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INTRODUCTION

This CLAS *Faculty Guidebook* is the result of faculty inquiries about college policies and procedures. The Guidebook outlines policies developed by faculty in the University of Colorado system, by administrators at the University of Colorado at Denver, and by faculty in the College of Liberal Arts and Sciences (CLAS). Additionally, the *Guidebook* specifies procedures historically implemented by the Dean and Associate Deans.

The CLAS Faculty Guidebook is intended to compliment other university publications for faculty. The University of Colorado *Faculty Handbook* establishes policies and procedures for tenure-track and part-time faculty established by the Board of Regents. The University of Colorado at Denver *Strategies for Success* outlines strategies for promotion of tenure-track faculty developed specifically for the Denver campus.

The objectives of the CLAS *Faculty Guidebook* are simply to assist liberal arts faculty in carrying out policies that promote faculty success and ultimately student learning. Inherent in the faculty time commitment to classroom instruction, the Guidebook focuses on teaching, and to a lesser extent student and faculty research. The intent is to be informative without being prescriptive, and to provide practical options without impinging on faculty discretion.

The CLAS *Faculty Guidebook* continues to be a work in progress. Faculty comments and suggestions for improvement are welcome.

CLAS Associate Deans

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August, 2001

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CLAS Advising Staff – advising policies, procedures, and student complaints

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The authors would also like to acknowledge that a similar publication from the University of Iowa was very helpful in providing guidance and organization.

HISTORY

University of Colorado at Denver

The University of Colorado established an extension division in Denver in 1912. The Extension Center was housed in a variety of office buildings downtown Denver, until 1938, when the Extension Center acquired permanent quarters in Denver at 509 17th Street. A single, full-time faculty member ran the school with the help of part-time teachers. Several hundred students were expected to enroll; 1500 showed up in 1940. After WWII, veterans swamped CU's Extension Center for its undergraduate and graduate and continuing education courses, and vocational training programs. In 1947, the Extension Center moved into the Fraternal Building at 1405 Glenarm Place. The Denver Extension Center acquired a new home in 1956, when the University purchased the Denver Tramway Company Building at 14th and Arapahoe Streets (now the Hotel Teatro and DCPA Tramway Building).

Enrollment at the Extension Center continued to grow, and in 1964, it was renamed the University of Colorado Denver Center with authority to offer complete undergraduate degree programs. Following a state constitutional amendment in 1972 that provided for University of Colorado campuses in Denver and Colorado Springs, the Board of Regents in 1974 established the CU System, with a president and chancellors at each of its four campuses: Boulder, Colorado Springs, Denver and the Health Sciences Center. Growth since 1974 has been steady, with 12,000 students today at the University of Colorado at Denver. Between 1973 and 1976, the State of Colorado built the Auraria Higher Education Center (AHEC) on a 127-acre downtown campus shared by the University of Colorado at Denver, Metropolitan State College of Denver and the Community College of Denver. (Excerpted from "Twenty-Five Years: From Arapaho Camp to Denver's Urban University," Thomas J. Noel, Professor of History, University of Colorado at Denver.)

Based on mission statements developed for each public institution of higher education by the State of Colorado, "the Denver campus of the University of Colorado shall be a comprehensive baccalaureate liberal arts and sciences institution with high admission standards. The Denver campus shall provide selected professional programs and such graduate programs at the master's and doctoral level as will serve the needs of the Denver metropolitan area, emphasizing those professional programs not offered by other institutions of higher education."

College of Liberal Arts and Sciences

Liberal arts has always been a strong component of the Denver campus, and is by far the largest academic unit. In 1971 the College of Undergraduate Studies was established with a Dean and three divisions: Arts and Humanities, Natural and Physical Sciences (includes mathematics), and Social Sciences. In 1975, the College was renamed the College of Liberal Arts and Sciences (CLAS) to reflect a more defined liberal arts mission. In 1984 the College was restructured into departments with a Chair heading each primary unit. In 1989 the College of Music was transferred to CLAS and became the Department of Music. The last CLAS reorganization occurred in 1998 when fine arts, music and theatre were removed from CLAS and organized into a separate College of Arts and Media.

The current mission and vision statements of the College were developed for AY 1999-2000.

It is the mission of the College of Liberal Arts and Sciences to foster academic excellence, to create and impart knowledge critical to a modern society and a global economy, and to ensure the acquisition of skills essential for professional careers and graduate study. CLAS seeks to promote an atmosphere conducive to broad intellectual curiosity and a tradition of life-long learning through faculty/student partnerships, innovative teaching and participatory research.

CLAS envisions a new paradigm for a liberal arts education which retains the proven values of a broad education while imparting career-oriented skills throughout the curriculum.

Academic Programs

The College of Liberal Arts and Sciences offers 21 baccalaureate majors, ten pre-professional undergraduate programs, 16 master's programs and two doctoral programs. Many baccalaureate degree program offer options or tracks, for example computer science under the BS in mathematics, biochemistry under the BS in chemistry, and film studies under the BA in English literature. A complete listing of degrees and majors is found in the CU-Denver Catalog.

CLAS Organization

To meet the rules of the Regents, departments are designated as primary units and headed by an elected Chair. For the purpose of standing and *ad hoc* committees, the College utilizes an adaptation of the former division structure as indicated below. This administrative organization is different that the organization of disciplines in the CU-Denver Core Curriculum which segregates anthropology, communication and psychology into a behavioral science unit, and identifies history as a humanities discipline.

Humanities	Natural and Physical Sciences	Social Sciences
communication	biology	anthropology
English	chemistry	economics
modern languages	geography	history
philosophy	geology	political science
	mathematics	sociology
	physics	
	psychology	

Deans

The following individuals have served as Dean of the College (academic discipline shown in parenthesis):

1971 – 1976	Herbert G. Eldridge	English
1976 – 1977	Phyllis W. Schultz	biology
1977 – 1984	Daniel Fallon	psychology
1984 – 1985	Shirley W. Johnston	English
1985 – 1988	John R. Ostheimer	political science
1988 – 1998	Marvin D. Loflin	English
1998 – present	W. James Smith	economics

CHECKLIST FOR GETTING STARTED

This section was contributed by Deborah Thomas, Geography, based on her experience as a first-year faculty member.

- PAYROLL:** For full-time faculty, visiting faculty, instructors and professional research assistants, see Joy Breeze in the CLAS Dean's Office, for paperwork to complete, including W-4, I-9, employee information sheet, payroll information, direct deposit, and all other personnel forms. Note: For honorarium, teaching assistants, research assistants, or graduate assistants, see the program assistant. Be sure to get a form authorizing you to get a Faculty ID.
- BENEFITS ENROLLMENT:** Benefits packets with enrollment forms can be obtained from Human Resources. These must be completed by mid-September – you should check the exact date. Make an appointment to discuss your options. Note that even if you do not want to enroll for health care insurance, there are still other benefits like minimal life insurance for which you must provide information.
- FACULTY ID:** Obtain Faculty ID in the Tivoli Building, Room 243. Make sure that the appropriate title, i.e. full-time faculty is included on your ID. You need your ID for many other dealings on campus, so get it as soon as possible.
- PARKING:** For parking options on campus, go to Parking and Transportation Services to get current permit information. Parking on campus is fairly limited and during the semester it can be difficult to find a parking spot. Lot L is designated for staff and faculty, but you must be put on a waiting list in your department. This parking is \$276 per semester. There are also lots (not limited to staff/faculty) where you can park for a daily fee.
- BUS PASS:** If you are interested in riding the bus, you can obtain an EcoPass for the RTD system from Parking and Transportation Services. You will need to sign a form which authorizes a monthly payroll deduction of \$25 (this figure may change at time of printing) for the EcoPass. A sticker is affixed to your ID. There is no other fee.
- KEYS:** The departmental program assistant must submit a key request. Once the keys are ready, you must go in person to the Facilities Management Building to pick them up and you must show ID.
- NORTH CLASSROOM ACCESS:** You will not have a key to the building. Late at night and on Sunday evenings Auraria campus buildings are locked. If you think that you will need access to the North Classroom at odd times, you will need to request a building access code. To do this, the chair of your department must sign a request as well as the person who is in charge of access to your building. If the departmental administrative assistant does not know who this is, contact the locksmith and they can give you the name. To obtain the code, you need to call the locksmith and make an appointment. You must go in person to the Facilities Management Building and show ID.
- TELEPHONE:** Have the departmental program assistant put in a work order to activate the phone line in your office if the line is not already active. At the same time, have her/him request voicemail for you (also a telephone and campus phonebook, if necessary). If you have questions, contact Voice Communications, 6-4528. Once voicemail is set up, enter 6-2500 to access it. If you are at your own phone, simply press # and then your security code. The code for a newly set-up voicemail account is # -- . You will automatically be prompted to change your security code. There are further directions in the campus phonebook.

- ❑ **LONG DISTANCE CALLING:** On campus, you will need to get the access code from your departmental administrative assistant for making long distance telephone calls. Enter 9, 1 and then the long distance number. You will hear a beeping sound or dial tone and then you dial the code.
- ❑ **CODE FOR COPY MACHINE:** Get a code for your departmental copy machine from the program assistant so that you can make copies.
- ❑ **REQUEST COMPUTER ACCOUNT:** You can download the request form for a computer account, or you can pick one up from the Computer, Information, and Network Services (CINS) helpdesk. The website is: <http://www.cudenver.edu/public/cins/>. There is a lot of very useful information on the website, including software downloads, lab locations, answers to frequently asked questions, and much, much more.
- ❑ **REQUEST FOR COMPUTER SET-UP:** The people who work in the CINS office are incredibly helpful. To set up the computer on the network, set up your e-mail, or load software your department must submit a work order. Then, someone from CINS will call you to arrange a time for them to do the work. There is a cost associated with most software on campus. Once they install the software, it is your responsibility to purchase the license, either through your department, with start-up money, or your personal funds, depending upon what you have arranged. When CINS installs the software, they will give you a form that you sign agreeing to do this. There is information on the form about how to purchase the software. Some software, like a virus-checker (which is highly recommended if you don't already have one on your computer) must be purchased directly from CINS. They will give you a form when they install it. Don't forget to have them install the departmental printer if it is not already on your computer and/or you don't have one of your own.
- ❑ **COMPUTER ACCESS FROM HOME:** You have the option to dial into the university's computer to access the Internet and your e-mail. The process is fairly simple – take a blank, writable CD still wrapped to CINS and they will give you the program to load on your computer at home on a CD. Just take it home, put it in your computer, and follow the instructions. The installation process sets everything up for you. If you have trouble, CINS can trouble-shoot the problem. To access your e-mail, you can use MS Outlook Express, which will already be set to dial into the correct computer for e-mail. For faculty, the mail server is carbon.cudenver.edu.
- ❑ **SET UP A HOMEPAGE:** If you are interested in setting up a web page, CINS has instructions on-line at <http://www.cudenver.edu/public/cins/www.html>. You will need to design your own website. You can program the HTML directly in your directory on the carbon computer or you can design your web page on your own computer using any web developing program (such as Frontpage). After creating your web pages, you will need to ftp them to your personal directory at carbon.cudenver.edu. You can download an ftp program from CINS (under downloads, ws_ftple.exe) if you do not already have one. If you are unfamiliar with creating web pages, the Technology and Learning Team provides instructional technology support for faculty and staff. They have a lab with software as well as technical support. They also run classes on how to use various software packages throughout the semester.
- ❑ **SET UP A LIBRARY ACCOUNT:** Once you have your faculty ID, you will be able to check out books from the library. If you are not already in the computer, they will set up your account for you with your ID. The library has a great website describing all of the services offered: <http://www.cudenver.edu/public/library/>. You can also search the catalogs on-line!

- ❑ **REQUEST AN SIS ACCOUNT:** These take a bit of time to get, but are worthwhile. With a Student Information System (SIS) account you will be able to obtain up-to-date class lists, as well as e-mail addresses of students via a web interface. Be aware that once your account has been approved and activated, your logon information is sent to the person listed on the request form as your supervisor, not directly to you.

- ❑ **REQUEST BUSINESS CARDS:** Once you have your phone number and e-mail address, you can request business cards – the departmental program assistant has the form.

- ❑ **ACCESS TO FITNESS CENTER:** Staff and faculty can obtain access to the fitness center, including basketball courts, racquetball courts, swimming pool, weight room, and aerobic classes for \$110/academic year. You can also rent a locker for \$5/semester. Campus Recreation has a website for more information: <http://clem.mscd.edu/~craweb>

- ❑ **ON-CAMPUS CHILDCARE:** Contact the Auraria Childcare Center, 303-556-3188.

- ❑ **CHECK ON YOUR CLASS TEXT BOOKS:** You should check to make sure that the textbooks you requested for your classes have arrived and that there are enough books for the number of students enrolled in the class. The Auraria Book Center is in the Tivoli.

- ❑ **USEFUL NUMBERS:**

Auraria Book Center	6-3230	Tivoli 2nd floor
Campus Recreation	6-3210	PER Events Center, Rm 108
Computer and Information Network Services (CINS)	6-6100	North Classroom 2514
Facilities Management (keys)	6-3260	1156 7th St. (SW from Parking & Transportation Center)
Human Resources	6-3260	CU 830
ID card	6-8385	Tivoli 243
Joy Breeze, CLAS Dean's Office	6-2558	CU 110L
Library	6-2805	located off the Lawrence Street Mall across from the PER Center
Locksmith	6-4296	1156 7th St. in Facilities Management Building
Parking Services	6-2000	SE corner of the Parking & Transportation Center
Technology and Learning Team	6-8829	North Classroom 4012
Voice Communications	6-4528	CU 850

STUDENT CONCERNS (and How to Address Them)

Based on experiences from associate deans, chairs, faculty, undergraduate advisors, and student services staff, the College compiled a prioritized list of student concerns and complaints involving faculty, and provided suggestions on how to address them.

The first five to six student concerns happen with some frequency. While student complaints at the bottom of the list happen less frequently, those that do occur are often difficult to resolve.

1. Faculty Won't Communicate with Student

- set office hours consistent with commuting students' schedule – not just before or after class
- maintain office hours religiously and keep office hours open
- provide information to students for scheduling an appointment outside office hours
- give students e-mail address and encourage electronic communication
- return phone calls and e-mail messages promptly – preferably within 24 hours
- avoid giving students your home phone
- avoid calling students at their home and never call a student after 10 pm

2. Faculty Won't Communicate Grade Information and Course Standing to Student

- establish detailed grading policies on course syllabus
- routinely communicate grades and class standing on all graded assignments – include attendance and class participation if part of course grade
- regularly post student grades in compliance with FERPA policies (*p. 22*)
- assign approximate grade or class standing after mid-term and before 10th week drop deadline
- do not encourage students to continue course past 10th week deadline if performance is poor

3. Faculty Didn't Inform Student They Were Dropped from Wait List or Not Registered

- realize student and faculty *share* responsibility for accurate registration
- download class rosters from SIS or CU-Denver web site (*p. 15*)
- notify students when they are dropped from wait list
- at 1st, 3rd and 5th weeks of semester, notify students when they are participating but not registered

4. Faculty Won't Award Incomplete grade (IW or IF) – student pressure for Incomplete

- state CLAS Incomplete policy on syllabus (*p. 12*) and CLAS section in *Schedule of Courses*
- do not award Incomplete grade without verified special circumstances
- never award an Incomplete for low grades or for a student who must retake the entire class
- refer upset student to department Chair or associate Dean for academic options (late drop)

5. Student Complains about Course Grade – informal to faculty or formal to College

- detail grading policies on syllabus
- clearly state grading policies for attendance, participation and extra credit on syllabus
- establish consistent grading policies and expected course grades across sections in a multi-section class
- keep defensible attendance and class participation records (*p. 17*)
- return graded materials in a timely fashion
- regularly post grades in compliance with FERPA (*p. 22*)
- meet and listen to student who inquires about their grade
- if necessary, refer student to department Chair or associate Dean
- if necessary, refer student to CLAS Advising Office for formal grade appeal procedures

6. Faculty Humiliate Students in Class

- never resort to faculty misconduct as a result of student misconduct
- avoid using power of instructor to intimidate students
- state CU-Denver campus policy on behavior and conduct on syllabus
- never harass, threaten, demean, humiliate, or talk down to students
- keep conversations about individual student performance private
- immediately inform department Chair and Associate Dean of student misconduct

7. Student Fails to Meet [Dean's List, Graduation, Financial Aid, or Visa] Requirements

- complete grade change (Change of Record Form) in timely manner and within 10 days of the completion of the semester
- turn in grade rosters to department office by stated deadline

8. Faculty Miss Class (no substitute) or are Late to Class/Examination

- honor commitment to meet every class
- start examinations on time
- arrange, if possible, for another instructor to take over class
- if faculty absence is unavoidable, be flexible on required attendance policies for students

9. Faculty Give Examinations During Quiet Week

- note that Quiet Week policy in Schedule of Courses is inconsistent with CLAS practices
- do not give final examination during Quiet Week
- clearly identify on course syllabus any examination that is to be given during Quiet Week
- assume that College and Campus will eventually establish a practical Quiet Week policy

10. Faculty Don't Adhere to FCQ Guidelines – end of semester course/instructor evaluation

- follow directions supplied with Faculty Course Questionnaires
- avoid any possible faculty connection to administration or collection of FCQs
- seek a student volunteer to administer and collect FCQs

11. Faculty Ignore Wait Lists When Adding Students to Class

- download prioritized wait list at end of first week of classes – SIS assistance available
- recognize that faculty do not have to follow wait list priority after wait lists are dropped
- never tell students on the wait list they will be automatically added to the class – responsibility for registration rests with the student and wait list priority dropped after one week
- recognize that students high on the wait list priority (low priority number) will be upset/concerned if other students are allowed in the class ahead of them

12. Faculty Are Charged With Sexual Harassment

- familiarize yourself with CU-Denver policies on sexual harassment – Ombuds Office
- keep all faculty-student relationships at the highest professional level
- avoid suggestive language/jokes that can be considered sexual harassment
- refer all cases of alleged sexual harassment to Ombuds Office

CALENDAR OF FACULTY RESPONSIBILITIES

Faculty have responsibilities that extend beyond the 16-week semester. The following calendar is a summary of faculty responsibilities for instruction based on a generic semester/term calendar. All faculty are highly encouraged to obtain access to the Student Information System (SIS computer for student records) authorization in order to monitor official class rosters and student registration status.

Time Frame (*)	Faculty Responsibilities
-30 to -8	work with Chair to verify course(s) meeting patterns, enrollment limits, and special classroom requirements (location, technology, blackboards, etc.)
.	
-4 to -1	work with Chair to maximize enrollments and minimize wait lists
.	
0	monitor enrollment, download class roster, and finalize syllabus
1	handout syllabus, review course policies, review wait list procedures (exists for one week and faculty lack authority to override wait list priority)
1	download prioritized wait list at end of first week
2	download class roster, identify students dropped from wait list, use Schedule Adjustment Form to add students when space and pedagogy permit
3	download <i>official</i> class roster after 'census date' (12 th day of fall/spring or 8 th day of summer), verify attending students are officially registered, and use Schedule Adjustment Form to add students when course policies allow
.	
3 to 15	meet course schedule, follow course policies, maintain office hours, return graded assignments in timely fashion, regularly communicate performance (including attendance and participation) and class standing to students
.	
5	download class roster, verify that all attending students are officially registered, and notify non-registered students of their status
.	
7 to 9	complete and return mid-semester grade report for new students
.	
9	communicate performance to students before 10 th week drop deadline
10	review FCQ request for additional course or department questions
.	
12	reiterate end of semester policies and format/time of final examination (optional)
.	
15	follow College policies for Quiet Week (no final examination, etc.)
15	administer FCQ course and instructor evaluation (required)
16	administer final examination (optional) or meet class during scheduled final
17	complete grading, determine student performance, sign and return grade sheets to department office by deadline
.	
20 to 23	review FCQ evaluations with Chair

* (-) indicates weeks *before* first day of classes and (implied +) indicate weeks *after* first day of classes

TIME COMMITMENT TO INSTRUCTION

Faculty in the College of Liberal Arts and Sciences are expected to allocate an appropriate amount of time in order to create the best possible learning environment for students. Time commitments extend beyond the scheduled classroom period to include office hours, appointments, class preparation, grading, one-on-one mentoring and tutoring, laboratory/studio supervision, etc.

Faculty are also expected to follow College and Campus policies in the classroom. Time related issues and policies are summarized below.

- Faculty are to maintain office hours each week and post hours on the course syllabus.
Guideline: 2 hours/week for 1st course and 1 additional hour/week for other courses
Note: Commuting students have difficult schedules, and flexibility with office hours and appointments is encouraged.
- Classes should promptly begin and end according to the meeting pattern established in the Schedule of Courses.
- University holidays are observed as stated in the Schedule of Courses.
- Final examinations (optional) are to be administered according to AHEC schedule posted in the Schedule of Courses. Final examinations during Quiet Week are prohibited.
- Faculty who must mis-scheduled class because of professional obligations (meetings, presentations, etc.) should note dates on syllabus and, if at all possible, make arrangements to cover the missed instruction.
- Faculty who must miss class due to illness or unplanned circumstances must notify the department Chair prior to class and, if at all possible, make arrangements to cover the scheduled class(es).
- Faculty who mis-scheduled class because of religious obligations should notify the department chair and make prior arrangements to cover the scheduled class(es).
- In the event that arrangements cannot be made to cover a class in the absence of the instructor, students are to be notified by e-mail and signs posted of class cancellation.

COURSE SYLLABUS

The College of Liberal Arts and Sciences requires instructors to provide detailed course information on the first day of class through a course syllabus. Students who do not attend the first day of class must receive the course syllabus on their first day of attendance. These principles also hold for courses delivered electronically. While not a legal contract, the course syllabus contains important information necessary for students to adequately assess the academic and procedural suitability of the course. Students have 12 (8 in summer) working days to add/drop courses (add/drop period or to 'census date') without academic and financial penalty. It is assumed that students registered in a course after the add/drop period (census date) have agreed to policies stated on the course syllabus.

Faculty are encouraged to use the first class meeting to thoroughly discuss the course objectives, content, grading policies, and classroom policies. Clarification of course policies at the beginning of the semester can eliminate student problems later in the semester. Each course syllabus is to be on file with the department or program office within the first week of classes.

The importance of an accurate, detailed syllabus can't be overstated. A course syllabus in the College of Liberal Arts and Sciences should contain the following information:

Required Faculty and Course Information

- course (dept) prefix, number, section, title and semester
- meeting pattern (optional for traditional, 3-hr, semester-long course)
- instructor's name, office location
- instructor's office phone, office/department fax, and appointment procedures (*p. 11*)
- course prerequisites – cannot differ from prerequisites in CU-Denver Catalog. Faculty are encouraged to use a 'working knowledge' approach to prerequisites. Courses that administratively drop students for failure to meet course prerequisites must contain this information/warning in the syllabus.
- required and optional text books and other course materials
- goals and objective of the course – expected course outcomes
- grading policies – detailed information so that student can calculate their grade (detailed below)
- schedule of course topics – approximate topic schedule
- schedule of assignments and examinations – specific dates to the extent possible
- campus resources relating to course – library, Internet URLs, tutoring, etc.

Suggested Course Information – applicability varies by department and course

- department supervisor's name (typically Chair), location, and phone number
- registration deadlines – add, drop and pass/fail deadline on 12th day, and drop deadline at end of the 10th week (specific dates available in Schedule of Courses)
- statement when pass/fail grades are not allowed – English composition, communication, mathematics, philosophy, and modern language
- outline of wait-list procedures – important for high demand classes, reference to wait-list procedures in the Schedule of Courses
- statement to remind students to verify their official registration at 2nd week of classes
- pedagogies selected for class – lecture, group discussion, papers, projects, etc.
- electronic delivery techniques for on-line and hybrid courses
- expected student effort – hours per week outside of class
- classroom policies – detailed policies for classroom behavior (see below)

Grading Procedures and Policies – The course grading policies must be detailed to the point that a student can derive their grade at any point during or after the semester.

- weighting or assigned percentage for every graded assignment – explicit even for equal weighting
- attendance and participation – consistent with CLAS policies (*p. 17*)
- plus/minus grading – or lack thereof (*p. 19*)
- extra credit – must be available to all students at the beginning of the semester and stated on the syllabus. Students who participate can only improve their grade, and students cannot receive a lower grade because they did not participate. Faculty are discouraged from using extra credit.
- undergraduate vs graduate assignments/grading for a 4000/5000 slashed course
- individual vs group efforts on projects and take-home assignments – Group efforts must be detailed as to what aspects are acceptable as a group effort and what aspects are expected to be completed by the individual student. This is particularly important in courses where students work in partnership with other students to obtain the same data.
- late assignments – what penalty, if any, is imposed for late assignments
- procedures for turning in take-home assignments – details for location and time for take-home assignments. Faculty are encouraged not to use an unattended mail box
- consistent policies and grading expectations across sections in a multi-section course – Students have the right to expect consistent grading policies and patterns across sections of the same course. This responsibility lies with the program coordinator and the involved faculty.

College and Campus Policies Suggested language for the syllabus is given for each policy area.

- CLAS Incomplete Policy (*p. 19*)

Incompletes grades (IW or IF) are not given for low grades. To be eligible for an Incomplete grade, students must (1) successfully complete 75 percent of the course, (2) have special circumstances (verification required) that precludes the student from attending class and completing graded assignments, and (3) make arrangements to complete missing assignments with the original instructor.

- CU-Denver Academic Honor Code (*p. 30*)

Students are to submit only their own work for evaluation, to acknowledge the work and conclusions of others, and to do nothing that would provide an unfair advantage in their academic efforts. Students who fail to comply with the CU-Denver Academic Honor Code are subject to disciplinary action.

- CU-Denver Student and Faculty Conduct (*p. 30*)

The members of the CU-Denver community are committed to creating a place of work and study where everyone is treated with respect and courtesy. Inappropriate behavior is classified as disruption of teaching or research, abuse of property, any form of harassment, or failure to adhere to applicable laws and regulations. Individuals who fail to adhere to CU-Denver Code of Conduct are subject to disciplinary action.

- Campus Accommodations for Students with Disabilities (*p. 26*)

CU-Denver is committed to providing reasonable accommodations and access to students with disabilities. In order to be eligible for academic accommodations, students must be officially registered with the Auraria Disability Services Office (DSO). The DSO staff works in an advisory capacity with students and faculty to develop reasonable instructional accommodations at the beginning of the semester to ensure full participation in academic programs.

Classroom Policies Faculty are encouraged to establish classroom policies in the following areas:

- classroom discussion and student questions – important for large lecture classes
- dissemination of cumulative grade information during semester – FERPA policies (*p. 22*)
- posting of answers to graded assignments – important for cumulative final examination
- electronic devices (pagers, cell phones, etc.) with an audible signal
- use of laptop computers – any instructor-imposed restrictions (noise, other courses work, etc.)
- audio or video taping of lectures
- out-of-class help sessions (optional) – frequency, time, and location
- food and drink – especially for evening or mid-day classes
- official attendance roster – courses that utilize attendance as part of the grade (*p. 17*)
- late-arriving students
- extra examination time for international students with restricted English skills (optional)

Frequently Encountered Situations

1. *The large number of items to be addressed requires a very long course syllabus.* The days of the one-page, vague syllabus are gone. Students need detailed information to evaluate suitability of course policies. Detailed policies and expectations at the beginning of the semester reduce *ad hoc* faculty decisions and promote good student-faculty communication. A 2-4 page syllabus is sufficient to meet the requirements outlined above.
2. *Students often inquire about partial credit on examinations.* Faculty are encouraged to utilize multiple methods to evaluate student performance, some of which may lead to partial credit. Faculty discretion in partial credit is assumed and details of partial credit grading are not required on the course syllabus. Explaining expected use of partial credit is helpful to students.
3. *Student misses the first class period where details of the syllabus are covered.* It is the instructor's responsibility to provide a hard copy course syllabus to each student independent of the student's first day in class and independent of syllabus availability on Internet. For students who miss scheduled lectures, it is their responsibility to obtain course notes from other students and, if necessary, seek clarification of policies outside normal lecture time.
4. *Students often inquire about expected range of course grades.* This is especially true for 'slashed' courses that are simultaneously taught at 4000/5000 levels. While not required, faculty can relieve a lot of student tension by publishing the expected/historical course gpa, range of grades, or a historical percentage of individual letter grades.
5. *Students may ask for more details on academic ethics and student conduct policies.* The College is moving toward having detailed policies published in the Schedule of Courses and/or the CLAS web site. This a good opportunity for faculty to enforce the importance of ethical conduct and appropriate student behavior. Refer students to CLAS Advising Office (ethics) and the Office of Student Life (conduct) for detailed policies and procedures. Please note that conduct policies equally apply to faculty as well as students.

CLASS ROSTERS

[distribution policies under review]

To receive academic credit, students must be officially registered on the Student Information System (SIS) computer system. Students may register manually (Schedule Adjustment Form), by phone, or through the Internet and the CU-Denver web site (www.cudenver.edu). Students are required to register by the end of the add/drop period printed in each semester's Schedule of Courses (12th day of classes for fall/spring or 8th day for summer).

While it is ultimately the student's responsibility for accurate registration and tuition payment, faculty also have an obligation to ensure that students are accurately registered in their classes. *Faculty must not allow students to participate in courses unless they are officially registered.*

Official student registration can be verified through the official class roster, or class list. A printed class roster is supplied by the Records Office five times each semester and outlined below.

- first day of class – UNOFFICIAL/ADVISORY, registered and wait-listed students (separate lists on same page) available for the first day of class
- second week of class – UNOFFICIAL/ADVISORY, registered and dropped wait-listed students (separate lists on same page) after wait-lists are dropped at end of first week
- census date roster – OFFICIAL, students registered after end of add/drop period
- end of semester roster – OFFICIAL, grade report sheet(s) used to record letter grades for students

Unfortunately, class rosters from the Records Office are neither complete nor timely. Campus mail and department distribution can delay class rosters 3-5 days. MSCD students registered through the Common Pool, Extended Studies students registered through the Space Available Registration program, Boulder/Health Science Center students registered through Concurrent Registration, and CCD students registered through Inter-institutional Registration appear on separate class rosters or don't appear until after the census date class roster.

To minimize problems with student registration and end of semester grades, faculty are encouraged to check the official class rosters several times at the beginning of the semester. Faculty should not rely on student attendance and participation (class list generated by passing around a sheet of paper) as an indication of official registration. Faculty who teach slashed courses (4000/5000 for example) must pay particular attention that each student is registered for proper course level.

Class Roster Access

Up-to-date class rosters for CU-Denver registration (excludes Extended Studies and MSCD) are available to every faculty member through the SIS computer system or the University of Colorado system web site.

(p. 22) Faculty authorization (J-number) is required for either the SIS or Internet access, and every faculty member is strongly encouraged to seek SIS authorization. SIS access is initiated by completing the Request for System Access and Responsibility for Security and Confidentiality of Education Record forms available on the CU-Denver web site: <http://www.cudenver.edu/register/forms.htm>.

SIS – screen 107 alphabetically lists student and student number with either major or phone number (P Option), and each monitor screen can be sent to a printer for a hard copy.

Internet – <https://hydra.cusys.edu/pinnacle/operhome.dn.htm> provides alphabetical class list which can be downloaded to a personal computer for electronic grade book records.

OPERATOR PAGE/CLASS LIST INSTRUCTIONS

The Operator Page is an Internet web site where faculty can access Student Information System (SIS) data including the official class list of registered students (with telephone numbers and email addresses). The class list can be downloaded to a printer or to a spreadsheet. Faculty will be able to e-mail an individual student or an entire class. To use the site, faculty must have SIS access authorization and be assigned a Operator Page sign on ID and password.

First, determine whether you have SIS access (J-number). If you are unsure whether you have SIS access, please call the Records Office, 303-556-2271. If you do not, the application form is available at:

<http://www.cudenver.edu/register/forms.htm>

Complete both the Request for System Access and the Responsibility for Security and Confidentiality of Education Records forms, obtain your supervisor's signature, and forward to the Campus SIS Security Officer, Campus Box 167. You will receive access instructions via e-mail.

If you have access to SIS, you are already authorized access to the Internet web Operator Page. Contact the Records Office, 303-556-2271 for your Operator Page sign on ID and password.

The Internet web address for the Operator Page is:

<http://hydra.cusys.edu/pinnacle/cgi-bin/sisget.cgi/dn/awosgnon/>

When successfully signed on, select 'Classlist' from the menu at the bottom of the page. Continue to:

- 1) select Main Campus (or Extended Studies);
- 2) select term (eg. Fall Semester 2001);
- 3) select the course subject from the pull-down menu;
- 4) type in the course number;
- 5) type in the course section;
- 6) select Enrolled Students (or Waitlisted Students or Enrolled & Waitlisted Students);
- 7) select SELECTED Section only (or COMBINED SECTIONS);
- 8) select display phone numbers (or do not display phone numbers);
- 9) select Do not display E-mail address (or Display e-mail address).

Choose 'Display' or 'Download' at the bottom of the screen (may take several seconds to compile). If 'Display' was chosen, the screen can be printed. (Experience has shown that printing is more successful when using Internet Explorer than when using Netscape). If 'Download' was chosen, you will be prompted to name a file where the data will be saved. It is recommended that you save it to the name of the class. Open the file in your spreadsheet; make column width adjustments; delete unnecessary columns; and add columns to serve your needs.

If you have selected Display e-mail address, you can e-mail an individual student by clicking on the student's e-mail address or you can e-mail the entire class from the prompt at the bottom of the list.

Do encourage the students in your classes to confirm (and change if appropriate) their e-mail address. They can do this on the web student sign on page.

Do change your password the first time you sign on to the Operator Page.

Other information relevant to individual students (address, schedule, grades, unofficial transcript) can be obtained by selecting from the menu at the bottom of the page.

STUDENT ATTENDANCE

[policies under review]

Student performance is directly related to attendance and participation. Whether or not attendance is officially part of a student's grade, faculty should encourage student attendance and warn students that poor attendance is likely to adversely affect their academic performance and success in the course.

Employment, family and personal responsibilities of CU-Denver students are very different compared to the typical 18-year old student on a residential campus. In setting attendance policies, faculty are encouraged to balance pedagogical needs of the course with the realities of adult, commuting students.

Excused Absences

CLAS policies require that students be provided accommodations for required attendance and for graded assignments missed because of illness (which precludes attending school or work), certain official university functions, mandatory religious obligations, military obligations, and special circumstances outside the student's control. It is the student's responsibility to contact the instructor prior to the graded assignment date and to verify, if required, the nature and extent of the special circumstances. It is the instructor's responsibility to provide a reasonable accommodation for making up the missed assignments. A reasonable accommodation may include not counting the absence(s) against a required attendance policy, a make-up examination, or a relaxed assignment deadline. Faculty who drop one graded assignment before calculating the course grade may still be responsible for providing a reasonable accommodation for an excused absence.

It is important to note that individuals differ in their ability to handle discomfort and pain. Some students can take examinations with a moderate amount of discomfort, while others may have their academic performance compromised by a minor illness. Discernment of a student's ability to attend class or participate in a graded exercise should be that of the physician, not the student or faculty member.

Faculty are encouraged to consider major religious holidays when constructing the course schedule. Excused absences for mandatory religious obligations require discretion on the part of the instructor as there is no official list of eligible religions or religious holidays. It is the student's responsibility to inform the instructor of mandatory religious conflicts at the beginning of the semester.

Required Attendance Student attendance is part of course grade

The course syllabus must contain a detailed attendance policy. The stated attendance policy must distinguish between absent and tardy, and must identify the method for taking official attendance. Official attendance cannot be based on a visual scan of the classroom with absences noted in the grade book. It is typical to require student signatures on an attendance log for official attendance.

Faculty who use attendance as part of the student's grade must regularly communicate attendance data to students during the semester.

End of Semester Absences

Students may have special circumstances at the end of the semester that preclude the completion of the course. Upon verification of the special circumstances and consistent with CLAS policies, the instructor may award an Incomplete grade of IW or IF. *(p.19)*

Frequently Encountered Situations

1. *Student has chronic illness or repeated excused absences in a course with required attendance.* It is the student's responsibility to avoid, if possible, courses with required attendance when a chronic medical conditions or repeated absences will interfere with class participation. Faculty should bring this situation to the attention to the CLAS associate Dean before the end of the semester.
2. *Student does not provide requested evidence necessary to verify excused absences by the end of the semester.* It is the student's responsibility to provide requested documentation in a timely manner. In the absence of verified special circumstances, faculty should not award the student an Incomplete grade, but should assign the grade earned by not excusing the absences. However, faculty should be tolerant of students whose special circumstances are difficult to verify (private medical records, supervisor's letter after student's termination, personal phone records, police records, etc.)
3. *Student appeals course grade based on alleged inaccurate faculty record of attendance.* Depending on how the instructor took attendance, this is often the word of the student against the faculty member. The College holds faculty responsible for accurate, verifiable attendance records in courses where attendance is a part of the student's grade.

GRADING POLICIES

The course instructor is responsible for evaluating student performance consistent with the grading policies of the University of Colorado and those stated in the course syllabus. Evaluation of student performance is left to the instructor; however, the course syllabus should include specific information about graded assignments and the evaluation methods to be employed. *(p.12)*

University of Colorado Grading System – 4.0 Scale

The College utilizes the grading system adopted by all four campuses of the University of Colorado.

A	superior or excellent performance	4.0 quality points per credit hour
B	good or better than average performance	3.0
C	competent or average performance	2.0
D	minimum passing performance	1.0
F	failure, no credit allowed	0.0

A plus/minus grading system may be used. A '+' increases the numeric grade by 0.3 units while a '-' decreases the numeric grade by 0.3 units. 'A+', 'F-' and 'F+' grades are not allowed.

Incomplete Grades – IW and IF

Faculty may assign students an incomplete grade of 'IW' or 'IF' to signify that special circumstances beyond the student's control prevented the student from completing a small portion of the course and that a final grade cannot yet be assigned. Upon completion of the missing course work, a Change of Record Form is completed by the original instructor to change the 'IW' or 'IF' to a letter grade.

An 'IW' is an Incomplete Withdrawal while an 'IF' is an Incomplete Failure. The 'IF' grade does not denote that the student is failing the course, but may be interpreted in such manner outside the University. Students have 12 months to complete the missing assignments with the original instructor. If the missing assignments are not completed within the allotted 12 months, the 'IW' reverts to a 'W' and the 'IF' reverts to a 'F' on the student's transcript. The original Incomplete grade remains on the student's transcript even after a letter grade is assigned.

Incomplete grades, 'IW' or 'IF' are faculty discretionary grades available on the grade sheets provided at the end of the semester. However, CLAS faculty have passed a college policy relating to the awarding of Incomplete grades, and some departments have specific policies on Incomplete grades. Faculty are encouraged to state the CLAS policy below on their syllabus. *(p.12)*

Students in CLAS classes may be awarded an Incomplete grade, 'IW' or 'IF', only if the following conditions are satisfied: (1) student successfully completes 75% of course, (2) student has special circumstances that precluded the completion of graded assignments, (3) the missed assignments are to be completed with the original instructor, and (4) course grade is determined using original grade combined with missed assignments.

- Students who must retake the course are not eligible for an Incomplete.
- Students with poor academic performance are not eligible for an Incomplete.
- Students making up an incomplete should *not* re-register for the course.

Students who meet criteria for an incomplete are encouraged to complete the CLAS Course Completion Agreement which is available from the CLAS Advising Office, NC 2024. This informal, but important, contract verifies completed assignments, identifies missing assignments, gives current course grade, and stipulates the time frame and other conditions necessary to obtain a letter grade in the course. *(p.35)*

Pass/Fail Grading Option

Students may select the pass/fail grading option for many courses. Students should be encouraged to contact their advisor in the CLAS Advising Office to review restrictions regarding the pass/fail option. In most cases, the instructor will not have knowledge of the student's pass/fail grade option.

For pass/fail courses, the instructor submits a regular letter grade to the Records office at which time grades of 'D-' or higher are translated to a 'P' and do not affect the student's grade point average. A pass/fail letter grade of 'F' remains an 'F' and contributes to the student's grade point average.

Students must decide on taking a course pass/fail by the end of the add/drop period as noted in the Schedule of Courses. Students are rarely allowed to change their pass/fail status after this deadline, and never after graded assignments are due. The pass/fail grading option is exercised on the CU-Denver Schedule Adjustment (Drop/Add) Form, and instructor permission is not required if within the add/drop period. **(p.33)**

No Credit Grading Option

A No Credit grading option is an official audit and carries no credit towards graduation requirements. The 'NC' grade is automatically indicated on the course grade sheet and placed on the student's transcript. Students rarely select the No Credit grading option.

No Credit is an official registration providing students with the same rights and privileges as students registered for a letter grade. It is up to the student and instructor to formulate policies for course attendance, participation and graded exercises.

Students must decide on taking a course for No Credit by the end of the drop/add period as noted in the Schedule of Courses. Students must pay for No Credit courses consistent with tuition policies for the semester.

Repeated Courses

Students may re-register for any course. Both (all) courses remain on the transcript and both (all) grades are used to calculate the student's grade point average. Course credit toward graduation is counted only once for a given course no matter how many times the course is repeated.

Posting Grades (p. 22)

The posting of grades by name or student number (even with name obscured) violates federal law under the Family Educational Rights and Privacy Act (FERPA) and is strictly prohibited. In principle, no grade may be posted in a manner that would allow a student to learn another student's grade.

Faculty should not post final course letter grades in any manner. Student grades turned in by faculty are quickly posted on the SIS computer and available to students via phone or the Internet.

CLAS Grades

The College does not have a policy regarding individual student grades or average course grades. Grading profiles are at the discretion of the instructor. Departments have the option of asking faculty to grade within a certain ranges, and instructors of courses with multiple sections have an obligation to keep grade differences between sections within a reasonable range.

The Dean's Office evaluates grades at the end of each semester. Department averages are shared across the College and individual faculty grades are shared with the department Chair. Over the last five years the average CLAS grades are indicated below.

lower division undergraduate	2.6 - 2.8
upper division undergraduate	2.9 - 3.1
graduate	3.4 - 3.6

Frequently Encountered Situations:

1. *Student asks whether the faculty member uses plus/minus grading.* Plus/minus grading is at the discretion of the faculty member. Faculty electing to not use plus/minus grades should indicate this on the course syllabus as most CLAS faculty utilize the plus/minus grades.
2. *Student asks for Incomplete grade to satisfy financial aid requirements.* Financial aid requires students to successfully complete certain semester hours by the end of the semester. Grades of 'IW', 'IF', 'W', 'NC', and 'F' do not satisfy financial aid requirements. An Incomplete grade will not satisfy Financial Aid requirements.
3. *Student asks for Incomplete to complete a course assignment.* In the absence of special circumstances, extending the semester for a student is a form of individual extra credit and not allowed by college policies.
4. *Student asks for No Credit after midterm.* The Metropolitan State College of Denver 'no credit' is equivalent to the CU-Denver 'drop.' Students should be asked if they are MSCD or UCD students. CU-Denver students are ineligible for changes in the 'no credit' status after the add/drop period. MSCD students are typically subject to CLAS deadlines and course policies.
5. *The grade sheet from MSCD does not contain plus/minus grades.* MSCD provides a separate grade sheet for their students taking CU-Denver courses through the Common Pool. Plus/minus grades are not permitted for MSCD students, and handwritten '+' or '-' notations are ignored.
6. *Student inquires as to what it will take to earn a grade of 'X' in course.* Students are responsible for knowing the passing grade, typically 'D-' or 'C', in their courses. Faculty should not encourage poorly performing students to stay in the course past the 10-week drop deadline as student performance rarely improves at the end of the semester. Regular communication of student performance during the semester is the best way to minimize this type of student question.
7. *Faculty deliberate IW or IF grade for student who meets Incomplete grade policies.* While Business and Engineering faculty can only use the IF grade, CLAS faculty can award either the IF or IW grade. Faculty control is the advantage of the IF. Transcript appearance (avoids connotation of failing performance) to student is the advantage of the IW.
8. *Student complains about grade after the semester is completed.* Faculty are encouraged to regularly communicate grade information to students during the semester to minimize student complaints. Faculty should meet with student to evaluate nature of complaint. Faculty grading mistakes are easily handled with the Change of Record Form. Otherwise, student should be directed to contact department Chair for departmental review or the CLAS Advising Office about a formal grade appeal.

ACADEMIC RECORD CONFIDENTIALITY

The Family Educational Rights and Privacy Act of 1974 (Title 34 of the Code of Federal Regulations, Part 99) is referred to as FERPA, or the Buckley Amendment, and grants to students rights, privileges and protections with respect to their educational records maintained by the faculty, department, college and campus. FERPA provides for two types of student information:

- directory information** – information such as name, address, telephone number, e-mail address, dates of attendance, registration status, class, major, and degrees and awards received
- educational records** – records (including grades), files, and documents which containing student information

While directory information can be released without permission of the student, all educational records are confidential. Any academic record that is individualized with a student's name, social security number, or student number must be protected. In practice, all inquiries (written, verbal, or phone) should be handled with discretion. CLAS provides the following guidelines to ensure compliance with FERPA:

- Inquiries about student directory information are to be directed to the Registrar, 303-556-2389.
- Inquiries from an officer of the court (police officer, lawyer, etc.) are to be directed to the Registrar or University Counsel, 303-556-4339.
- Phone conversations about directory information or educational records are prohibited, even if the inquiry is from, or believed to be from, the student.
- Posting of grades by name or student number is prohibited.
- Student permission is required before grades are posted using a private code.

The biggest impact on faculty is the posting of grades. The posting of grades by name or student number (even with name obscured) violates federal law under FERPA and is strictly prohibited. In principle, no grade may be posted in a manner that would allow a student to learn another student's grade.

The College strongly encourages faculty to communicate grade information to students and the entire class on a regular basis, but discretion is required to comply with federal law. It is a good practice to ask if any student objects to having their grades posted. It is wise for faculty to remove any objecting student before individual student grades are posted.

Assignment Grades – assignment grades and cumulative course grades during the semester

Faculty should ask each student to provide a code, known only to the student and the instructor, which can be the basis of sorting students and posting grade information. Please note that posting of grade information using a private code is still prohibited if the listing of students is done alphabetically. Faculty must sort student names according to the private code before grade information is posted.

It is not acceptable to the College to post grades using the last four digits (or any portion) of the official student number.

Course Grades – final letter grade after completion of the semester

Faculty should not post final course grades in any manner. Student grades turned in by faculty are quickly posted on the SIS computer and available to students via phone or the Internet.

It is acceptable for students to supply the faculty member with a stamped, self-addressed envelope to return the final examination or paper, and to divulge the final course grade.

GRADUATE STUDENTS

CLAS offers Master's Programs in Anthropology, Biology, Chemistry, Communication, Economics, English, History, Applied Math, Political Science, Psychology, Sociology, Technical Communication, Social Sciences, Humanities, Basic Science, Environmental Sciences, and Ph.D. Programs in Applied Math and Health and Behavioral Sciences.

Appointment to the Graduate Faculty

All graduate courses must be taught by members of the Graduate Faculty. Tenure-track/tenured faculty are eligible for regular membership and instructors, honorarium instructors and other qualified individuals are eligible for special membership.

- Each department has established criteria for graduate faculty membership.
- A letter from the Chair or graduate coordinator recommending appointment must be sent to the CLAS Dean along with a current vita (send the materials to Jana Everett, Associate Dean). The letter should provide a justification for the appointment, indicate the length of the appointment, and in the case of special appointments, specify the responsibilities to be assigned.
- The Dean's Office provides a roster of Graduate Faculty each semester to the Dean of the Graduate School by the end of the second week of classes.
- If a special appointment needs to be made during the semester, follow the above procedure and the Dean will send the name to the Dean of the Graduate School.
- Terms of Appointment: Regular graduate faculty should be appointed to terms that coincide with their appointments, or in the case of tenured faculty, to terms that coincide with their post-tenure review cycle. Special graduate faculty are appointed to 1-3 year terms.

Serving as Advisor for a Graduate Student

Departmental graduate coordinators should be consulted for departmental policies. Faculty should become familiar with the following Graduate School policies.

Transfer credits Up to nine hours can be transferred in from another graduate program and up to nine hours taken at CU-Denver as a non-degree student (with a grade of B- or better) can be applied toward a CLAS Master's degree, but the total of transfer and CU Denver pre-admission credits may not exceed 15. Up to 18 transfer credit hours or credit hours taken as a non-degree student may be applied toward a Ph.D. degree.

Readmission. If a student does not register for three consecutive terms, he/she needs to be readmitted. This involves the student filling out Part I of the graduate admission form.

Graduate courses. All courses that count toward a graduate degree must be approved by the degree-granting graduate program. At least 30 hours must be considered of graduate rank.

Minimum GPA. A minimum GPA of 3.0 in courses applied to a degree program is required. Grades of 'C' or better are accepted for the master's degree program. Courses applied to a graduate degree may not be taken pass/fail.

Probation. If a cumulative GPA falls below 3.0, the student will be placed on academic probation by the Graduate Dean. In the semester following placement on probation, the student's course work GPA must be at least 3.0 or the student will be suspended. At the end of two semesters after being placed on probation, the student must raise his/her cumulative GPA to 3.0 or he/she will be suspended. A student may petition the Graduate Dean for an extension of the probationary period in extenuating circumstances.

Deadlines. The Graduate School deadlines (for filling the Admission to Candidacy, for scheduling and holding the Comprehensive Examination, for thesis format review, and for filing the thesis) are published each semester in the Schedule of Classes.

Admission to Candidacy. At the beginning of the semester in which a student plans to graduate, he/she should file a completed Application for Candidacy with the Graduate School by the appropriate deadline. The form is available in the Graduate School or the student's program office. The form should be signed by the student's advisor and the program chair or director.

Comprehensive Examination. (In some cases this is the thesis defense) Students must be registered when they take the examination. The examination is to be given by a committee of three members of the graduate faculty.

Time Limits. Seven years for Master's degree and eight years for Ph.D. (ten years with approved leaves of absences).

Residency Requirements. A minimum of three semesters of work must be completed at CU-Denver.

INTERNATIONAL STUDENTS

The number of international students in classes at CU-Denver is small but growing. International students come to CU-Denver from CLAS International Colleges sites (Moscow, Beijing, Katmandu, Taipei, and Ulanbator), exchange programs sponsored by CU-Denver and other U.S. colleges, and international recruitment programs. CLAS courses also serve international students in other CU-Denver colleges, especially the College of Business. CU-Denver currently has over 600 international students in degree programs.

It is important for faculty to have a basic understanding of some of the immigration laws and regulations that govern international students during their stay in the U.S. Regulations place limitations on the flexibility of programs, off-campus employment, minimum grades, visa status, etc. Additionally, international students who are sponsored by their home government may have additional restrictions on grades and length of stay.

CU-Denver is approved by the Immigration and Naturalization Service (INS) to issue Certificates of Eligibility for student status visas (F-1) and by the U.S. State Department to sponsor exchange visitor students and scholars visas (J-1).

In order to maintain immigration status at CU-Denver, an international student must (1) attend the school whose document was used to gain admission to the U.S., (2) complete a minimum number of credit hours each semester (12 for undergraduate and 5 for graduate students), (3) keep a valid passport at all times, and (4) not accept *unauthorized* employment as defined by INS or a CU-Denver official. Faculty must keep these regulations in mind when teaching and advising international students. Falling out of immigration status is very serious for international students and adversely affects their ability to remain at CU-Denver. Faculty should consult with the Office of International Education (OIE) when academic issues may affect a student's immigration status.

Office of International Education, CU 140 (left of lobby elevators)

Larry Bell	director	303-556-4924
Karen Goubleman	study abroad coordinator	303-556-3388
Deborah Durkee	international student advisor	303-556-4924

Frequently Encountered Situations

1. *Student claims to be an international student, but faculty is not sure.* The Admissions Office typically assigns student numbers beginning with an 800 (800, 801, or 802) to international students. However, international students may have a real social security number for a student number, and an 800 student number does not guarantee international student status. International student status (Y/N), visa type, and citizenship are provided on SIS screen 009.
2. *International student asks for special accommodations based on limited English skills.* The language of instruction at CU-Denver is English. International students must meet English proficiency (525 TOEFL) to gain admission to the College. Some international students may have limited classroom English skills. Faculty should contact the OIE for international students with severely limited English skills. At the discretion of faculty, the following accommodations are acceptable in CLAS: use of dictionary at all times (including examinations) and extra time for in-class examinations.
3. *International students work in groups for all assignments.* International students seek academic support and often work together. Through course syllabus and discussion of class policies, faculty should emphasize when an individual effort is required. Faculty must avoid the hasty generalization that cultural differences promote cheating among international students. Faculty should establish written guidelines for *all* students for group and individual efforts on graded assignments.

STUDENTS WITH DISABILITIES

The University of Colorado at Denver is committed to providing reasonable accommodation and access to programs and services to students with disabilities. CU-Denver strives to comply with the portions of the Americans for Disabilities Act (ADA) dealing with students. The Auraria campus established the Disability Services Office (DSO) to serve the needs of the diverse community of students with disabilities attending the three institutions housed on the Auraria campus. CU-Denver works with DSO on all accommodations involving students with disabilities.

AHEC Disability Services Office, AR 177P

Lisa McGill	director	303-556-8387
Maria Estrada	office manager	303-556-4704

The College established formal policies to assist students with learning disabilities in modern language and mathematics classes. Learning disabled students should be directed to the CLAS Advising Office, NC 2024 for assistance in meeting CLAS modern language and mathematics requirements.

Student Responsibilities

CU-Denver students seeking accommodations for any type of disability must be registered with the Auraria Disability Services Office. DSO maintains lists of off-campus diagnostic and clinical personnel that can assist students in completing registration requirements. DSO staff will work with the students and faculty to develop reasonable academic accommodations at the beginning of the semester.

Faculty Responsibilities

Once students comply with ADA requirements for disability registration with DSO, faculty must work with DSO staff and the student to develop reasonable accommodations. Faculty are not required to comply with requests that alter course requirements. The ADA requires *reasonable* accommodation, and faculty are required to consider every student request. The College strongly encourages faculty to work with DSO staff and to rely on their expertise in determining reasonable accommodations.

Frequently Encountered Situations

1. *Faculty are approached by a student claiming a disability and requesting accommodation(s).* It is acceptable to work directly with students; however, faculty are strongly encouraged to work with DSO to verify that the student is registered and that accommodations are consistent with the disability and academic requirements of the course. Faculty are not required to provide any accommodations to students not registered with DSO.
2. *Student approaches faculty for accommodations after midterm examinations.* Students are responsible for registration with DSO and arranging reasonable accommodations at the beginning of the semester. Faculty are reminded that registration is difficult and requires considerable documentation. If student had difficulty in registering, faculty tolerance is expected. If student waited until achieving poor grades, then faculty are encouraged to treat on a case-by-case basis and work with DSO staff.
3. *Faculty are uncertain as to what constitutes 'reasonable' accommodation.* DSO staff are the best resource in arranging reasonable accommodations. Accommodations are dependent upon the disability but may include note takers in class, relaxed deadlines for assignments, tests administered under secure conditions at DSO office, extra time for in-class examinations, etc.

STUDENTS WITH EMOTIONAL ISSUES

Faculty will discover that there is a small, but growing, population of students with emotional problems that interfere with their ability to handle the academic workload and succeed in the classroom. CU-Denver established the Student Counseling Center to assist students with this need. This Center also houses the Counseling and Family Therapy Center open to individual faculty and staff, as well as couples and families.

The Student Counseling Center provides free, short-term (up to 10 sessions) counseling to students who may be in need of assistance in issues related to student behavior. The Center is staffed by professional psychotherapists and advanced graduate-level students who are supervised by licensed, practicing psychologists and CU-Denver faculty members. The Center also refers students to off-campus, long-term counseling when appropriate. The Center provides workshops on stress management, conflict resolution and acculturation issues.

Most faculty are ill-prepared to identify emotional problems let alone counsel students in this situation. To assist students with emotional problems, faculty should contact the CU-Denver Student Counseling Center. Professional services are available through the Student Counseling Center to assist faculty in this area.

CU-Denver Student Counseling Center, NC 4036 303-556-4372
(housed in School of Education)

Frequently Encountered Situations

1. *Faculty don't know whether to contact Office of Student Life or Counseling Center for disruptive students with emotional problems.* This is a difficult, judgement call on the part of the faculty member. Faculty with disruptive students that interfere with the classroom learning environment should contact the Office of Student Life. Students with personal problems that do not interfere with the classroom environment should be referred to the Student Counseling Center.
2. *Faculty don't know how best to encourage students to seek counseling.* Call the Counseling Center and seek their advice. Be persistent without being intrusive. Privately ask the student how the counseling is going. Faculty with students judged to be a threat to themselves or others should immediately escort the student to the Counseling Center.

ACADEMIC ETHICS

As members of the CU-Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in all forms of academic work. The CLAS Ethics Committee; composed of faculty, students and staff; is charged with establishing academic ethics policies and, when necessary, to evaluate ethics charges against students or faculty.

The College is working to summarize academic ethics policies and procedures in the Schedule of Courses or a College web site. Faculty are encouraged to place a summary statement concerning academic ethics on their syllabus. (*p. 12*) While most student violations center around cheating or plagiarism, the Honor Code is more comprehensive and includes the following categories: plagiarism, cheating, fabrication and falsification; multiple submission, misuse of academic materials, and complicity in academic dishonesty. Faculty should consult the CU-Denver Academic Honor Code found in the CU-Denver Catalog or the CLAS Ethics Bylaws for details.

Academic Dishonesty Incidents

Faculty are encouraged to try to handle alleged academic dishonesty cases at the faculty or department level. Many cases of academic dishonesty involve miss communication, absence of clear policies on syllabus or assignments, or cultural differences; all of which are best handled at the department level. Additionally, the College associate Dean will work with a faculty member and student(s) in an effort to facilitate communication and to resolve the dispute before the end of the semester and the issuance of final grades.

Faculty who have *evidence* suggesting a student is guilty of academic dishonesty should

- privately confront the student with the evidence
- listen to the student's perspective and keep communication lines open
- evaluate all evidence and circumstances
- determine appropriate consequences (warning, zero/failing grade on assignment, or failing grade for course)
- inform student in writing of decision, if grade is to be lowered in any manner

Faculty Responsibilities

CLAS Faculty have a large amount of discretion in handling ethics violations at the department level, up to and including a failing course grade. Any other sanctions (suspension, transcript notation, etc.) desired by the instructor must be forwarded to the CLAS Ethics Committee via the CLAS associate Dean. Faculty have responsibilities to uphold student's rights in matters of alleged academic dishonesty.

If the faculty decision concerning the alleged academic dishonesty adversely affects the student's assignment or course grade, a letter to the student is required (see form letter below) with copies to the department Chair and CLAS associate Dean. The letter outlines the charge(s) against the student and informs the student of their rights. Faculty responsibilities in alleged ethics violations that lower a student's grade are summarized below.

- written notification to student outlining charge(s), statement of student rights, information about ethics policies, and student support services
- written notification (copy) to department Chair and CLAS associate Dean
- student allowed to fully participate in remainder of class
- student not allowed to drop or withdraw from class
- compilation of physical and eyewitness evidence for possible CLAS Ethics Committee hearing at request of faculty or through appeal by student

Should the dispute go to the CLAS Ethics Committee, the burden of proof resides with the faculty.

Form Letter – Student Notification of Alleged Ethics Violation

Faculty must formally notifying students charged with academic dishonesty which results in a lower assignment or course grade. The following outline should be used, and the resulting letter should be delivered via U.S mail or hand delivered in the privacy of the faculty member's office.

Mr./Ms. [formal student name from official class roster]
[official SIS address from screen 003, or can be hand delivered]

Dear Mr./Ms. [last name]

I am charging you with a violation of the CU-Denver Academic Honor Code. It is alleged that you [outline of charge(s) against student in single paragraph].

The College of Liberal Arts and Sciences (CLAS) Ethics Bylaws allow the instructor to lower a student's grade for an alleged violation of the CU-Denver Honor Code. I am [specific statement of intent to lower assignment or course grade]. [optional statement of forwarding case to CLAS Ethics Committee.....It is my opinion that this alleged incident is a serious violation of the CU-Denver Honor Code, and I am forwarding this letter to the CLAS Ethics Committee in order to initiate a hearing and to seek [your suspension] from the University.]

The CLAS Ethics Bylaws encourage you to continue in [course prefix and number]. I commit to fair and impartial grading of all remaining assignments and course participation. You will not be permitted to drop or withdraw from this course. You may immediately appeal my decision to the CLAS Ethics Committee, and you can initiate the appeal through your advisor in the CLAS Advising office, NC 2024, 303-556-2555. You will be formally notified of any CLAS Ethics Committee hearing.

To understand your rights and Ethics Committee procedures, I encourage you to contact the CLAS Advising Office, NC 2024, 303-556-2555, to obtain a copy of the CLAS Ethics Bylaws. I also encourage you to contact Paul Encinias in the Educational Opportunity Program Office, NC 2012, 303-556-2777. Dr. Encinias works with CLAS students who are charged with an ethics violation, and he often accompanies the student to the Committee hearing.

[faculty signature]

cc: [confidential copies to department Chair and CLAS associate Dean]

Frequently Encountered Situations

1. *Evidence of academic dishonesty against a student is not concrete.* For all student cases evaluated by the CLAS Ethics Committee, the burden of proof is squarely on the faculty member. Situations without compelling evidence should be handled privately with the student and may include verbal warning, specific seating assignments, review of ethics policies with entire class, etc.
2. *Faculty believe student downloaded paper from Internet but can't find source.* Web sites have been developed to assist faculty in locating Internet papers and faculty should consult experts in Internet communications. Faculty should consult www.google.com web site.
3. *Student unintentionally violates the academic ethics policy.* It is the student's responsibility to understand and adhere to the CU-Denver Academic Honor Code. Faculty are not required to define academic dishonesty, but are encouraged to place a general statement on the course syllabus that refers students to details of the Academic Honor Code. (**p. 30**) While an unintentional violation is still a violation, faculty are encouraged to consider intent in determining appropriate consequences.
4. *Student is officially matriculated in another college.* CLAS faculty should adhere to CLAS policies relating to academic honesty whether the student is officially in CLAS or another CU-Denver college. Any jurisdictional issues are handled at the associate Dean level.

CODE OF CONDUCT

[policies under review]

All members of the University of Colorado at Denver community must commit to creating a place of study where everyone is treated with respect and courtesy. Everyone must share in the commitment to protect the integrity, rights and personal safety of each member of university community.

The University of Colorado at Denver established a Code of Conduct which the College is working to summarize in the Schedule of Courses or an Internet site. While violations center around disruptive behavior in the classroom, the Code of Conduct is more comprehensive and includes the following categories: disruption of teaching, research or administrative activities; abuse of property or possessions; falsification or misrepresentation of university documents, harassment in any form with intent to injure, threaten, humiliate or demean; and failure to adhere to laws and regulations applicable to the on- and off-campus activities. The Code of Conduct deals with behavior of faculty and staff in addition to that of students. Faculty should consult the Code of Conduct found in the CU-Denver Catalog, and the Code is available in the Office of Student Life pamphlet.

Faculty Responsibilities

Faculty should fully inform students of expected behavior in the classroom, laboratory and studio. The course syllabus should include major aspects of expected student behavior (*p. 12*) and details should be discussed during the first class period. It is the faculty's responsibility to model behavior and attitudes to promote a positive learning environment.

Conduct Violations

CLAS faculty have a large amount of discretion in handling conduct violations. Similar to academic dishonesty, faculty are encouraged to try to handle conduct violations at the student-faculty or student-department level. The Director of Student Life, 303-556-3399, will work with faculty and student(s) in an effort to eliminate disruptive behavior.

CU-Denver students are committed to an orderly learning environment. Students support faculty efforts to eliminate disruptive behavior, and disruptive behavior should not be allowed to continue. Faculty who experience disruptive behavior, or other Code violations, have several options available.

- ignore disruptive behavior – only for isolated minor violations
 - dismiss behavior with a joke – disruptive behavior is inherently serious and difficult to handle with a jocular approach
 - address the disruptive behavior directly by reiterating conduct policies to entire class
 - address the disruptive behavior directly by acknowledging student's concerns and ask student to see you after class (private location, not classroom or hallway)
 - work with department Chair to discuss disruptive behavior and identify options
 - work with Disability Services Office – disabled students not adhering to agreed conduct
 - work with Counseling and Family Therapy Center
-
- initiate a hearing with Director of Student Life and the student to review entire situation and seek consensus resolution
 - ask disruptive student to leave classroom or laboratory
 - dismiss class calmly and retain disruptive student
 - briefly leave classroom to contact AHEC public safety (303-556-3271 or 911) – threat of physical violence

When meeting with a disruptive student in private, faculty are encouraged to listen to student and seek the underlying reason(s) for the disruptive behavior. Avoid misconstruals and misrepresentations from the beginning. Brainstorm solutions with the student, and possibly seek counsel from Office of Student Life. Clearly articulate the agreed upon responsibilities of each party, and strongly consider a written agreement. Finally, it is appropriate to establish a time frame for meeting(s) to review success of agreed upon solutions.

Faculty who must invoke one of the four actions below the double line should document all aspects of disruptive behavior and actions taken. The department Chair, associate Dean and Director of Student Life should immediately be contacted.

The Office of Student Life acts as the campus resource in cases of Code of Conduct violations. The Director of Student Life can convene a hearing with student and faculty member to seek an agreement on expectations of behavior from all parties. In the event that a resolution cannot be reached at the hearing level, the Office of Student Life can convene a formal committee review of the situation. Based on findings of the Committee and seriousness of the offense, student (or faculty) may face formal sanction(s). Student sanctions range from warning/reprimand to suspension/expulsion.

Frequently Encountered Situations

1. *There is overlap in policies between Code of Conduct and Academic Honor Code.* There may be overlap between these two campus-based policies. Code of Conduct generally refers to behavior while the Academic Honor Code refers to ethics. Ethics issues are academic in nature and handled by the college (CLAS Ethics Committee) while conduct issues are typically non-academic and handled at the campus level (Office of Student Life).
2. *Part-time faculty may feel powerless to handle situations of student misconduct.* There is absolutely no difference between part-time and rostered faculty when dealing with cases of student misconduct. Every faculty member should deal immediately with cases of misconduct. In dealing with cases of faculty misconduct, there are significant differences between part-time and tenure-track faculty.
3. *Faculty may feel that the procedures dealing with student misconduct drag on with no resolution.* The Code of Conduct requires 'due process' for individuals accused of misconduct. Faculty are not empowered to administratively remove a student from the classroom because of alleged misbehavior on the part of the student. The best approach is to immediately address the problem. If misconduct continues, contact the Office of Student Life and seek a hearing.
4. *Repeated questions from a single student are disruptive to lecture environment.* While not disruptive in intent, repeated questions (especially in large class) can be disruptive to other students and to the faculty. Faculty are encouraged to establish policies on questions and student participation at the beginning of the class. Faculty may privately discuss with a student how to limit questions.
5. *Sexual harassment is not handled by Code of Conduct.* Harassment of any kind, including sexual harassment is contained in the Code of Conduct. However, the Ombuds Office is charged with investigating alleged incidents of sexual harassment and with enforcing campus and federal policies dealing with sexual harassment. Policies relating to sexual harassment are available from the Vice Chancellor of Academic Affairs office, CU-700.

CAMPUS AND COLLEGE FORMS

Faculty are required to fill complete or sign forms for a variety of reasons dealing student registration and changing official student grades. When faculty permission is required, a manually processed University of Colorado or CU-Denver form is used.

Students are responsible for processing signed forms through the CU-Denver Records Office, CU-Annex, or the Service Center, NC first floor on the Speer Boulevard side. Some general guidelines for forms requiring a faculty signature are posted below.

- all forms are available from CLAS Advising Office, many available from department office
- sign the form with your normal signature, not initials, for verification in Records
- date the signature even if not required or if there is little space on the form
- a decision to not sign the form is denying student permission for the requested academic action
- return the signed form promptly to the student for processing – faculty and staff should *never* process forms for students
- for Dean's approval, student should be directed to their *home college* advising office
- for Dean's signature, liberal arts students should be directed to NC 2024 for undergraduate students (John Lanning), CU 110 for liberal arts graduate students (Jana Everett)
- Extended Studies students should be directed to the Extended Studies office for processing forms, CU 130
- *never* accept responsibility to process a form for a student

Even though academic forms typically contain explicit instructions (check reverse side), directions for five commonly encountered forms are given below. Faculty with questions about forms presented by students should contact either the CLAS Advising Office, 303-556-2555, for liberal arts forms or the Records Office, 303-556-2389, for campus or university forms.

Forms that require a Dean's signature (Schedule Adjustment Form) or administrative review (Change of Record Form) can create confusion. Unfortunately, the signature/review is based on the student's home college rather than the college of the course. Thus, an English instructor with a business student must forward the Change of Record Form to the College of Business for approval. Faculty without SIS access to verify a student's home college should work with the department assistant to verify a student's home college.

Facsimile forms and specific instructions are on the following pages.

Schedule Adjustment Form – CU-Denver multi-part (2) form, shown below (50% size)

The Schedule Adjustment Form is one of the most commonly encountered forms requiring faculty permission. The Form is used by students to add a course, drop a course, or overcome a time conflict. Within the add/drop period (12 days for fall/spring or 8 days in summer) faculty permission is not required for an add (class has not reached enrollment limit), a drop, a pass/fail or no credit grade option.

Web address for PDF version of Schedule Adjustment form:

<http://registrar.cudenver.edu/forms/schdadj.pdf>

When examining a Schedule Adjustment Form, there are only a few items for faculty to verify:

- Subject and Course Number should be department prefix and number, for example ENGL 3170
- Section should be the course section number, for example 002, rather than the 5-digit call number
- the bottom portion is only used to request a withdrawal (drop all courses) and does not require individual faculty signatures
- encourage students to keep their copy of the processed Schedule Adjustment Form and to obtain a print out of their adjusted schedule *after* processing the form
- if required, direct student to their *home college* advising office for Dean's approval

Special Processing Form – CU-Denver multi-part form (3), shown below (50% size)

The CU-Denver Special Processing Form is used for undergraduate and graduate independent study, variable credit courses, and some honors courses. Any course that varies from student-to-student or from semester-to-semester does not have a course description in the CU-Denver Catalog. These unstructured courses require a Special Processing Form which becomes the course description and syllabus. Evaluation and signature by the associate Dean (John Lanning for undergraduates and Jana Everett for graduate students) are required for every independent study Special Processing Form.

Non-tenure track faculty need department approval to supervise undergraduate and graduate student research on either independent study or thesis basis. Non-tenure track faculty are restricted to a maximum of two independent study projects per semester. All faculty (including non-tenure track faculty) are ineligible for remuneration when they supervise students in independent study projects.

Web address for PDF version of Special Processing form:

<http://registrar.cudenver.edu/forms/specfrm.pdf>

When completing a Special Processing Form, there are several areas that require faculty attention.

- independent study is restricted to CLAS students and CLAS faculty
- faculty should verify undergraduate student has a minimum 2.50 cumulative CU gpa
- Item 1 requires 2-4 detailed sentences that describe the project and act as the Catalog description
- Item 2 requires 2-4 accomplishments that will constitute the performance standards for student
- Item 3 requires 3:1 ratio of weekly contact to semester credit hours for a 15-week semester (4:1 for 10-week summer) – 3.0 credit hour project requires 9 contact hours of student effort per week
- registration deadline to add independent study is relaxed slightly given unstructured nature

There are a variety of reasons that a Special Processing Form is returned to the faculty member.

- undergraduate student has cumulative CU gpa below 2.0 (non-negotiable CLAS requirement)
- student is seeking independent research outside major or minor department
- faculty are seeking to award senior level (4840) credit to freshman or sophomore student
- student seeks more than 3.0 hours of credit (biology and chemistry allow up to 6.0 credit hours)
- independent study is being used to provide unstructured credit for existing structured course (allowed with special permission from Associate Dean)
- faculty fail to require substantial written report as part of Item 2 accomplishments (written report not required for 1.0 credit hour project)

Course Completion Agreement for IF and IW – CLAS multi-part (3) form, (50% size)

Incomplete grades of IF or IW are faculty discretionary grades. While no faculty-student agreement is required for the faculty member to award an Incomplete grade, the Course Completion Agreement is highly recommended. The agreement clarifies completed work, grade to date, and conditions to satisfy the missing assignments. Students are also encouraged to utilize the Course Completion Agreement in case the faculty member fails to award the promised Incomplete grade.

The Course Completion Agreement is self explanatory and may be completed at any before the end of the semester. A Course Completion Agreement completed after the semester is completed is better than no Agreement at all.

No online version available. May have to scan in.

Grade Roster Sheets – CU-Denver grade roster sheets, portion shown below, 64%

Approximately three weeks before the end of the semester, the CU-Denver Records Office sends official grade sheets to the faculty member identified as the official instructor of record on the SIS computer. These sheets serve two purposes: (1) official class roster before the end of the semester and (2) grade sheets to award official letter grade to student.

No online version available. May have to scan in.

Directions included with the grade rosters are quite complete; however, there are a couple of issues for faculty to watch carefully.

- assign (+) or (-) grades cautiously as the columns may seem out of place
- verify that each letter grade matches the filled in 'circles'
- do not leave a line blank – for students who quit attending, award a letter grade (typically F) and mark in the right-hand margin that student 'never attended' or 'quit attending' to denote grade is administrative rather than based on performance
- students cannot be added by hand at the bottom of the grade sheet – participating students should have been notified of their non-registration status early in the semester

Change of Record Form – University form, shown below full size

The Change of Record Form is commonly referred to as the 'change of grade' form as this is the form a faculty member utilizes to initiate a grade change after the semester is completed. This Form always requires evaluation by the associate Dean. This Form is the **only** form that cannot be transported by students. It is the faculty member's responsibility to obtain the form (department office or CLAS Advising Office), complete the form, and deliver/mail the form to the student's home college for administrative approval.

No online version available. May have to scan in.

The Change of Record Form is very important, but contains very little room for details. Faculty must detail reasons for the requested grade change. There are several features of the Change of Record Form which require faculty attention.

- only IF or IW to letter grade for 'completion of missing assignments' is approved without administrative review, all other requested grade changes are reviewed
- students who receive permission to add the course late (after grade sheets printed) must receive their grade through a Change of Record Form: grade of 'blank' is approved for change to ____
- a retroactive add or retroactive drop typically requires a student petition and verification of special circumstances – student should contact CLAS Advising office, NC 2024, 303-556-2555
- faculty signature and date – unacceptable for anyone other than faculty to sign
- deliver or mail to the student's home college advising office

There are a variety of reasons that a Change of Record Form is returned to the faculty member.

- form was transported by student
- incomplete information at top of Form – missing or incorrect name or student number
- incomplete reason for requested grade change
- individual extra credit involved to raise a student's grade, 'did extra work'
- requested change to IF or IW after first awarding a letter grade
- requested add/drop to change level of course – 4000 to/from 5000 is most common
- requested grade change not from original faculty member, or not from department Chair in absence of original instructor

Faculty Course Questionnaire (FCQ) University form – portion shown below, 50%

The Faculty Course Questionnaire is the means by which students can evaluate a course and an instructor. The questionnaires are administered during the last two weeks of classes. The instructor designates a student to collect completed FCQs, and then leaves the classroom to ensure anonymity. The designated student collector turns in FCQs to the department office. Results of FCQs are tabulated and compiled by the Office of Planning and Analysis on the Boulder campus and distributed to faculty, departments and students.

Web address for Faculty Course Questionnaire search site (under Associated Students of CU-Denver):

<http://fcq.colorado.edu/cudenver.htm>

FACULTY RESOURCE GUIDE

The following campus resources are helpful to faculty in carrying out research and teaching duties.

Academic Advising Center students with fewer than 40 hours, pre-professional and undeclared students
NC 1503, Box 146, 303-352-3522

Advising Offices for Undergraduate Colleges dean's signature, administrative review (home college)

College of Arts and Media – AR 176, Box 162, 303-556-8302

College of Business – CU 277, Box 165, 303-556-5800

College of Engineering and Applied Science – NC 3028, Box 104, 303-556-4768

College of Liberal Arts and Sciences – NC 2024, Box 150, 303-556-2555

Auraria Higher Education Center (AHEC) Services

Auraria Book Center – TV garden level (books), TV main floor (soft goods), 303-556-3230

buyer – 303-556-3735

book order (status) – 303-556-3706

campus closure – inclement weather, 303-556-2401 and local radio/television stations

Campus Police and Security – 303-556-3271 or **911** (on campus phone) for an **emergency**

Campus Recreation – gym, weight room, outdoor activities, club sports, PE 108, 303-556-3210

child care – care for children 1-12 years, 950 Ninth Street, 303-556-3188

classroom maintenance – cleaning, chalk, 303-556-3260

classroom reservation – events on campus, 303-556-8376

Disability Services – student disability, academic accommodations, AR 177, 303-556-8387

Parking & Transportation Services – 777 Lawrence Way (Parking Garage), 303-556-2000

handivan and night rider services

jump starts for dead batteries

Auraria Library 11th & Lawrence, 303-556-2741 (information), 303-556-2740 (hours)

circulation desk – 303-556-2639

book renewals

Colorado library card

Norlin (Boulder) library card

computer-assisted research – 303-556-2624

inter-library loans – 303-556-2562

reference – 303-556-2585

Media Center – production studios, video classrooms, video conferences, LM 015, 303-556-2426

CLAS Dean's Office CU 110, 303-556-2557

Joy Breeze – faculty appointments, 303-556-2558

Jana Everett – graduate students, faculty, 303-556-3513

Steve Honda – budget and finance, 303-556-3410

Jill Hutchinson – catalog, staff, technology, 303-556-2646

John Lanning – undergraduate students, schedule, 303-556-2434

JoAnn Pugh – budget, grants, 303-556-3514

Tanya McMurtry – schedule of courses, 303-566-4798

Jim Smith – Dean, 303-556-2557 or 303-556-3512

CLAS Extended Studies CU 130, 303-556-2735

Mark Evers – Director, international colleges, 303-556-5761

Denise Hudson – off-campus courses, weekend courses, 303-556-4930

John Thaxton – ESL, intensive English instruction, AD 140, 303-556-6531

Computing, Information and Network Services

academic support (help desk) – e-mail accounts, off-campus access, NC 2514, 303-556-6100
dial in access (modem) – 303-228-9001
public computer labs: NC 1208, NC 2206, SA 101

Counseling and Family Therapy Center short-term counseling, NC 4036, 303-556-4372

CU Online online and electronic delivery, e-College, Blackboard, CU 105, 303-556-6505

Faculty Administrative Services

Benefits – through Boulder campus, 303-735-6500
Career Center – career counseling, co-operative internships, employment, TV 260, 303-556-2250
Human Resources – personnel issues, retirement plans, CU 830, 303-556-2868
Payroll Services – paycheck, deductions, CU 740, 303-556-4473
SIS access – Teri Burlison, Registrar, CU AX 100, 303-556-2734
student with disruptive behavior – Obe Hankins, Student Life, TV 303-556-3399
student with emotional problems – Student Counseling Center, NC 4036, 303-556-4372
student with ethics violation – John Lanning, CLAS Dean's Office, 303-556-2434
student record confidentiality – Teri Burlison, Registrar, CU AX 100, 303-556-2734
Teaching Effectiveness – pedagogy, classroom support, CU 100, 303-556-4915
University Counsel – student or faculty legal issues, LW 525 303-556-4339
Writing Center – writing assistance for grants, CN 206, 303-556-4845

Faculty Grant Support

Faculty Development Grants – internal grants, Jana Everett, CU 110, 303-556-3513
Human Resource Committee – required review for research using human subjects,
Institutional Research – campus data for grant applications, CU 805, 303-556-2551
Office of Sponsored Programs – contracts, grants, regulations, budgets, CU 720, 303-556-2771
Sabbatical Leave – policies, proposal, Jana Everett, CU 110, 303-556-3513

Health Center health clinic open to CU-Denver faculty, PL 150, 303-556-2525

Ombuds Office sexual harassment, student-faculty problems, CU 700, 303-556-4493

Student Administrative Services

Admissions – Service Center, NC 1001 or CU AX 200, 303-556-2704
Book Center – TV garden level (books), TV main floor (soft goods), 303-556-3230
Bursar – Service Center, NC 1001, 303-556-2710
Financial Aid – NC 1030, 303-556-2886
Records – Service Center, NC 1001 or CU AX 100, 303-556-2389
Student Life – campus events, student conduct, TV 303, 303-556-3399

Student Academic Services

American Indian Student Services – NC 2012A, 303-556-2860
Asian American Student Services – NC 2012C, 303-556-2578
Black Student Services Program – NC 2010, 303-556-2701
Hispanic Student Services Program – NC 2012B, 303-556-2777
Learning Assistance Center – student tutoring, test files, skills workshops, NC 2006, 303-556-2802
School of Education – K-12 careers, teacher licensure, orientation, NC 5012, 303-556-2717
Student Advocacy Center – student advocacy, general information, NC 2012, 303-556-2546
Veteran's Affairs – academic and financial assistance, CU 100F, 303-556-2630
Writing Center – writing assistance for students, CN 206, 303-556-4845