

STILLMAN

School of Business

Seton Hall University

**POLICIES ON TEACHING
RESPONSIBILITIES AND COURSE
MANAGEMENT**

AUGUST 2002

Table of Contents

Page #

I. COURSE MANAGEMENT

1.	Class Meetings and Final Exams	1
2.	Course Syllabi.....	1
3.	Syllabus Repository.....	2
4.	Course Rosters	2
5.	Closed Courses.....	3
6.	Book Orders.....	3
7.	Classroom Facilities and Media Equipment	3
8.	Accommodations for Students with Disabilities.....	3

II. SPECIAL COURSE AND GRADE ISSUES

1.	Academic Dishonesty	3
2.	Students “Auditing” a Course.....	4
3.	Independent Studies.....	4
4.	Incompletes	5
5.	Grade Disputes	5

STILLMAN SCHOOL OF BUSINESS POLICIES ON TEACHING RESPONSIBILITIES AND COURSE MANAGEMENT

COURSE MANAGEMENT

Class Meetings and Final Exams

The academic calendar specifies the number of required class meetings for each semester as well as the time and date of final examinations for all graduate and undergraduate classes. The Seton Hall University *Faculty Guide* clearly states that faculty members are obligated to follow the university calendar (Section 7.2 e) and must meet each class as scheduled (Section 7.3 b. 3). Thus, all instructors are expected to hold class on each designated meeting date (or, in the alternative, to make up the class or designate a qualified substitute) and to give final examinations at the appropriate date and time during finals week.

Any departures from this policy should be for extraordinary circumstances only and must have the prior approval of the Department Chair and the Associate Dean for Undergraduate & MBA Curricula.

Course Syllabi

Course syllabi should be distributed during the first class meeting. The immediate presentation of specific course guidelines and expectations reduces students' uncertainty and sets a tone that it is time to "get to work."

The course syllabus should include the following items:

- Meeting days and times.
- Classroom number.
- Your telephone and e-mail address; your secretary's telephone and e-mail address.
- Office hours (according to the SHU *Faculty Guide*, at least 3 hours per week should be scheduled).
- The mission of the Stillman School of Business:

Our mission is to be the school of choice for business education in the state of New Jersey and to be known nationally as among the best business schools within a Catholic university.

- Course description, including number of credit hours and course prerequisites.
- Required texts and supplements.

- For **undergraduate courses**, the specific competencies to be covered in the course should be identified, along with a short description of how those competencies are to be developed or enhanced.¹
- Deadline for course withdrawals.
- Methods to be used in evaluation and grading, including your specific policies with respect to class participation and extra credit, if any.
- Policies regarding late work and make-up examinations.
- Penalties for actions that constitute academic dishonesty. **Please see the subsection on Academic Dishonesty, which begins on page 5 of this document.**
- An outline of class activities and topical coverage by date, including scheduled examination dates and due dates for assigned work.

Syllabus Repository

The Stillman Syllabus Repository is an electronic database that contains syllabi for all courses offered by the Stillman School. The Repository can be accessed, while on campus, from the Lotus Notes Workspace.

An electronic version of all completed course syllabi should be sent directly to both Ms. Rosemary Pauler (paulerro@shu.edu) and to the appropriate Department chair within one week of the start of classes, so that syllabi can be loaded into the Stillman Syllabus Repository in a timely manner. Department chairs should check to make sure that adjunct professors submit their syllabi to Ms. Pauler.

Course Rosters

Course rosters are distributed by Enrollment Services during the first week of classes. However, prior to that time, information on class enrollments can be obtained on the SHU Web site under the link for “Academic Calendars and Course Schedules.” Instructors can also obtain a current class roster for any course they are teaching by accessing the Blackboard shell for that particular course.

While screening for course prerequisites is conducted by the Registrar’s Office and our Student Information Office (KH 526), please scan your rosters for any cases that might suggest that prerequisite requirements have not been fulfilled (e.g., sophomores enrolled in a senior-level class). If you encounter a situation that appears to be a violation, please inform the student of the prerequisite requirements and notify the Associate Dean for Academic Services by e-mail (or, copy the Associate Dean on an e-mail message to the student).

¹ The specific competencies that are associated with each undergraduate core course are identified in the manual, *Competencies Development in the Undergraduate Business Curriculum*. If you need a copy of this document, please see Ms. Carol Flynn

Closed Courses

Faculty members should consult with their department chairs and the Student Information Office before signing students into closed course sections. In many cases, the Student Information Office will have a wait list for students wishing to enroll in closed sections.

Book Orders

Book orders must be placed electronically via the Seton Hall University Book Ordering Database. The Database can be accessed via the Lotus Notes Workspace. You should confirm that your books and additional course materials have arrived at the bookstore and are consistent with the order that you placed. You can verify the information that is available for your course online by accessing the link that appears below. You also may want to stop by in person to make sure that the appropriate texts and materials are in stock.

<http://shop.efollett.com/htmlroot/storehome/setonhalluniversity544.html>

Classroom Facilities and Media Equipment

Media equipment is available, by advance reservation only, from the Media Services department of the Teaching, Learning & Technology Center (TLTC). A minimum of two business days notice must be given for any equipment or facility use request. Instructions for making media equipment requests as well as a listing of available equipment can be found on the TLTC web site at <http://tltc.shu.edu>.

Instructors are encouraged to stop by their assigned classrooms prior to the beginning of classes to verify that the assigned space is sufficient for their needs. All requests for classroom changes should be directed to Academic Services at extension 9363.

Accommodations for Students with Disabilities

Faculty are expected to make recommended accommodations for those students with documented learning or test-taking disabilities, to the extent that these accommodations are feasible and do not substantially compromise the academic standards of the course or degree program. Students are expected to communicate any special needs or requests for accommodation directly to their instructors. Questions about appropriate accommodations for disabled students should be directed to Ms. Linda Walter, Director of Office of Disability Support Services. Ms. Walter can be reached at 973-313-6414.

SPECIAL COURSE AND GRADE ISSUES

Academic Dishonesty

If a faculty member determines that an incident of academic dishonesty has occurred, and that incident is serious enough to warrant a failing grade, the student should be awarded an

“F” grade. When an “F” grade is awarded as a result of academic dishonesty, the faculty member should notify the Dean’s Office so that a note documenting the occurrence can be placed in the student’s file.

Repeat incidents of academic dishonesty by a **Stillman School student** will result in expulsion from the Stillman School. Repeat incidents of academic dishonesty by a **non-Stillman student** will result in that student being prohibited from taking classes in the Stillman School.

The Dean’s Office will undertake the responsibility of enforcing the regulations regarding repeat incidents.

All syllabi should include a general statement about academic integrity and a statement that describes the consequences associated with the commission of an act of academic dishonesty.

Acts of academic dishonesty include, but are not limited to, the following:

1. copying, sharing or obtaining information from any unauthorized source during projects, examinations, or quizzes;
2. copying from or unauthorized sharing of homework assignments with another student;
3. failing to properly cite sources (including ideas and phrases taken from articles, books, the Internet, etc.);
4. attempting to take credit for the intellectual creation of another person as one’s own work;
5. falsifying information;
6. giving or receiving information about or during a test, quiz or assignment solutions to other students.

Students “Auditing” a Course

Students may register to “audit” a course. Under this arrangement, the student pays the university \$100 per credit to sit in on a specific class. The student generally does not complete the work requirements for the course and is not evaluated by the instructor. An instructor does not receive compensation when a student audits his or her course.

Independent Studies

Subject to the approval of their department chairs, faculty members may elect to supervise students in the completion of 1, 2, or 3-credit independent study courses. In order to register for an independent study, students must fill out an add/drop form requesting permission be signed into a specific Independent Study class section. In addition, an Independent Study form that details the work requirements to be completed for the project/course must be filled out by the student and the supervising faculty member.

Faculty are paid \$33/credit for each Independent Study Course that they supervise (\$60/credit in summer sessions). Payment is made only after a grade for the course has been submitted. In order to be paid, the supervising faculty member must submit a copy of the completed grade roster for each student supervised.

Incompletes

A grade of “Incomplete” or “I” should be given only in circumstances when an unavoidable situation prevents a student from completing the requirements of a course during the normal semester time frame. Assignment of a grade of “I” gives the student extra time to make up unfinished work.

In order for the Incomplete to be processed, the student and faculty member must fill out and sign a course adjustment form requesting the “I” grade. The form requires that the faculty member specify a due date for the outstanding work. While the university default deadline for this make-up work is one year, faculty are encouraged to specify as short a completion period as necessary. The Stillman School also requires that requests for Incompletes with due dates more than one month after the end of the semester be accompanied by a form documenting the details of the student’s situation. The course adjustment form requesting the grade of “I” as well as the accompanying documentation form, if required, must be forwarded to the Associate Dean for Academic Services for approval.

The university system will only accept an “I” recorded on a grade sheet if the course adjustment form is on file first in Enrollment Services (or submitted along with the grade sheet in some last minute emergency cases). Otherwise, students will see “NR”, or no record, on their report cards. Keep in mind that different departments may have different procedures/requirements for granting Incompletes. If your department chair has not expressly given you the authorization to grant Incompletes, please consult him or her for guidance. This is especially important if you will not be here or if the course is not offered every semester.

If the student does not make up the work in the allotted time, which is the one year or less, the “I” turns to “IW” on the transcript. This has no effect on the GPA, and serves only as an expiration of the ability to make up the work. If you want to report a grade earned, or “F” for not doing the work, you need to fill out a second course adjustment form, requesting a grade change from “I” to “grade” within the appropriate time period.

There have been some rare occasions when faculty have agreed to let a student take more than one year to complete course requirements. In such a case, the office of the Associate Dean for Academic Services must be notified in writing of the exception, in advance of the expiration. Questions about these procedures or student requests should be directed to the Associate Dean for Academic Services.

Grade Disputes

Students have the right to appeal grades and other academic decisions made by faculty members. A request for a grade change must be made in writing to the instructor no later than four months from the date of the submission of the final grade in the course. If the matter is not resolved in 10 days from the submission of the request for change, the student has recourse to the University Academic Grievance Policy (SHU Undergraduate & Graduate Catalogues).

The Academic Grievance Process is described in detail in the Seton Hall University *Student Handbook* (the *Student Handbook* is published annually by the Division of Student Affairs and can also be accessed from the SHU main Web page). The process requires that the student first communicate with the faculty member in an attempt to resolve the dispute in a satisfactory manner. If a mutually acceptable resolution cannot be achieved, the student must then present the issue to the appropriate department chair. If the department chair is unable to facilitate a satisfactory resolution of the dispute, the process continues with the student making a formal request to the Dean for a face-to-face hearing mediated by a designated Stillman School faculty member. If necessary, the mediation hearing may be followed by a formal grievance hearing, the findings of which can be appealed to the provost.