

# Summary of MSU Teaching Policies and Practices

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1

This document is a compilation of some of the primary policies and information on teaching at Michigan State University. The information is taken from a variety of already available sources at MSU and URL's are included as a reference. Often times, more information is available from the URL than is presented in the document. This is meant to be a living document and will be updated annually to ensure the most up-to-date information is provided.

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## Table of Contents

<b>MSU CODE OF TEACHING RESPONSIBILITY .....</b>	<b>4</b>
1. COURSE CONTENT:.....	4
2. COURSE SYLLABI:.....	4
3. STUDENT ASSESSMENT AND FINAL GRADES: .....	4
4. TESTING DOCUMENTS: .....	5
5. TERM PAPERS AND COMPARABLE PROJECTS:.....	5
6. CLASS MEETINGS: .....	5
7. STUDENT ASSISTANTS: .....	5
8. INSTRUCTOR ACCESSIBILITY TO STUDENTS:.....	5
9. COMMERCIALIZATION OF COURSE NOTES AND MATERIALS:.....	5
<b>ACADEMIC INTEGRITY.....</b>	<b>6</b>
10. PLAGIARISM POLICY.....	6
11. FACULTY ACADEMIC INTERGRITY FAQs .....	6
12. STUDENT ACADEMIC INTERGRITY FAQs.....	6
<b>FACULTY TEACHING STUDENT-ATHLETES.....</b>	<b>7</b>
<b>CLASSROOM POLICIES.....</b>	<b>8</b>
13. ATTENDANCE.....	8
A. <i>General University Attendance Policy</i> .....	8
B. <i>Code of Teaching Responsibility and Attendance</i> .....	8
C. <i>Final Exam Policy and Attendance</i> .....	8
D. <i>Common Final Exams / Tests</i> .....	9
E. <i>Special Considerations</i> .....	9
14. COURSE SYLLABUS .....	11
15. DISRUPTIVE STUDENTS .....	12
16. STUDENTS IN DISTRESS.....	12
17. STUDENTS WITH DISABILITIES .....	12
18. HONORS OPTIONS .....	13
19. COURSE MANAGEMENT SYSTEMS AND TOOLS.....	13
20. STUDENT PRIVACY .....	14
F. <i>DO</i> .....	14
G. <i>DO NOT</i> .....	14
21. CLASSROOM MYTHS .....	15
<b>GRADES .....</b>	<b>16</b>
22. NUMERICAL GRADING SYSTEM.....	16
23. POSTING FINAL GRADES .....	16
24. DEFERRED / INCOMPLETE .....	17
H. <i>DEFERRED (not applicable to LBC as all our courses are undergraduate)</i> .....	17
I. <i>INCOMPLETE</i> .....	17
25. FINAL EXAMS .....	18
26. CALENDARS AND IMPORTANT DATES.....	18
<b>CONFLICTS OF INTEREST .....</b>	<b>19</b>

**INSTITUTIONAL EQUITY ..... 19**

**FACULTY & STAFF FORMS (REGISTRAR)..... 20**

27. TEXTBOOK ORDERING SYSTEM .....20

28. OTHER LINKS .....21

*J. Administrative Action Form System.....21*

*K. Student-Instructor Form System.....21*

29. ROOM SCHEDULING .....21

*L. Academic Room Scheduling (25Live).....22*

# MSU CODE OF TEACHING RESPONSIBILITY

Taken from the [MSU Faculty Handbook](#)

<http://hr.msu.edu/documents/facacadhandbooks/facultyhandbook/codeofteaching.htm>

This policy was approved by the Academic Council on November 4, 1969 and the Academic Senate on November 19, 1969; it was subsequently revised by Academic Council on May 19, 1976, February 27, 1996, and April 19, 2005 (effective Fall semester 2005); it was revised by University Council on March 27, 2012.

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this Code shall be taken into consideration in determining salary increases, tenure, and promotion.

## 1. **COURSE CONTENT:**

Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.

## 2. **COURSE SYLLABI:**

Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:

- (a) instructional objectives;
- (b) instructor contact information and office hours;
- (c) grading criteria and methods used to determine final course grades;
- (d) date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
- (e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades;
- (f) required and recommended course materials to be purchased, including textbooks and supplies; and
- (g) any required proctoring arrangements to which students must adhere.

## 3. **STUDENT ASSESSMENT AND FINAL GRADES:**

Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods should be appropriate to the learning objectives of the course. In that context, instructors are expected to take reasonable steps to create an assessment environment that promotes academic integrity. When proctoring or other security measures are necessary to ensure

integrity of assessments, then such measures should be administered in a manner consistent with the design and delivery of the course.

**4. TESTING DOCUMENTS:**

Instructors shall be responsible for returning to students' student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

**5. TERM PAPERS AND COMPARABLE PROJECTS:**

Instructors shall be responsible for returning to student's answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

**6. CLASS MEETINGS:**

Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.

**7. STUDENT ASSISTANTS:**

Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

**8. INSTRUCTOR ACCESSIBILITY TO STUDENTS:**

Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

**9. COMMERCIALIZATION OF COURSE NOTES AND MATERIALS:**

The University prohibits students from commercializing their notes of lectures and University-provided class materials *without the written consent of the instructor*. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

# ACADEMIC INTEGRITY

Taken from <https://www.msu.edu/unit/ombud/academic-integrity/index.html>

## 10. PLAGIARISM POLICY

<https://www.msu.edu/unit/ombud/academic-integrity/plagiarism-policy.html>

See web site for definition and helpful links regarding what constitutes plagiarism

## 11. FACULTY ACADEMIC INTERGRITY FAQs

- A. <https://www.msu.edu/unit/ombud/academic-integrity/faculty-faq.html>
- B. [How does MSU define "academic misconduct"?](#)
- C. [How does MSU define "academic dishonesty"?](#)
- D. [Should instructors include a statement on academic honesty and integrity in their course syllabi?](#)
- E. [How should I confront a student I believe has committed an act of academic dishonesty?](#)
- F. [What do I say to the student when we meet?](#)
- G. [What should I do if the student convinces me I was wrong?](#)
- H. [What should I do if I can't decide on a course of action?](#)
- I. [How much evidence is needed to accuse a student of academic dishonesty?](#)
- J. [How do I report an act of academic misconduct?](#)
- K. [How do I call for an academic disciplinary hearing?](#)
- L. [What happens then?](#)
- M. [What if the dean calls for a disciplinary hearing and the student decides to contest the allegation of cheating?](#)
- N. [Can I remove a student from my class if I assign him or her a failing grade in the course for academic dishonesty?](#)
- O. [What should I know about cheating in online courses?](#)
- P. [Can students contest a charge of academic misconduct?](#)
- Q. [Where can I go for help?](#)

## 12. STUDENT ACADEMIC INTERGRITY FAQs

<https://www.msu.edu/unit/ombud/academic-integrity/student-faq.html>

# FACULTY TEACHING STUDENT-ATHLETES

Taken from the MSU Faculty Handbook

<http://hr.msu.edu/documents/facacadhandbooks/facultyhandbook/stuathletes.htm>

This statement was issued by the Office of the Provost on August 6, 1996 and revised on August 4, 2003.

The NCAA and Big Ten Conference regulations cover all aspects of recruiting, academic eligibility, and athletic financial aid of matriculated student-athletes. For faculty members, there are two general guidelines that are important to remember:

- A. You cannot do anything for a student-athlete that you would not do for another student in a similar situation. On the other hand, you should not refuse to do something for a student-athlete, if you would do it for another student.
- B. There are some things that you can do for an individual student that you cannot do for an individual student-athlete: for example, you cannot buy anything, not even a soft drink, for a student-athlete; you cannot provide a ride for a student-athlete; you cannot let a student-athlete charge a long distance telephone call to your business or home telephone number.

7

## Policy and Process Items

- A. Academic Progress Reports: The Office of the Registrar sends these reports electronically to faculty members during the fifth and eleventh weeks of Fall and Spring semesters. If you are teaching a course and receive the forms, please fill them out and respond as fully as possible. The Student-Athlete Support Services Office is charged with monitoring academic progress for student-athletes, and needs the information in a timely way. If you have concerns about the academic performance of a student-athlete, you can recommend academic assistance for the student-athlete by calling the Director of Student-Athlete Support Services.
- B. Academic Advising: Counselors in the Department of Intercollegiate Athletics do not provide academic advising. Student-athletes are advised by advisors in their majors or in the University Undergraduate Division (UUD) or by the assistant/associate dean of the college in which they are enrolled and should be referred to these sources. However, student-athletes can receive additional academic support from Student-Athlete Support Services, e.g., assignment to a study hall, availability of a tutor or referral to additional services provided on campus.
- C. Class Attendance: Student-athletes are excused from class when competing in official events or games. Athletic Council recommended that competition schedules be so constructed as to limit the number of missed days to seven per semester. (This may not always be possible.) Each student-athlete should bring a team schedule to the instructor at the beginning of the semester to verify the excused absences. However, an excused absence does not excuse the student-athlete from completing the work assigned. [Student-athletes are frequently advised to schedule classes with mandatory attendance policies in the off-season or summer term.]

- D. Athletic Department Contacts: Coaches are not permitted to call instructors or TAs assigned to courses. Student-Athlete Support Services or the college or department or UUD academic advisor may appropriately contact faculty members about a student-athlete's progress, attendance or behavior. However, any undue attempt to influence your judgment or secure a particular action on behalf of a student-athlete should be reported immediately to the LBC Associate Dean for Academic & Student Affairs.
- E. Incomplete: A student-athlete must make up incomplete coursework and have the grade entered in the Student Information System (SIS) before the first day of class in the next semester if the course is necessary for academic eligibility. Authorized staff in departments and colleges that offer the course enter the final grade in SIS. This eligibility-related rule is more stringent for student-athletes than the University rule is for all students and can be crucial for competition.
- F. Privacy of Records: The Family Educational Rights and Privacy Act (FERPA) prohibits dissemination of any information about a student-athlete's academic progress to anyone but the student, the student's advisor, and the Student-Athlete Support Services Office unless the student-athlete grants permission for this information to be shared.

## CLASSROOM POLICIES

### 13. ATTENDANCE

<https://www.msu.edu/unit/ombud/classroom-policies/index.html>

#### **A. General University Attendance Policy**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-general>

No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid.

#### **B. Code of Teaching Responsibility and Attendance**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-code>

Instructors must include in the course syllabus any course attendance policy that differs from the MSU attendance policy--especially if that policy affects student grades. This would necessarily include the instructor's policy on excused absences and make-up assignments.

#### **C. Final Exam Policy and Attendance**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-final>

The university final exam policy allows instructors to impose severe consequences on students who miss a final exam without a "satisfactory explanation"; namely, a failing grade in the course. To avoid such dire action, the policy instructs students "unable to take a final examination because of illness or other reasons over which they have no control" to notify the associate dean of their college immediately. Students should be prepared to document their illness or the extenuating circumstances that caused them to miss the final exam. Oversleeping usually won't do it.



## **D. Common Final Exams / Tests**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-common>

Instructors sometimes schedule common tests and/or final exams for multi-section courses, resulting in conflicts with some students' other courses. When this occurs, the university final exam policy states that the instructor of the multi-section course must provide alternative dates for make-up tests or exams

Scheduling a common test or final exam cannot take place without authorization from unit heads of multi-section courses. Instructors should alert their students to the date of common exams in their course syllabus and in the comment field of the online Schedule of Courses.

## **E. Special Considerations**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-common>

### **i. Observance of Religious Holidays**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#absence-holiday>

The University policy calls on faculty and staff "to be sensitive to the observance of [religious] holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. . . It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors."

### **ii. Participating in Field Trips, Rehearsals and Performances**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#absence-trip>

The University Committee on Academic Policy recommends that instructors cooperate with students who are required to attend university-sanctioned field trips, rehearsals and performances that conflict with other courses.

Instructors requiring these events must, in advance, provide their students who have resulting course conflicts with a letter that verifies the event and the conflict. Students then must present this letter to the instructors of the courses in conflict with the event.

While the university encourages cooperation between faculty to avoid disadvantaging students, requests for both excused absences and permission for students to submit make-up work remain the prerogative of instructors.

Instructors should include the dates of required field trips, rehearsals and performances in their course syllabi to alert students of possible conflicts and thereby allow the students to plan their class schedules accordingly.

### **iii. Athletic Competitions**

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#absence-athletics>

Student-athletes are excused from classes to participate in university-approved events or competition. Before missing classes, student-athletes must present their instructors with a letter signed by both the director of the Student-Athlete Support Services and the faculty representative to the Athletic Council. These letters confirm the dates and locations of the out-of-town events and, depending on the schedule, may be issued as frequently as once a week. An excused absence does not excuse student-athletes from completing course work missed during their absences.

Some instructors develop attendance policies that allow students to miss a given number of class sessions without penalty or to drop their lowest grade on assignments or tests. Instructors have the discretion to apply -- or not to apply -- these course policies to student-athletes who miss class to participate in university-approved competition. Making exceptions for student-athletes in these situations does not violate NCAA rules. Also see (Faculty Teaching Student-Athletes) above for more information.

iv. Grief Absence Policy (\*new Fall 2015)

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in his/her classes.

*It is the responsibility of the student to:*

- notify the Associate Dean for Academic & Student Affairs of his/her college of the need for a grief absence prior to leaving campus,
- provide appropriate verification of the grief absence as specified by the Associate Dean, and
- complete all missed work as determined by the instructor.

*It is the responsibility of the Associate Dean or designee to:*

- determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others,
- notify the faculty that the student will be absent, and
- receive verification of the authenticity of a grief absence request upon the student's return.

*It is the responsibility of the instructor to work with the student to:*

- make reasonable accommodations and
- to include appropriate language describing such accommodations in their course syllabus, so that the student is not penalized due to a verified grief absence.

## 14. COURSE SYLLABUS

<https://www.msu.edu/unit/ombud/classroom-policies/syllabus-faq.html>

- A. All instructors are required to distribute a syllabus, either in print OR online form, to their students at the BEGINNING of the semester.
- B. If you change your syllabus you should let students know immediately of these changes either online or in writing.
- C. What am I required to include on my syllabus?
  1. At a minimum you must include the information outline in the Code of Teaching Responsibility  
<http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514>
- D. What other information should I consider including?
  1. course number and title, section number (if applicable) and scheduled class time
  2. course Web site (if applicable);
  3. instructor's (and TA's, if applicable) name, office address, phone number and e-mail address, with recommendations on which method of contact the instructor prefers;
  4. tentative deadlines for required and recommended readings;
  5. tentative schedule of course topics;
  6. required field trips, rehearsals, etc., scheduled outside of regularly-scheduled class time, along with any accompanying fees and tickets;
  7. make-up policy for designated course work;
  8. tardy policy and its impact, if any, on grades;
  9. common test dates for all sections of a multi-section course, as approved by the unit;
  10. course prerequisites and restrictions, as they appear in the Descriptions of Courses catalog;
  11. information about required course-management software, such as ANGEL
  12. any course procedures unique to the course that might cause students to reconsider their enrollment in the course, and
  13. your policy for use of cell phones, calculators and other electronic equipment in the classroom
- E. What university policies or procedures should I considering including? See <https://www.msu.edu/unit/ombud/classroom-policies/syllabus-faq.html> for more information.
  1. Academic Dishonesty
  2. Accommodations for Students with Disabilities
  3. Drops and Adds
  4. Commercialized Lecture Notes
  5. Attendance
  6. Internet
  7. Disruptive Behavior

## 15. DISRUPTIVE STUDENTS

LBC strongly encourages faculty who may be dealing with disruptive students in their classes to immediately consult with an Associate Dean or any other member of the Dean Team. The Dean Team can provide information on general strategies that have proven to be effective and are consistent with university policies. In addition, the Dean Team can assist instructors with developing tailored, appropriate strategies to aid in dealing with these difficult situations.

Answers to a multitude of questions regarding dealing with disruptive students can be found at: <https://www.msu.edu/unit/ombud/classroom-policies/disruptive-students-faq.html>

## 16. STUDENTS IN DISTRESS

LBC strongly encourages faculty who may be dealing with students in distress to immediately consult with the Associate Dean for Academic & Student Affairs or any other member of the Dean Team. The Dean Team can provide information on general strategies that have proven to be effective and are consistent with university policies. In addition, the Dean Team can assist instructors with developing tailored, appropriate strategies to aid in dealing with these difficult situations.

MSU has a host of resources available to assist students who may be in physical or emotional distress. Below are some major resources available to faculty and students.

- Behavioral Threat Assessment Team - <http://btat.msu.edu/>
- MSU Counseling Center - <http://www.counseling.msu.edu/>
- Olin Student Health Center – <http://olin.msu.edu>
- Women’s Resource Center - <http://wrc.msu.edu/>
- LGBT Resource Center – <http://lbgtrc.msu.edu/>
- Resource Center for Persons with Disabilities - <http://www.rcpd.msu.edu>

## 17. STUDENTS WITH DISABILITIES

The Resource Center for Persons with Disabilities (RCPD) assists students, faculty, and staff by maximizing ability and opportunity for full participation at MSU. Students who have a disability that substantially limits a major life activity can register with the RCPD and may be eligible to receive accommodations (<http://www.rcpd.msu.edu/services/register>).

Instructors are encouraged to visit each of the following web sites related to teaching and working with persons with disabilities.

- Awareness and training - <http://www.rcpd.msu.edu/Awareness/Home>
- Model Statements (to be included on course syllabus) – <http://www.rcpd.msu.edu/facultyandstaff/home>
- Alternative Testing Guidelines - <http://www.rcpd.msu.edu/programs/alternativetesting>

## 18. HONORS OPTIONS

<http://honorscollege.msu.edu/honors-option>.

Some students at MSU may be members of the Honor's College. In fulfilling the requirements of the Honor's College, students must complete a set number of various Honor's opportunities (honors courses, honors sections, honors options) -

<http://honorscollege.msu.edu/honors-option>.

Any student may pursue an Honor's Option in any LB course per instructor approval – instructors are not required to offer their courses with Honor's option.

Faculty and students are strongly encouraged to use the Honor's Option Agreement Form - [http://honorscollege.msu.edu/benefits/h-o\\_agreement.pdf](http://honorscollege.msu.edu/benefits/h-o_agreement.pdf)

An H-Option involves a project which relates to the course material and is completed in addition to the normally required coursework. The H-Option project is formulated in consultation with the course instructor, usually during the first week of class. Some common H-Options include writing research papers, conducting laboratory research, making class presentations, or additional seminars for groups of H-Option students.

The quality of an H-Option project does not affect the grade assigned for a course, however units may require a minimal course grade for H-Option approval.

At the end of the term, instructors file an online Administrative Action Form for each student who has satisfactorily completed the H-Option. These forms are separate and distinct from the regular end-of-term grade lists and require the approval of the instructor, the chairperson of the department, the Associate Dean of the College, and the Dean of the Honors College. Instructors can access these forms through the [Instructor Systems](#) menu at the Registrar's Office website:

## 19. COURSE MANAGEMENT SYSTEMS AND TOOLS

<https://tech.msu.edu/filter/teach-and-learn/course-management-systems-and-tools/>

These are online communication systems that allow instructors and students to communicate with one another about various aspects of a class. This may include, but is not limited to, posting class notes, assignments, grades, and announcements or running class-specific chat rooms or blogs. Many students use this kind of system and expect faculty will make information available to them through this means. However, it is NOT required that faculty use a course management system; such use is purely at the discretion of the instructor for the course. Several systems presently exist.

- A. D2L - Desire to Learn is an MSU-supported online learning management system. – [d2l.msu.edu](http://d2l.msu.edu)
- B. LON-CAPA - LON-CAPA is a web-based learning content management and assessment system currently supported by MSU. [loncapa.msu.edu](http://loncapa.msu.edu)
- C. MSU Google for Education - IT Services offers the MSU community Google for Education to use for research, teaching, and collaborative projects. The enabled

apps in the MSU Education Edition include Google Drive with unlimited storage, Google Sites, Google Classroom, and Google Calendar. MSU Google Apps are integrated with MSU NetIDs and passwords and offer increased securities and protections not found in the public version of these applications.

[googleapps.msu.edu](http://googleapps.msu.edu)

- D. MSU Quality Matters - MSU offers a campus subscription to the Quality Matters rubric and online peer review resources to assist faculty and instructors in creating quality online and blended courses. MSU consultation is also available.  
<http://tech.msu.edu/quality-matters>
- E. Online Test Proctoring - Two different online test proctoring options are available in MSU computer labs and technology classrooms, as well as within the MSU D2L learning management system. <https://tech.msu.edu/teaching/online-proctoring/>
- F. Turnitin - Turnitin is an optional resource toolset that faculty and instructors can use within Desire2Learn (D2L) to assist students in the continued development of their writing skills in the online environment. Turnitin tools can also raise awareness of the rules of attribution by assisting faculty and students in detecting plagiarized material. The Turnitin toolset features Originality Check, GradeMark, PeerMark, ETS E-Rater, and iThenticate. <https://tech.msu.edu/teaching/tools/turnitin/>

## 20. STUDENT PRIVACY

Detailed information about maintaining student privacy is available at:

<http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp> In general, all student academic records are to be considered private and thus are not accessible to the general public or others not in a need-to-know situation as stated on the Registrar's website. Please direct any questions to the Associate Dean for Academic & Student Affairs.

Common Dos and Don'ts related to maintaining student privacy

### F. DO

- Use randomly assigned numbers or codes to display scores or grades.
- Keep any personal notes relating to individual students separate from educational records.
- Keep only those individual student records necessary for fulfillment of your responsibilities.
- Refer information requests to the proper educational record custodian. When in doubt, contact the Office of the Registrar or the Office of the General Counsel.

### G. DO NOT

- Display student scores, grades, Social Security Numbers, or PID's (personal identification number) publicly
- Put papers, projects, graded exams, or reports in publicly accessible places
- Share student information, including grades or GPA's, with other faculty or staff unless their responsibilities warrant a need-to-know
- Discuss a student's progress with anyone (including parents) without student's written consent
- Provide anyone with lists of students enrolled in your classes for any purpose

## 21. CLASSROOM MYTHS

MSU has NO guidelines for early classroom departures based on faculty tardiness. However, the College strongly believes faculty should make every effort to start class on time at every class period (equipment set-up should be done BEFORE the actual start time of the course). Faculty are encouraged to let students know what they would expect of the students in the event that they are late for a course. Whenever possible, faculty are encouraged to let the Dean' Office know ASAP so that someone from that office may relay the message to students in the course if the course is taught in Holmes Hall.

If you know in advance that you cannot attend a scheduled class, you must:

- A. find an appropriate substitute instructor or schedule a guest speaker,
- B. notify the Dean Team of your impending absence and plans for class continuation, and
- C. inform the students of the plan for the day.

Instructors are NOT required to allow students to make up material missed because of an absence or physician's excuse UNLESS their course syllabus explicitly states that is what the instructor agrees to. However, the College has a long standing practice that we work with our students as much as possible to allow them to make up material if the excuse is reasonable (e.g., [religious observance](#), grief absence, sickness, family issues).

Instructors are under no obligation to grant an incomplete to a student who is unable to complete coursework on time. There are very specific rules about when it is appropriate to grant an incomplete. See section under GRADES for more information.

# GRADES

## 22. NUMERICAL GRADING SYSTEM

<http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=521>

Numerical	Alpha
4.0	A
3.5	A-/B+
3.0	B
2.5	B-/C+
2.0	C
1.5	C-/D+
1.0	D
0.0	F

There is no University policy regarding what percentage (out of 100) constitutes each of these numeric grades; it is at the discretion of the instructor to determine what constitutes a 4.0, for example, in their own class.

Here are some common percentages that have been used in the past:

RANGE 1	RANGE 2	GRADE
93 – 100	90 – 100	4.0
88 – 92	85 – 89	3.5
83 – 87	80 – 84	3.0
78 – 82	75 – 79	2.5
73 – 77	70 – 74	2.0
68 – 72	65 – 69	1.5
63 – 67	60 – 64	1.0
<62	<59	0.0

## 23. POSTING FINAL GRADES

Final grades are due no later than the Tuesday immediately following the last Friday of finals week by 4pm. **NO EXCEPTIONS**. Instructors will be sent reminders through the Office of the Registrar and should enter grades online. If an instructor is unable to post final grades (i.e., unable to access online system) they should work with the Associate Dean for Academic & Student Affairs to ensure grades are posted by the deadline. Special attention should be paid to off-campus courses (including Study Abroad) that may have a different time schedule final grade submission.

<https://reg.msu.edu/Forms/Instructor/GradeClassList.aspx>



## 24. DEFERRED / INCOMPLETE

<https://www.msu.edu/unit/ombud/grade-codes.html>)

### H. DEFERRED (not applicable to LBC as all our courses are undergraduate)

A DF-Deferred grade is reserved for graduate students who are passing a course but for reasons acceptable to their instructors cannot complete the course during the regularly scheduled course period. Students who request and receive a DF-Deferred grade marker must complete the course work, and instructors must report the grade, within six months (190 calendar days) after the last class day of the particular term of instruction. If a student fails to complete the required work by the announced deadline, the DF-Deferred grade marker will automatically be changed to DF/U-Unfinished. To receive credit in the course, the student must reenroll in the course. This policy does not apply to thesis or dissertation courses. A DF/U does not affect a student's overall GPA.

### I. INCOMPLETE

To qualify for an I-Incomplete, a student must:

- have completed at least 6/7 of the term of instruction, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and
- has done satisfactory work in the course; and
- in the instructor's judgment can complete the required work without repeating the course.

Provided these conditions are met, the instructor electing to give an I-Incomplete should file an Agreement for Completion of (I) Incomplete ([http://www.reg.msu.edu/read/pdf/I\\_Agreement.pdf](http://www.reg.msu.edu/read/pdf/I_Agreement.pdf)) at the time course grades are due. This agreement specifies what the student must do, and when, to remove the I-Incomplete. The student and instructor must both sign the form and submit it to the Associate Dean for Academic & Student Affairs office.

The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student's next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete. Exception to this deadline: An instructor may submit an Administrative Action stating that course structure necessitates delay of make-up grading until the end of the student's next semester in attendance.

Failure to complete the required work by the due date will result in a grade of I/0.0, I/NC or I/N, depending on the grading system under which the student was enrolled. (A student who does not register for Michigan State University courses subsequent to receipt of an I-Incomplete has one calendar year to complete the required work; after that, the I-Incomplete will become U-Unfinished and will be changed to I/U on the student's academic record, and the course may be completed only by re-enrollment).

An extension of time for completion of the required work may be approved by the college offering the course only by means of an Administrative Action documenting physician-certified illness or other extraordinary circumstances.

An Extension of Time is a formal agreement between the instructor and the student. After an Extension of Time has been filed, the work must be done by the deadline determined by the instructor or the I-Incomplete will be changed to I/0.0, I/NC, or I/N depending on the grading system under which the student was enrolled.

Once a student has finalized the work to fulfill their Incomplete, the following information must be submitted to the Associate Dean for Academic & Student Affairs Office to change the "I" to a grade:

- Student PID
- Semester Course Initiated, Course Number and Name, and Section Number
- Date worked completed
- New assigned grade

## 25. FINAL EXAMS

<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s499>

Instructors are NOT required to give a final exam. HOWEVER, instructors ARE required to meet with their classes during the scheduled final exam session during finals week.

Instructors may ONLY change the time and date of a final exams from what appears in the University Final Exam Schedule with permission of the Office of the Registrar. Please work through the LBC Associate Dean for Academic & Student Affairs Office.

If instructors do not schedule a final exam, they may NOT require students to submit final course assignments or take-home exams earlier than the date and hour of the scheduled final exam.

Instructors MUST be available for office hours, or available in another way, to students during finals week.

If a student has three examinations on the same day, they may petition to have one of the examinations moved to another day. Students are first asked to work it out directly with the faculty. If no agreement can be reached, then the Associate Dean for Academic & Student Affairs Office will assist the student with rescheduling on of his/her examinations. Your help in these rare situations is greatly appreciated.

## 26. CALENDARS AND IMPORTANT DATES

- ACADEMIC CALENDAR - <http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx>
- FINAL EXAM SCHEDULE - <http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx>
- UNIVERSITY EVENTS - <http://www.events.msu.edu/main.php>

## CONFLICTS OF INTEREST

Faculty are responsible for safeguarding students by avoiding conflicts of interest that could arise if a faculty member had a familial or other personal relationship with a student in their class or in their employ. Each faculty member should familiarize him/herself with these university policies and the reporting requirements therein:

- Conflicts of interest related to employment - <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/COlinEmployment.htm>
- Conflicts of interests related to educational responsibilities - <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/COIEducResp.htm>

## INSTITUTIONAL EQUITY

MSU is committed to creating and maintaining an inclusive community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination. MSU is strongly opposed to discrimination and harassment, and such behavior is prohibited by University policy.

The [Office of Institutional Equity \(OIE\)](#) reviews concerns related to discrimination and harassment based on sex, gender, gender identity, race, national origin, religion, disability status, and any other protected categories under the University Anti-Discrimination Policy and Policy on Relationship Violence and Sexual Misconduct.

OIE accepts calls, emails, and walk-in reports regarding any matters related to discrimination, harassment, sexual misconduct, relationship violence, and stalking. OIE staff can help you file a report, investigate your report, and connect you with resources. Faculty are responsible for reporting incidents they learn of that could constitute sexual harassment of a student or endangerment or abuse of a minor (whether or not the minor is a student). The relevant policies are below. Any faculty member who is unsure of the proper steps to take should immediately consult with the Dean.

- [Sexual Assault, Relationship Violence, Stalking](#)
- [Discrimination or Harassment](#) (includes age, color, age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight)
- [LGBTQ+ Discrimination](#) (includes gender, gender identity, expression, sexual orientation)
- [Mandatory Reporters](#) (All LBC Faculty and Instructors are Mandatory Reporters)
- [ADA Section 504](#) (persons with disabilities)
- [Title IX](#) (discrimination based on sex in educational program or activity)

# FACULTY & STAFF FORMS (REGISTRAR)

<https://reg.msu.edu/FacStaff.aspx>

Many common actions that instructors may need to partake in can be found at this web site. Instructor Systems menu is developed to provide faculty with most of the necessary electronic forms in support of instruction. You must sign on using you MSU username and password and will only have access if you are listed in CLIFMS for the course you are teaching. These items include:

- Academic Dishonesty
- Class Information (class lists, student images, e-mail students, exam cover sheets)
- Enhancing Academic Success Early (EASE)
- Grades
- Textbook and Supplemental Materials
- Other Links (Administrative Action Forms,

20

Compliance with Federal Legislation - Federal legislation requires institutions to make textbook and other material information available to students online through the Schedule of Courses and to bookstores for ordering. The primary purpose of providing this consumer information is to assist students with making informed decisions at the time of enrollment.

## 27. TEXTBOOK ORDERING SYSTEM

Textbook and other material information must be entered into the textbook ordering system. The system may be accessed as follows: from the Registrar's Office home page ([www.reg.msu.edu](http://www.reg.msu.edu)), click on "[Instructor Systems](#)" in the Faculty & Staff menu. After entering your MSU NetID and password, select "Textbook and Material Entry/Update" from the Instructor Systems Menu.

Course Packs - Course pack information, including price, should be entered in the textbook ordering system. MSU Libraries course materials program facilitates the production and binding of course packs in compliance with copyright guidelines. For more information, visit: <http://www.lib.msu.edu/about/coursemat/index.jsp>.

Tips for Keeping Textbook Prices Low - Submitting textbook orders on time enables bookstores to order proper quantities and seek out the lowest pricing options. Faculty may choose to use older editions of textbooks, if appropriate. With advance notice, bookstores can often find proper quantities of older editions, thus reducing the selling price. Also, please keep in mind that there is no buy back option for students when custom publications (those produced for a specific class) are utilized.

## 28. OTHER LINKS

### J. Administrative Action Form System

(important link for H-Reports, Late Submission of Grades, Grade Changes, Swapping Students across Sections). This web site is helpful for other common actions commonly taken by instructors – remember that these actions will require Administrative sign off often at multiple levels so only enter this site if you are certain of the action you are requesting. Again, you must sign on using you MSU username and password and will only have access if you are listed in CLIFMS for the course you are teaching.

<https://www.reg.msu.edu/Forms/AAForms/AAMenu.asp>

- Enrollment Correction – this can help with “swapping” students across sections
- Extension of Conditional Grade
- Grade Change
- H-Option Report
- H-Option Report – Multiple Students
- Late Submission of Grades

### K. Student-Instructor Form System

(important link for H-Reports, Late Submission of Grades, Grade Changes, Swapping Students across Sections). This web site is helpful for other common actions commonly taken by instructors – remember that these actions will require Administrative sign off often at multiple levels so only enter this site if you are certain of the action you are requesting. Again, you must sign on using you MSU username and password and will only have access if you are listed in CLIFMS for the course you are teaching.

<https://reg.msu.edu/Forms/StuInstr/Menu.aspx>

- Application for Independent Study (LB 290A-F; LB 490 A-E; LB 494)
- Application for Entrepreneurship and Innovation Experiences Option
- Agreement for Incomplete - [https://www.reg.msu.edu/read/pdf/l\\_Agreement.pdf](https://www.reg.msu.edu/read/pdf/l_Agreement.pdf)

## 29. ROOM SCHEDULING

All classes are assigned to an official University classroom. Faculty requesting space for additional course support (e.g. test preparation, review, work sessions) may request Holmes Hall spaces administered by LBC through [Cara Ballinger](#), [Denise Benington](#), or [Denise Poirier](#):

- W26E West Holmes – Dean’s Seminar (capacity 17)
- W40 West Holmes (capacity 18)
- C2-7 Holmes – Laboratories (capacity ~20)
- E26A East Holmes – REAL Lite classroom (capacity 48)
- E5 East Holmes – Physics studio classroom (capacity 48)
- \*Bamboo Room in Sparty’s (administered through REHS Holmes Hall; capacity ~20)

All other University Classrooms are scheduled through the 25Live System. ([Cara Ballinger](#) can assist you with training and procedures for this system).

## **L. Academic Room Scheduling (25Live)**

The [25Live Room Scheduling](#) website is your single source for viewing and requesting space in MSU's academic classrooms and the SECCHIA center in Grand Rapids. This site also provides important support information using the links provided.

Requesting a Room:

Access the Room Scheduling system by clicking this [25Live](#) link, and then follow the steps below:

1. Click the "Sign In" link located in the upper-right corner of the screen.
2. Enter your MSU NetID and password, and click the "Login" button.
3. Click the green "Create an Event" button in the middle of the page.
4. Enter all event details (required fields are marked with a red asterisk).
5. Click "Next" to move to the next page of event details; click "Finish" to complete your request.
6. You will receive a confirmation email once the event has been approved.