students for both personal and academic counseling and to develop a sense of mutuality in the learning process.
2. **Professionalism**

Instructors are expected to conduct themselves with a high level of professionalism in the classroom and in all their dealings with students and other members of the Chapman community. This includes, but is not limited to, being dressed appropriately, being on time to class, not cancelling class sessions, being well prepared for each and every class session, holding office hours as required by your contract, responding to students’ phone calls, email messages etc., in a timely manner, grading and returning assignments, quizzes, tests etc., within a week.

When cancellation of a class is unavoidable due to an emergency, you should inform the chair/associate dean of the cancellation as soon as reasonably possible. A make–up class or other appropriate activity must be scheduled for any class that is cancelled.

3. **Faculty Rights and Procedures Concerning Student Classroom Behavior**

Faculty members are responsible for ensuring an effective learning environment for all students in their classes, which encourages active student participation, including the right to raise questions and challenge information. Hence, faculty members also have the responsibility and authority to maintain appropriate student behavior. Classes are defined as including laboratories, internships, field placements or any settings that can be designated as a learning environment, such as travel studies and field trips.

Consequently, if a student is considered to be threatening or disruptive in the classroom, behaves in a way that interferes with the learning of other students or refuses to fulfill the academic requirements of the course, the faculty member has the right to have that student removed from the class, either by administrative withdrawal or by making arrangements for the student to complete the requirements in absentia.

The faculty member should immediately report the matter to the appropriate dean and department chair. The faculty member may also request the assistance of the dean of students to provide advice or to mediate the dispute.

A student, who wishes to appeal the decision of the faculty member, must submit the appeal in writing to the relevant academic dean within five working days of the decision. The dean will then conduct an investigation and respond to the student with a written decision within five working days. If, during the appeal, the dean determines that the faculty member is possibly at fault, the dean may address the situation directly with the faculty member or may refer the matter to the chancellor for disposition. If the student is dissatisfied with this outcome, he or she may submit a written appeal to the chancellor, whose decision in these matters is final and binding. During this period of appeal, the student may not return to class. Even if the student's appeal is successful, the student may not return to the class unless the faculty member has specifically agreed to this. If the chancellor upholds the earlier decision, the student may still be subject to the student conduct system for further conduct review at the discretion of the dean of students.
4. **Family Educational Rights and Privacy Act (FERPA)**

Federal law places strict limitations on the ability of colleges and universities to release information on students without the student's written approval. This law, known as the Family Educational Rights and Privacy Act, (FERPA) (20 U.S.c. § 1232g; 34 CFR Part 99), gives students attending institutions of higher education the ability to control access to their educational records. There is no minimum age exception to this regulation. Thus, students under the age of eighteen attending college have the same rights as those over age eighteen. Furthermore, parents, spouses and significant others have no inherent right to access student educational records. However, a student may sign a release form at the Office of the University Registrar allowing a particular individual to access their records.

The purpose of FERPA is to protect the confidentiality of students' educational records. Grades may not be publicly posted and student papers or other assignments may not be made publicly available.

If verbal critiquing of student performance is integral to the course, this information should be specified in the course syllabus.

You are responsible for complying with FERPA. Please review the United States Department of Education's website pertaining to FERPA.

If as an adjunct faculty member you are in a shared office environment, there is an issue with FERPA that you should be aware of. If you are having a discussion with a student regarding their grade in your course, on an exam, etc., you should be in a private setting. If the office/cubicle assigned to you does not permit this, please hold the conversation in another office or conference room where there is more privacy.

5. **Resources**

**WebAdvisor**

WebAdvisor is the online system that allows Chapman University students to register for classes, add and drop classes, etc. WebAdvisor is also used by all faculty to check the schedule of classes, report attendance in their classes, get official copies of their rosters, submit grades, etc. The tutorial for WebAdvisor can be found online.

**Blackboard**

Blackboard is a web–based course management system that supports student and instructor communication by allowing you to email students in your class, post and share documents, link to external web resources and hold virtual class discussions along with other helpful communication tools.

To login to Blackboard simply visit the Blackboard login page and enter your Chapman username and password. If you have any questions about Blackboard, contact the Service Desk at (714) 997–6600.

If you use Blackboard, you will be able to access an unofficial class roster for your classes. Your official class roster is available on WebAdvisor. You will not be able to add students to the Blackboard roster, but may drop them manually. Blackboard rosters are updated every night by
the Office of the University Registrar. If a student drops your class, you will need to confirm it officially by consulting WebAdvisor and then you may manually remove him or her from your Blackboard roster. Please note, if you remove a student from your Blackboard roster, all record of this student will be deleted. There is no process to restore deleted student information to Blackboard.

It is permissible to scan one chapter from a book and post it on Blackboard. This limited posting would not violate copyright laws. Access is certainly limited to the students enrolled in the class.

**Media Services**

If you encounter a problem with the classroom computer, call the Service Desk at (714) 997–6600. If you encounter a problem with the projector or other media equipment in the classroom call Media Services at (714) 997–6808.

### 6. Class Time

Please be mindful of the fact that classes are to meet for the full scheduled class time. In addition, the class must meet at the scheduled date and time during final exam week irrespective of whether a final exam is administered or not.

In the case of absence, such as due to illness, please notify the chair/associate dean. Normally the missed session(s) needs to be rescheduled. Another way is to have a colleague replace you in the classroom but the chair/associate dean needs to be notified of the replacement. In some instances the chair/associate dean may allow giving the students additional work to replace the missed session.

### 7. Office Hours

Faculty are required to hold at least one office hour per week for a three credit course.

### 8. Waiving Prerequisites

Please do not sign any student’s registration forms to waive prerequisites. We have procedures in place to handle these exceptions. Send students who do not have the necessary prerequisites to the chair/associate dean. As a rule we do not waive prerequisites. The chair/associate dean is the only individual authorized to make these waivers.

### 9. Closed Classes

Regarding closed classes, the Office of the University Registrar will not register any student once the class limit is reached unless the student secures your signature. Your signature signals to the Office of the University Registrar that going over the limit set by your chair or associate dean is acceptable to you.

### 10. Check Your Class Roster More Than Once

Faculty are advised to check their official class roster in WebAdvisor at the beginning of the semester and at later times as well such as before returning graded assignments to the students. The reason is that at times some students are removed from the class but they continue to attend. Students who are not on the roster should not be graded at all.
11. Taking Attendance

The U.S. Department of Education, Office of Student Financial Assistance requires that educational institutions that receive federal financial aid funds verify the attendance of every student receiving these funds. If the student receiving these funds is not attending classes, the funds must be returned to the Department of Education within 30 days of the start of the semester.

In order for the university to comply with this requirement, every full-time and part-time faculty member is required to take attendance for each undergraduate and graduate class they teach. In order to make this requirement as easy as possible, we have developed a web component that allows you to simply mark whether or not a student has attended and submit this information through WebAdvisor. We anticipate that for the vast majority of the faculty this process should take no more than two minutes per class.

In addition to meeting the requirements of the Department of Education, the web attendance roster will allow the Financial Aid Office to accurately adjust financial aid awards and provide sound census data for required IPEDS reporting. It will also lessen the need for petitions for late drops and the assignment of “FW” grades.

In order to meet the deadline given to the university by the Department of Education, the submission of the attendance roster must be completed by the add/drop deadline. During fall and spring semesters this deadline is the second Friday of the semester. This will allow the Financial Aid Office enough time to compile the information and complete the administrative process of returning any funds. You will receive e–mail reminders starting at the beginning of the second week of classes if you have not completed your attendance report.

If you have any questions or need any assistance with submitting your web attendance roster, you may call Iris Gerbasi in the Office of the Chancellor at (714) 997–6676 or e–mail her at gerbasi@chapman.edu.

In order to assist you in completing the task in less time, we have added a column in the attendance roster page with the heading “Attendance,” that indicates whether you have completed the attendance roster or not for each of the classes you are teaching. You will also notice that the default is “Attended.” So the only students for whom you need to make an entry yourself are those who never attended. For the Attendance Reporting Tutorial, click here.

Note 1: The purpose of this requirement is to identify those students who never attended class and to protect the financial aid funding system for our students. You need to take attendance of all those on your roster during the first class session. After the first class session, you may want to check the attendance of only those who never attended and those who added your class.

Note 2: If a student never attended any of the class sessions, please mark “Never Attended.” If a student attended once or more, keep the entry “Attended.”

Note 3: This task needs to be done for all classes including independent study, internships and reading & conference classes. For these types of classes, meeting during the first two weeks of class with the student(s) or communication with the student(s) such as an e–mail will suffice to indicate attendance.

Note 4: For cross–listed courses, this task needs to be done only for one of the courses.
12. Administrative Drop

Instructors have the authority to administratively drop students from the roster of their classes if they do not attend the first class meeting without making arrangements with you prior to the first day of class. You are encouraged to do so particularly in the case of closed classes since this will allow other students to enroll in those classes. You may drop the students by indicating no attendance on the attendance report and submit it after the first class session. Or you may send an email to registrar@chapman.edu. Please exercise your authority since the students need the open seats in your classes.

13. Classroom Capacity

This is an issue that the Office of the University Registrar faces at the beginning of every semester. Some faculty members add students to their class beyond the capacity of the classroom. We do not want students not to have a seat in a class they are enrolled in, nor would the fire marshal be happy about exceeding the maximum capacity of a classroom.

If you sign in students beyond the capacity of the classroom, the Office of the University Registrar will not add the students to the roster. Please make that clear to the students who give you an add/drop form that your signature guarantees them a space only if the capacity of the classroom is not exceeded. For your convenience we have printed the capacity of the classroom on the roster, please do not exceed it.

14. Moving of Furniture

Your colleagues and the students in the classrooms next to yours would appreciate it very much if you do not move furniture from one classroom into yours. The number of students in your class should never exceed the number of seats in the classroom, so that moving furniture is unnecessary.

Classrooms have designated uses and their furniture is configured to meet a specific academic pedagogy or style of teaching. Rooms are designated as seminar rooms or traditional lecture or laboratory spaces. Their seating arrangements are specifically designed and approved by our fire prevention officer. The facilities management crew does not re–set classroom furniture nightly. Faculty who teach in a designated seminar or lecture style room should be able to arrive each day and find the room setup correctly. If faculty move the classroom furniture, those who follow, will be forced to take time from their course sessions to rearrange what was left behind.

15. Religious Accommodation at Chapman University

Chapman University is affiliated with and holds historic ties with the Christian Church (Disciples of Christ) and more recently with the United Church of Christ. Chapman’s covenants with these denominations stress the importance of the intentional integration of spirituality and reason into students’ lives and into the life of the university. As such, Chapman University does not establish one religion for all to follow; rather Chapman University highly values the unique spiritual life of each person within the community and incorporates spirituality as one of its four pillars of education, as promoted through the work and presence of the Fish Interfaith Center. The academic calendar at Chapman University is designed to avoid conflicts with observed holidays, including Independence Day, Memorial Day, Thanksgiving, New Year’s Day and
Christmas. As the diversity of religions represented on this campus increases, we seek to uphold what we believe is an important part of each person’s life, that members of our community may practice freedom of religion. Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to fulfill their obligations to the university without jeopardizing the fulfillment of their sincerely held religious obligations. In particular:

- Faculty should provide course syllabi at the beginning of each term that specifies dates of exams and due dates of assignments. It is the responsibility of students to review these syllabi as soon they are distributed, as well as final examination schedules (within the first three weeks of the semester) and to consult the faculty member promptly regarding any possible conflicts with major religious holidays where those holidays are scheduled in advance and where those holidays constitute the fulfillment of their sincerely held religious beliefs. Upon the timely request of one or more students, faculty members should, whenever possible, accommodate the student(s) using reasonable means, such as rescheduling exams and assignment deadlines that fall on major religious observances and holidays.
- Students should not be penalized for class absences because of major religious holidays. Students should notify the faculty member of conflicts due to religious holidays well in advance of any anticipated absence, if the specific date is known ahead of time. If asked, the student should provide accurate information about the obligations entailed in the observance of that particular holiday.
- Faculty should be permitted to reschedule class meetings or make other arrangements for a class session, if the scheduled session conflicts with their observance of a major religious holiday. It is recommended that faculty give appropriate advance notice to both students and the department chairperson or dean. Faculty may discuss with department chairs the possibility of rescheduling courses to avoid regular conflicts with his/her observing religious holidays.

Questions regarding major religious holidays and the sincere practice of religious observances may be directed to the dean of the Wallace All Faiths Chapel. A calendar with major religious holidays may be found on the Fish Interfaith Center website. We hope and expect that accommodations based upon religion can be handled by informal discussions among students, faculty and administrators, when necessary. Chapman University’s Harassment and Discrimination Policy reflects our commitment to providing an environment free of any form of harassment and discrimination, including that based upon religion. We recommend reasonable accommodations so that our administration, faculty and students may practice sincerely held religious beliefs by observing major religious holidays.

16. Guidelines for Course Syllabi

A course syllabus must be distributed to the students on the first day of class, either by posting the syllabus on Blackboard or by handing out a hard copy. An electronic copy of your syllabus must also be uploaded on the web. You or your unit assistant may upload the syllabus no later than the second week of the semester.

Syllabi must be written in a clear and careful academic style, be substantive in content and challenging in intellectual depth and breadth, reflecting expectations of students in a university
of increasing academic distinction. You may ask your chair/associate dean for a copy of an existing syllabus.

When distributed to the students on the first day of classes, a syllabus must contain the following information at minimum:

1. Course designation, number and title.
2. Faculty member’s contact information, office location and office hours.
3. Catalog description (found in the catalog).
4. Course learning outcomes (provided by your chair/associate dean).
5. Program learning outcomes (provided by your chair/associate dean).
6. Current required text and readings.
7. Method of evaluation including:
   - All exams, papers and other graded requirements.
   - Grade weight for each requirement.
   - Grade scale needed for the various letter grades.
   - Dates of exams and due dates for other requirements (to the extent possible).

8. Chapman University’s Academic Integrity Policy:
   “Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the university Academic Integrity Committee, which may impose additional sanctions including expulsion. Please see the full description of Chapman University's policy on Academic Integrity at www.chapman.edu/academics/academic-integrity/index.aspx.”

9. Chapman University’s Students with Disabilities Policy:
   “In compliance with ADA guidelines, students who have any condition, either permanent or temporary, that might affect their ability to perform in this class are encouraged to contact the Disability Services Office. If you will need to utilize your approved accommodations in this class, please follow the proper notification procedure for informing your professor(s). This notification process must occur more than a week before any accommodation can be utilized. Please contact Disability Services at (714) 516-4520 or visit www.chapman.edu/students/student-health-services/disability-services if you have questions regarding this procedure or for information or to make an appointment to discuss and/or request potential accommodations based on documentation of your disability. Once formal approval of your need for an accommodation has been granted, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course.”

10. Chapman University’s Equity and Diversity Policy:
    “Chapman University is committed to ensuring equality and valuing diversity. Students and professors are reminded to show respect at all times as outlined in Chapman’s Harassment and Discrimination Policy. Please see the full description of this policy at http://www.chapman.edu/faculty-staff/human-resources/eeo.aspx. Any violations of this policy should be discussed with the professor, the dean of students and/or otherwise reported in accordance with this policy.”
You may also include additional information such as attendance requirement; grade scale for letter grades (A > 94%, A– > 90%, B+ > 87%, B > 84%, etc.) or on points (e.g., A > 375 points, A– > 360 points, B+ > 345 points, etc.); bibliography; major study units; recommended reading list; etc.

17. Class Fees

Some faculty ask students enrolled in their classes to pay a fee for a variety of reasons or to purchase various items such as costumes, software, supplies, tickets for a play, course materials, etc. We would appreciate it very much if you would adhere to the following policy in regards to this issue:

- Faculty should announce all fees and required purchases that they deem necessary for their course during the first meeting of the semester and should list them in the course syllabus.
- Faculty are discouraged from collecting any money directly from students.

18. Textbooks

An amendment to the Higher Education Opportunity Act (HEOA) requires textbook information to be made available to students alongside the schedule of classes, which is built months in advance.

Please choose your books early, stick to your selection and provide this information to your department by its stated deadlines, including any courses of yours for which no textbook is required. In some departments/schools faculty are asked to input their own textbook information in WebAdvisor and are provided with instructions on how it is done.

19. Field Trip

Faculty who conduct an off campus field trip in one of their classes, need to have their students fill out an off campus field trip waiver and release form.

20. Examinations

Final exams are expected in all classes. Permission not to require a final exam is given by the dean.

Final exams are held during final exam week only and must be proctored by the faculty member teaching the course. Final exams may not be offered early. Excuses by students such as “I only have your final exam”, “I purchased an airplane ticket and I am travelling the last day of classes”, “other instructors do not give final exams”, etc. are not acceptable excuses to cancel final exams or to give them early. The final exam schedule is available online.

21. Grading Policy

Check with your chair/associate dean for the grading policy in your unit.

Please do not grade any work done by a student whose name does not appear on your official WebAdvisor roster. Grading a quiz or midterm or any other course requirement becomes problematic when the student is not eventually allowed to register. Do not take the student’s word that he/she is registered. If they are, their name would appear on the roster.
Grades are based only on assignments outlined in the syllabus and available equally to all students. In addition, the grading system and guidelines for how the students will be assessed in the course must be clearly outlined in the syllabus, must be adhered to and not changed during the course of the semester.

**Changing a Grade**

Once a letter grade is assigned at the end of the term and submitted through WebAdvisor, that grade may no longer be changed by the instructor except for clerical error. Examples of what the university considers a clerical error are:

- An error of calculation such as when adding the points earned on different exams.
- An error of computing the percentage of points earned by a student.
- While the syllabus states that 73 percent to 77 percent of the total points is a C, the student was given a C–.
- While entering the letter grade in WebAdvisor, a letter grade of B+ was entered as a B– instead.

Furthermore, additional work may not be assigned to enable the student to receive a higher grade.

**Incomplete Grades**

The grade of Incomplete may be assigned by an instructor if a student, through circumstances beyond his or her control, has not completed a small portion of a course by the conclusion of the term. The student must request the grade of Incomplete and must propose a date acceptable to the faculty member by which the missing work will be completed. A grade of Incomplete may not be assigned to give a student a chance to do more work to improve a grade. A grade of Incomplete may also be assigned by an instructor if academic integrity is in question at the time grades are due and the instructor requires more time to resolve the issue.

The deadline for removal of an Incomplete is one year from the first day of the term in which the Incomplete was recorded, unless a shorter period of time is specified by the instructor. In certain circumstances where the student must attend the class to fulfill the remaining requirements and when the course is not offered every semester, at the instructor’s discretion, the deadline for removal of the Incomplete will be one year from the end of the term in which the Incomplete was recorded. The deadline determined by the faculty member must be specified at the time of original submission of the Incomplete grade. When issuing an Incomplete grade, instructors may issue the grade the student would have earned by assessing scores on all graded requirements, preceded by an "I" (e.g. "IC–", "ID+"). This grade is determined by including all zero points for all missing assignments in the calculation of the final grade. For final grades other than "I" (see below) students will receive credit for the course at the time the initial grade is entered. The initial grade is calculated in both the term and cumulative GPA, to be updated if and when the subsequent grade is submitted. If the agreed upon remaining course work is not completed in the period allotted, the initial grade issued, without the "I", will become the grade of record.

If the instructor determines that the student would receive an "F" grade based upon the zero point calculation, then an "I" grade is entered as the final grade, with zero credit given and zero points calculated. "I" grades will become "F" or "NP" if the agreed upon course work is not completed in the period allotted.
22. **Challenging a Grade**

Professors, as experts in their fields, have the final authority in assigning student grades except for cases involving clear evidence of capricious grading or failure to follow the professional standards of the discipline.

Faculty members may change final grades after submission to the Office of the University Registrar only for clerical error. Furthermore, additional work may not be assigned to enable the student to receive a higher grade.

However, a student who believes he or she has received a grade based on capricious or unprofessional grading may appeal personally to the instructor for an explanation of the grade and for possible reconsideration. As a professional scholar and educator, the instructor should be able to explain the grading criteria, how the criteria meet the standards of the discipline and how the individual student's grade derives from these criteria.

If after consulting with the instructor, the grade dispute is not resolved or if the student has made a good faith effort to contact the instructor and has received no response, the student may appeal directly to the department chair of the academic unit in which the course was offered (or the associate dean if there is no department chair). All grade appeals must be filed in writing within 30 days from the date that the grade was assigned. The department chair may deny the student petition, confer directly with the instructor of record in the course to resolve the dispute, form a faculty committee to review the grade or refer the petition to the dean's office of the school or college of the department. If the grade dispute is decided at the departmental level, the student may further appeal the decision directly to the dean's office. The dean's office will make the final college-level decision on the petition.

After the dean's office notifies the student of its decision, the student has two weeks to request a review by the Student Standards Committee. Such a request can be made only with compelling new evidence that was not previously available or if there is substantive evidence that the petition process was not followed in accordance with the grade challenge policy. The Student Standards Committee will render a final decision.

Changes in grades can occur only through the petition process initiated by individual students.

23. **Academic Records**

All papers containing student educational record information such as class rosters, grade reports, transcripts, as well as other academic records, cannot be released to parties outside the institution without the student’s written permission. By placing such records in recycling bins or trash cans, we risk making that information available to third party entities without official release from students which constitutes a FERPA violation. The only option available when you wish to destroy or remove such records when you no longer need them is shredding the documents.

24. **Retention of Academic Records**

Faculty are expected to retain academic records such as midterms, finals and papers not returned to students for two years after the end of the semester. This applies not only to paper documents, but to electronic records and video recordings.
25. **Photocopies/Copy Jobs**

All copies made at Chapman University must comply with U.S. copyright law. Information on copyright law can be reviewed at the Chapman University Leatherby Libraries.

Contact your unit assistant on which photocopy machine you may use and get the necessary code to use it. You may have the copies made for you by sending your documents to copyjobs@chapman.edu.

Attach your document, preferably in .pdf form to an e-mail and include copy instructions: number of copies, single or double–sided, stapled or loose, budget code and due date of the job. For more instructions contact your unit assistant.

Note that there are alternatives to making copies:
- Blackboard document: with the Blackboard system, you can save time and paper by uploading any documents onto a site specifically designed for your class.
- Readers: they can be constructed for your course and sold at the Chapman University textbook store.

26. **Student Services**

**Tutoring Services**

Students in your class who need tutoring can receive help at the Tutoring, Learning and Testing Center (TLT). Students who need special accommodations in testing can get assistance at the center after contacting disability services. The Tutoring, Learning and Testing Center can be reached at (714) 997–6828 or tutor@chapman.edu.

**Disability Services**

Students with disabilities may register with the university disability services specialist for accommodation. They may be contacted at (714) 516–4520 or consult with Jason McAlexander at jmcalex@chapman.edu.

**Student Psychological Counseling Services**

A range of confidential, short–term psychological counseling services is provided to students on an as–available basis. If you feel that any of your students need such counseling please ask them to contact the Student Psychological Counseling Services Office at (714) 997–6778 or consult with Jeanne Walker at walker@chapman.edu.

27. **Alcohol and Substance Abuse Policy**

For the policy on Alcohol and Substance Abuse visit the Human Resources site under the Staff and Administrative Handbook section 2.11.8.
28. Academic Integrity Policy

Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the university Academic Integrity Committee, which may impose additional sanctions including expulsion. Please see the full description of Chapman University's policy on academic integrity online.

29. Harassment and Discrimination Policy

Chapman University is committed to providing an environment which is free of any form of harassment and discrimination based upon an individual's race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information or any other characteristic protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect. It is university policy, therefore, to prohibit all forms of such harassment or discrimination among university faculty, students, staff and administration.

The university administration, faculty, staff and students are each responsible for creating and maintaining an environment conducive to work, study and learning and for cooperating with university officials who investigate allegations of policy violations. Harassment and discrimination, in any form prohibited by this policy, impede the realization of the university mission to provide an education of distinction in a dignified and respectful learning environment. It is the duty of every member of the faculty, staff and administration to assure compliance with this policy by promptly reporting allegations of policy violations to the university equal opportunity officer. Students are also strongly encouraged to report any alleged violations of this policy and may do so by contacting the equal opportunity officer, the dean of students or one of the Title IX coordinators listed below.

The university will strive to review any charges in a confidential, sensitive and expeditious manner.

In addition to or in lieu of the procedures set forth in this policy, any individual who feels he or she has been subjected to unlawful harassment or discrimination may contact the California Department of Fair Employment and Housing, the United States Equal Opportunity Commission or the U.S. Department of Education, Office for Civil Rights.

Please see the full description of Chapman University's policy on harassment and discrimination online.

30. Computer and Network Acceptable Use Policy

The university computing and network systems and services, “Chapnet”, are a university–owned resource and business tool to be used only by authorized persons for educational purposes and to carry out the legitimate business of the university. Individual Chapnet user accounts are created and removed according to the guidelines stated in the Chapnet Account Policies document. Please see the full description of the usage policy online.
31. Emergency Situations
The Office of Public Safety is open twenty-four hours a day, seven days a week. The telephone number is (714) 997–6763. The office is located at 418 North Glassell Street. There are a number of emergency phone located on campus. Push the button on any blue light phone anywhere on campus for a direct line to help.

32. Panther Alert
In the event of an emergency on campus the community will be notified via the Panther Alert system. This system will contact and inform each member of the community according to his/her own preferences. All community members are automatically in the system to be contacted via Chapman e–mail, for additional contact options sign up/in at Chapman University emergency contact information form.

33. Reporting Behaviors of Concern
P.A.W.S. (Prevention, Awareness and Working together for Safety) is a crime prevention concept designed to proactively protect our community through education and the development of partnerships. Anyone wishing to report a concern or ask general crime prevention questions may do so by contacting Sergeant Mike Kelley at mkelley@chapman.edu or calling the Public Safety office at (714) 997–6763.

34. Parking
University policy requires that everyone parking in a campus parking lot get a parking permit. For additional information see parking services.

35. Card Access or Key to Your Office
Contact your unit assistant for card access or key to your office. You will have to order card access or key to your office online by filling out a request on the Facilities Management Web site.

36. Password
Chapman University will never ask for your password. Do not share your password with others. Please do not respond to any such e–mails or share your personal information with others. If you receive any e–mail that does, it is a scam. You may change your password at any time by visiting the activate account page.

37. Alphabetical List in Portal
It is sometimes difficult to find a particular item on our web site or portal because one does not know under which unit it is listed. To make it easier for you, we now have an A–Z index. You will find almost all the topics that you need under this index. This is much easier than spending time to find out under which school or division the item is listed.
38. **Direct Deposit**

All employees of Chapman University are eligible to apply for free direct deposit of their paycheck. Direct deposit funds are usually available by 8:00 a.m. on payday. Please visit the [payroll](#) department website to enroll and learn more about this service.

39. **Payments for Individually Directed Courses**

Faculty will need to sign a form provided by the student. Payments for these individually directed courses are made once a passing grade is submitted by the instructor. The payment usually takes place at the end January for fall classes, end of February for interterm classes, end of June for spring classes and end of September for summer classes. There is no need to fill out any paper work to receive a payment. Supervision of individually directed courses is the responsibility of the dean of each school. Guidelines can be found in the catalog and at the Career Development Center.

40. **Institutional Review Board**

The Institutional Review Board (IRB) at Chapman University is an authority that reviews, approves, denies and provides ongoing oversight of research involving human and animal subjects in accordance with FDA regulations. If you engage in this type of research please contact the Chapman University [IRB](#) for forms, instructions and additional information.

41. **Policy of Credit Hours**

All Chapman University courses are offered on the basis of credit hours or units. One credit hour of coursework requires one face–to–face contact hour per week between a faculty member and a student and two hours of assigned coursework per week on the part of the student outside of the classroom for a regular semester. The typical three–unit course requires three contact hours per week and six hours of assigned coursework per week or 45 contact hours and 90 hours of assigned coursework for a regular semester (15 weeks). Note that some classes meet beyond the scheduled class times based on the credits listed and that the number of contact hours and assigned coursework in lab courses, individually directed courses, non–traditional media–based courses and travel courses is tailored to the type of course and/or course objectives.

**Lab courses** are courses that have a strong skill component and typically require a special room, equipment or fieldwork experience for students to utilize to enhance their learning. One credit of a lab course requires a minimum of three contact hours, which may include a minimum of three hours of face–to–face contact hour per week between a faculty member and a student or a combination of face–to–face contact hours and assigned coursework to total three contact hours of engagement per week of instruction for a regular semester.

**Individually directed courses** provide a more in–depth interaction between student, faculty member and course materials or research project. Since, typically, a student works one–on–one with a faculty member and receives an intensified experience of personalized education, the contact hours and amount of assigned coursework are tailored to the nature of the coursework and may exceed the minimum requirements given below.
- **Reading and conference courses** require a minimum of five hours of instructor–student contact per credit hour and a minimum of 30 hours of outside work per credit hour per semester.

- **Individual study and research courses** require a minimum of five hours of instructor–student contact per credit hour and 30 hours of outside work per credit hour per semester. In these courses the program is designed by the faculty member and the student working collaboratively and approved prior to the start of the term.

- **Graduate thesis units** require a minimum of five hours of instructor–student contact per credit hour and 30 hours of outside work per credit hour per semester. Students registering for graduate thesis units pursue graduate research or a project in collaboration with a thesis or project advisor.

**Travel courses** are courses that occur primarily off–campus such as elsewhere in the United States or abroad. Travel courses are measured in weeks, with each week garnering a maximum of one credit unit. Each credit unit requires a minimum of 15 hours of contact or experience and 30 hours of assigned course work or experience per credit hour. For courses that have two weeks of travel, 15 contact hours are required before and/or after travel.

**Nontraditional Courses**

- **Online courses** are courses that have few or no face–to–face contact hours between a faculty member and a student. Instead, student/faculty contact is mediated by the web. This contact can be either synchronous (e.g., chat or virtual classroom) or asynchronous (e.g., a discussion board). Whether synchronous or asynchronous, a faculty member is expected to offer course–related content to a student that engages a student for a total of 45 hours over the semester for a three–unit course. Student engagement may include some discussion with other students; however, it is expected that a faculty member will monitor and participate in discussion and provide an appropriate level of feedback at regular intervals during the semester. As with traditional courses, there should be a total of 90 hours of additional assigned coursework over the semester for a three–unit course.

- **Blended courses** are courses with both face–to–face contact in a classroom setting and web–mediated contact between a faculty member and a student. Web–mediated contact can be either synchronous (e.g., chat or virtual classroom) or asynchronous (e.g., a discussion board). Web–mediated contact may include some discussion with other students in the class; however, it is expected that a faculty member will monitor and participate in discussion and provide an appropriate level of feedback at regular intervals during the semester. The total combined contact hours (face–to–face and web–mediated) should sum to 45 hours over the semester for a three–unit course. As with traditional courses, there should be a total of 90 hours of additional assigned coursework over the semester for a three–unit course.

### 42. Important Contacts

**Academic Technology**

(714) 628–2753  
litch@chapman.edu

**Service Desk**

(714) 997–6600  
servicedesk@chapman.edu
Dean of Students
(714) 997–6721

Disability Services
(714) 516–4520
atedford@chapman.edu

Faculty Affairs
(714) 997–6544
besner@chapman.edu

Human Resources
(714) 997–6686
hroffice@chapman.edu

Leatherby Libraries
(714) 532–7756

Media Services
(714) 997–6808
mediaservices@chapman.edu

Payroll
(714) 997–6877
payroll@chapman.edu

Public Safety
(714) 997–6763

Student Health Center
(714) 997–6851

Student Psychological Counseling Services
(714) 997–6778
atedford@chapman.edu

Tutoring, Learning and Testing Center
(714) 997–6828
tutor@chapman.edu

University Registrar
(714) 997–6701
registrar@chapman.edu