Part-Time Lecturer Handbook
2016 – 2017
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INSTITUTIONAL POLICIES

1. **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.

2. **Faculty–Student Relationship**
   **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.

   **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.

   **Students' Freedom of Expression and Inquiry Policy**
   The professor in the classroom and in conference should, consistent with the nature of the course, encourage free discussion, inquiry and expression. Evaluation of 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 enroll. Students have protection through orderly procedures against prejudiced or capricious academic evaluation.
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.

3. Family Educational Rights and Privacy Act
Chapman University is committed to the protection and confidentiality of student educational records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act (FERPA)—a federal legislation established to regulate access and maintenance of student educational records.

FERPA affords student certain rights with respect to their education records, including the right to inspect their educational records, request an amendments of the records that the student believes are inaccurate and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. (It is important to note that all rights to access move to the student when that student is in a post-secondary education institution; 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.

Educational records for most part include, with certain exceptions, all records maintained in any medium, which can identify the student. The purpose of FERPA is to protect the confidentiality of students’ educational records, so grades, paper and other assignments may not be publicly posted. If verbal critiquing of student performance is integral to the course, this information should be specified in the course syllabus.

The full description of the Family Educational Rights and Privacy Act can be found on the U.S. Department of Education website.

4. Record Retention and Destruction Policy
The purpose of this policy is to create a standard for Chapman University personnel with respect to the retention of documents and records created or maintained in the course of institutional business, and to ensure that records that are no longer needed or of no value are destroyed on a timely basis.

Business, tax, reporting and legal considerations require the orderly retention of the University’s records. For this purpose, the University has in place retention and destruction policies which apply to electronic as well as paper records. Each University department maintains copies of its respective policies. All employees must comply with the policy in effect for their department and employees are urged to familiarize themselves with the policy. The full description of the Record Retention and Destruction Policy can be found on the institutional policies webpage.
5. **Harassment and Discrimination Policy**

The Chapman University Harassment and Discrimination Policy and procedures on harassment and discrimination shall be considered to be incorporated in this handbook as if reproduced in full.

The full description of the Harassment and Discrimination Policy can be found on the Chapman University website.

6. **Alcohol and Substance Abuse Policy**

The Drug–Free Schools and Communities Act Amendments of 1989 require that institutions of higher education certify that they have adopted and implemented a drug and alcohol prevention program as a condition of receiving funding under any federal program. The Secretary of Education has, as required by the Amendments, issued regulations to enforce the law. This policy can be found in section 2.11.8 of the staff and administrative handbook.

7. **Protecting Minors**

The University is committed to promoting the safety and wellbeing of students and others who visit our campus. The purpose of this policy is to describe requirements placed on administrators, faculty, staff, students, volunteers and others working with minors–to promote their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any child visiting our campuses or in University–related programs.

For more specific guidelines related to working with minors, see Appendix A, which will provide assistance in determining behavior that is and is not appropriate in situations involving minors. Further information on protecting minors and Appendix A can be found on the institutional policies webpage.

8. **Religious Accommodation**

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.

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/trimester) 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 when scheduling courses, and consider teaching at another time if regular conflicts with the faculty observing religious holidays appear.

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.

9. **Mandated Reporters and Required Reporting of Abuse and Neglect**

California law designates certain positions at Chapman University to be “mandated reporters” who have an individual duty to report known or suspected neglect or abuse of children, elderly or dependent adults. These positions are listed in Appendix A. Any employees whose duties fall within the scope of positions identified by law to be mandated reporters must understand what they are required to report, as well as where and how to make a report.
All Chapman University employees or volunteers, regardless of “mandated reporters” status, are required to report any known or suspected abuse or neglect relating to children/minors. All incidents should be reported immediately to the Chapman University Department of Public Safety at (714) 997–6763 and/or the Orange Police Department at (714) 744–7444. A second report shall also be made to the Child Abuse Reporting Hotline at (714) 940–1000 or (800) 207–4464. These reports may be made 24 hours per day. If assistance is needed in making such a report, please do not hesitate to call the Department of Public Safety. The full description of the Mandated Reporters Policy, a summary of the definitions and categories of mandated reporters and Appendix A can be found on the institutional policies webpage.

10. Reporting Misconduct

Chapman University requires faculty, staff, students, volunteers and other affiliated with the University to promptly report suspicion of wrongdoing to the proper authorities for investigation.

It is not the responsibility of the reporter to evaluate or determine whether the situation actually constitutes wrongdoing, but it is the responsibility of all members of the community to report concerns. It is important that all members of the community understand that each member is responsible for upholding the ethical standards and values of the institution. The full description for reporting misconduct and the proper authorities for addressing various issues can be found on the institutional policies webpage.

11. Fiscal Policies

The full description of these policies can be found on the institutional policies webpage.

12. 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. The full description of the Computer and Network Acceptable Use Policy can be found on the Chapman University website.

13. Password

Chapman University will never ask for your password. Do not share your password with others. Please do not respond to any such emails or share your personal information with others. If you receive any email that does, it is a scam. Information for changing your password can be found on the Chapman University website.

14. Copyrighted Works Policy

This Copyright Policy governs the ownership and control of intellectual property rights in copyrightable works at Chapman University. All faculty, academic staff, as well as non–employees who participate in teaching and/or research or scholarship projects at the University are bound by this policy (such persons are referred to as the
“Author(s)”}. They are also required to sign the Chapman University Patent and Copyright Agreement found on the institutional policies webpage. This policy applies, and those subject to this policy are deemed to assign their rights, to copyrightable works as required under this policy whether or not a Chapman University Patent and Copyright Agreement is signed and is on file. The full description of the Copyrighted Works Policy can be found on the institutional policies webpage.

15. Inventions and Patents Policy

This policy governs the ownership and control of intellectual property rights in potentially patentable and patented inventions, including patentable software, at Chapman University. A primary purpose of this policy is to provide incentive for faculty and staff to apply their skills, knowledge and creative talent to research and to protect the University’s investment in that research.

All faculty, staff, student employees, as well as non–employees who participate in teaching and/or research or scholarship projects at the University are bound by this policy and they are referred to in this policy as “Inventor(s).” They are also required to sign the Chapman University Patent and Copyright Agreement found on the institutional policies webpage.

This policy applies, and those subject to this policy are deemed to assign their rights to inventions as required under this policy, whether or not a Chapman University Patent and Copyright Agreement is signed and is on file. The full description of the Inventions and Patents Policy can be found on the institutional policies webpage.

16. Parking

Parking services is responsible for the implementation of the University parking policy set forth by the parking committee. Parking services coordinates and regulates the administration of this policy with respect to vehicle registration and parking enforcement in an effort to provide safe parking for all members of the campus community and their guests.

Chapman University has a mandatory parking permit policy for all University constituents. Additional information on parking can be found on the Chapman University website.
ACADEMIC AND CLASSROOM POLICIES

1. 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. The full description of the Academic Integrity Policy can be found on the Chapman University website.

2. Registration
   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 the instructor prior to the first day of class. Faculty are encouraged to do so particularly in the case of closed classes since this will allow other students to enroll in those classes. To be able to administratively drop a student from a class, faculty can send an email to registrar@chapman.edu.

   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 as early as possible, 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 given instructions and asked to input their own textbook information in the faculty center of the Self-Service Portal.

   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 prerequisites are not waived, the chair/associate dean is the only individual authorized to make these waivers.

   Class Roster
   Faculty are advised to check their official class roster in the faculty center of the Self Service Portal at the beginning of the term and at later times, 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.
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:

• Approved course fees are listed in the catalog in the course description. Faculty may not change a course fee without approval. All course fees must be approved by the Office of the Provost and the Office of the Executive Vice-President and Chief Operating Officer.
• Faculty should announce all required purchases that they deem necessary for their course during the first meeting of the term and should list them in the course syllabus.
• Faculty are strongly discouraged from collecting any money directly from students.

Classroom Capacity
Some faculty members add students to their class beyond the capacity of the classroom. This will create two problems: (1) some students may not have a seat in a class they are enrolled in (2) it is a public safety concern if the maximum capacity of a classroom as established by the fire marshal is exceeded.

If faculty 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 it 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. The capacity of the classroom is available from your department assistant; please do not exceed it.

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.

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. The faculty signature signals to the Office of the University Registrar that going over the limit set by a chair or associate dean is acceptable.
3. **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 class 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/they are registered. If they are, their name will appear on the official class 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 term.

**Challenge of 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/she/they have 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.

**Change of Grade**
Once a letter grade is assigned at the end of the term and submitted in the faculty center of the Self Service Portal, 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 the faculty center of the Self-Service Portal, 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 Grade**
The grade of Incomplete (I) may be assigned by an instructor if a student, through circumstances beyond his/her/their control, have not completed a small portion of a course by the conclusion of the term. The student must request in writing 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 in order to give a student a chance to do more work to improve a grade.

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/trimester, 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 when they assign the grade of Incomplete in Campus Solutions. In order to change a grade of Incomplete to the final letter grade, use the new “Request a Grade Change” link in the Faculty Center. It is found on the My Schedule page.

The Incomplete grade option of IB, IC, etc., is not an option in PeopleSoft Campus Solutions. Instructors are required to enter the letter grade that the “I” grade will become if the incomplete is not replaced by a grade prior to the deadline.

A grade of Incomplete can 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.
**Final Examinations**

Final exams are expected in all classes. Permission not to require a final exam is given by the dean. However, all classes should meet during the final exam period in order to satisfy the requirements for minimum contact hours (see below).

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 can be found on the Chapman University website.

**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.

**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 term. This applies not only to paper documents, but to electronic records and video recordings.

4. **Classroom Policies**

   **Credit Hours Policy**

All Chapman University courses are offered on the basis of credit hours or credits. One credit hour of coursework requires one face-to-face contact hour (note: one contact hour = 50 minutes) 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/trimester. The typical three-credit 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/trimester (15 weeks including the final exam period). 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/trimester.

- **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/trimester.
  - **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/trimester. 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 credits** require a minimum of five hours of instructor–student contact per credit hour and 30 hours of outside work per credit hour per semester/trimester. Students registering for graduate thesis credits 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. Each credit 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/trimester for a three-credit 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/trimester. As with traditional courses, there should be a total of 90 hours of additional assigned coursework over the semester/trimester for a three-credit 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/trimester. The total combined contact hours (face-to-face and web-mediated) should sum to 45 hours over the semester/trimester for a three-credit course. As with traditional courses, there should be a total of 90 hours of additional assigned coursework over the semester/trimester for a three-credit course.

- A complete statement of the online and blended course policy is provided in the Curriculum Handbook.

- **Courses Governed by Accrediting Agencies**

  Law school travel courses offer credit per ABA standards as per the “criteria for approval of foreign summer and intersession programs established by ABA–approved law schools”, which stipulates that courses shall award no more than 1.5 semester credit hours for each week of the program. Courses shall not be in class more than 220 minutes per day, excluding breaks. Credit shall be stated in terms of credit hours according to the following formula: one semester hour for each 700 minutes of class time or equivalent or one quarter hour for each 450 minutes of class time or equivalent. ABA standards require that the program shall include visits to legal institutions in the host country. However, time allocated for visits to legal institutions normally is not considered time spent in class and is not calculated in the 220 maximum class minutes per day; credit may be awarded for extra-curricular lectures and field trips only when the content is academic in nature and specially related to the class for which the credit is awarded. If credit is given for externship placements (e.g., in a law firm, government office or corporation), then faculty supervision must be individualized and integrated with classroom work to ensure that the credit allowed is commensurate with the educational benefit to the participating student. If credit is given for distance education components, those components and credits must comply with the requirements of standard 306 and the interpretation of that standard.

**Class Time**

In recent semesters/trimesters, we have had several complaints from students and parents about faculty dismissing class after only a few minutes on the first day of class. All faculty members are encouraged to try to make productive use of the first class session. Although students are unlikely to be fully prepared for class to the extent that we would like them to be, the first class sets the tone for the entire semester/trimester.

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(s).

**Office Hours**
Faculty shall be regularly available on campus in proportion to the percentage of time for which he/she/they are employed. Each faculty member should establish, post and make students aware of regular office hours throughout the week to be convenient for students. Additional office hours will normally be needed during registration and examination periods. A copy of the office hours schedule is to be turned into the department chair and/or associate dean for filing.

**Field Trip**
Chapman University policy requires that all students participating in any off-campus field trip or similar excursion sign a release and authorization form. The faculty member arranging/hosting the trip is responsible to obtain these signed releases and to maintain them on file for a period of not less than five years from the date of the activity for which the release was obtained. The form and instructions regarding waivers and releases can be found on the my window portal.

**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 Provost for disposition. If the student is dissatisfied with this outcome, he/she/they may submit a written appeal to the Provost, 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 Provost 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.

**Faculty Evaluations**

ClassClimate is the online software Chapman University uses to generate and collect student evaluations of faculty members at the end of every term. Chapman University administers its evaluations of faculty during the last two weeks of every term. Your department will either provide you with the evaluations for which you must find a proctor or will arrange for the evaluations to be proctored for you. Evaluations are provided for courses during all terms; however, courses with enrollment less than six are not evaluated. If you are teaching the course with another faculty member, you will each be evaluated separately and should each have a packet of evaluations. Additional information and guidelines can be found on the my window Provost’s Office site.

5. **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/trimester.

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 https://www.chapman.edu/students/health-and-safety/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/eoo.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.

6. The 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. Additional information on the Institutional Review Board can be found on the Chapman University website.
**RESOURCES**

1. **A–Z Index**
   It is sometimes difficult to find a particular item on the Chapman University website because one does not know under which unit it is listed. For an easier navigation process, an A–Z index can be found on the Chapman University website.

2. **Key/Card Access**
   Contact your unit assistant for key or card access to your office. Key or card access can be requested by contacting the Service Desk at servicedesk@chapman.edu.

3. **PeopleSoft Self-Service Portal**
   PeopleSoft is the Enterprise Resource Planning (ERP) software system that is used by Chapman University to manage curriculum and student records. The PeopleSoft Self-Service Portal is where students register for classes, manage class schedules, view degree audits and access other useful information related to their student accounts. The PeopleSoft Self-Service Portal is also used by faculty to view the schedule of classes, access their official rosters, submit grades and enter textbook adoption information. The reference guides and video tutorials for the faculty center of the Self-Service Portal can be found on the University website.

4. **Blackboard**
   Blackboard is a web–based course management system that supports student and instructor communication by allowing the posting and sharing of documents, external links to web resources and class discussion boards along with other helpful communication tools.

   If you use Blackboard, you will be able to access an unofficial class roster for your classes. Your official class roster is available in the faculty center of the Self Service Portal. If a student drops your class, you will need to confirm it officially by consulting the faculty center of the Self Service Portal and then you may manually remove him/her/them 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.

   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.

   **A Note about Uploading Content 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.
5. **Classroom Support**  
**Media Services**  
The department of media services provides audio–visual support for classes and special events. If you encounter a problem with the projector or other media equipment in the classroom, call media services at (714) 997–6808. More information on equipment and services can be found on the Chapman University website.

**Service Desk**  
The service desk provides support for telephone and computing problems. If you encounter a problem with a classroom computer, call the service desk at (714) 997–6600.

**Copy Jobs/Photocopies**  
All copies made at Chapman University must comply with the U.S. copyright law. Information on copyright law can be reviewed at the Chapman University Leatherby Libraries website.

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 email 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:

A. Blackboard document: with the Blackboard system, you can save time and paper by uploading any documents onto a site specifically designed for your class.

B. Readers: they can be constructed for your course and sold at the Chapman University textbook store.

6. **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. More information on this service can be found in the University payroll department website.

7. **Emergency Information**  
**Office of Public Safety**  
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.
**Panther Alert**
Chapman University implemented the Panther Alert service to allow campus leaders and security professionals the ability to reach all students, faculty and staff with time-sensitive information during unforeseen events or emergencies using voice, email and text messaging. During critical situations, Chapman officials can use the system to broadcast pertinent information and provide details on appropriate response. By providing and maintaining accurate, up-to-date emergency contact information, you enable Panther Alert to send simultaneous text messages, voicemail and email to you and your designated emergency contacts.

**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.

**8. Student Services**

**Disability Services**
Disability services approves and coordinates accommodations and services for students with disabilities at Chapman to help students acquire skills essential to achieve academic and personal success. Registration with disability services is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents certified current documentation of the disability from a medical or educational specialist. The office can be contacted at (714) 516–4520 or consult with Jason McAlexander at jmcalex@chapman.edu. Additional information for faculty can be found on the Chapman University website.

**Student Psychological Counseling Services**
Student psychological counseling services provides psychotherapy to students at Chapman University and is staffed with licensed and professional psychologists, counselors and counselor interns. If you feel that any of your students need such counseling, please ask them to contact the office at (714) 997–6778 or spcs@chapman.edu. Additional information in making a referral to counseling services can be found on the Chapman University website.

**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. Additional information on testing center services can be found on the Chapman University website.
9. **Important Contacts**  
Academic Technology and Digital Media  
(714) 628–2753  
litch@chapman.edu  

Chapman Textbook Store  
(714) 997–6809  
chapman@bkstr.com  

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  

Institute for Excellence in Teaching and Learning  
(714) 628–2720  
ietl@chapman.edu  

Darling Law Library  
(714) 628–2553  
hroffice@chapman.edu  

Leatherby Libraries  
(714) 532–7756  

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

Parking and Transportation Services  
(714) 997–6763  

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

Public Safety  
(714) 997–6763
Service Desk  
(714) 997–6600  
servicedesk@chapman.edu

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

University Services (mail)  
(714) 997–6821