

SECTION G: CLASSROOM-RELATED RESPONSIBILITIES

The section on classroom-related responsibilities includes statements on writing skills, on class admission rosters, on class attendance, on classroom environment, on scheduling major assignments just prior to final examination week, on the final examination policy, on grade and grade reporting, and on the grade and absence appeals procedure.

1. Writing Skills

Because clear, logical, accurate, and articulate written communication is a necessary component of all scholarly and professional activity, the University urges all faculty members:

To assign writing in every course in which essay examinations, papers, or reports are at all appropriate,

To inform students that writing proficiency (organization or articulation) will be a component of the grading in the course,

To comment upon the competence with which information is organized and articulated in all written work,

To return such work to students,

To withhold grades on papers or reports until a satisfactory level of performance on them is achieved during that term,

To lower grades on all written work that does not achieve a satisfactory level of writing proficiency (organization or articulation),

To refer students with such difficulties to advisors and/or the Writing Laboratory.

2. Class Admission Rosters

On the first day of classes, faculty will receive a roster of students who have registered for each of their courses. Beginning with the second day of classes, each new student who appears in a class shall present an admission card (i.e., approved copy of a drop/add card), which will certify registration. Two weeks from the first day of classes, faculty will receive a corrected roster of students for each class. No drop cards will be sent for students who have dropped a course; their names will simply be omitted from the corrected roster.

Because corrections on the second computer roster determine the University's enrollment report to the Ohio Board of Regents, **it is imperative that faculty return all corrections to the Office of Registration and Records on the date specified.**

3. Class Attendance

The faculty believes that classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation, as indicated by the course instructor. The instructor has no obligation to give make-up examinations or to review other class work missed by a student as a result of absence, except under those specific conditions cited below (in 4. Exceptions to the Class Attendance Policy).

Although an instructor may accept a student's cause for an absence as a basis for making up major tests and examinations, the responsibility for making up work missed during absence rests with the student.

4. Exceptions to the Class Attendance Policy

Under unique, yet foreseeable circumstances, exceptions to the stated class attendance policy may be made. These exceptions shall include cases of recognized weather emergency, excused absences for the observance of religious holidays, and military call-up situations.

- a. If, in the case of severe weather, an official agency such as the State Highway Patrol reports that hazardous driving conditions exist and that travel is not advised, then students who must commute to Bowling Green will be excused from classes without penalty. Upon return to each affected class, the student shall inform the instructor the student's inability to travel due to hazardous driving conditions.
- b. It is the policy of the University to make every reasonable effort allowing students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Absence from classes or examinations for religious reasons does not relieve the student of responsibility for completing required work missed. Following the necessary notification, the student should consult with the instructor to determine what appropriate alternative opportunity will be provided, allowing the student to fully complete his or her academic responsibilities.
- c. Students who are members of the reserves, national guard or other branches of the military may be called to serve with their units. It is University policy to provide appropriate accommodation to such students. A student who is required to report on or after the first day of final exam week will be allowed to complete all course work early and must contact his or her instructors in a timely fashion so as to make necessary arrangements. A student who is required to report prior to the first day of final exam week must contact his or her college office and choose between the various options presented. Regardless of the option selected, the student in this situation must also contact his or her instructors in a timely fashion so as to make necessary arrangements.

5. Classroom Environment, Responsibility and Authority of Instructor

". . . reaffirms the present practice which places the primary responsibility for the classroom environment with the instructor. It is assumed that the administration will support this position providing that the instructors conduct themselves in a professional manner and in accordance with the University policies and regulations.

In this context, the use of recording devices in the classroom is the prerogative of the instructor, providing that the use of recording devices be consistent with the educational aims of the class and not to be used for any other purpose except by permission of the instructor."

6. Policy on Scheduling Major Class Assignments Prior to Final Examination Week

It is the academic policy of BGSU to discourage the giving of a test or a major quiz, or the assignment of a major project, with the exception of laboratory tests and the English proficiency examination, during the week prior to the final examination week.

7. Final Examination Policy

- a) A final examination should be given in all courses where appropriate.
- b) Consistent with traditional principles of academic freedom, the faculty member or group responsible for a course shall determine whether a final examination is or is not appropriate (such as in graduate seminars).
- c) Ohio Board of Regents specifies that an academic semester consists of sixteen weeks. The sixteenth week of the semester at BGSU is reserved for the scheduling of final examinations.
- d) Final examinations shall be administered at the times scheduled for that purpose, except with specific permission of the VPAA.¹
- e) In those courses where a final examination is deemed inappropriate, faculty shall conduct other appropriate course-related activities during the period scheduled for final examination.
- f) Department Chairs shall be responsible for implementing this policy.

8. Grades and Grade Reporting

Gradebooks are available through school or department offices. The University requires that grades be recorded for each student at the end of each semester only. Final examination schedules are announced every semester by the Registrar. Special rosters for grade reports will be sent to all faculty members by the Office of Registration and Records.

Grades turned in at the Office of Registration and Records are not changed unless:

- a) a demonstrable mechanical error has occurred or the grade has been changed as the result of a formal grade appeal;
- b) the Dean of the college approves in writing; and

¹Permission of the Office of the VPAA may be secured by providing a memorandum in writing stating the time for which the examination is scheduled, the time at which it is desired to offer it, and the reason for the change. The memorandum should also certify that the students involved agree to the change and that provision has been made for make-up in all cases of conflict. This memorandum, endorsed by the Chair of the department and the Dean of the college involved, should be forwarded to the Office of the VPAA. An immediate response by telephone will be confirmed in writing by the next day. Permission will not be granted to reschedule examinations except during the designated final examination period. No permission from the Office of the VPAA is required in order to provide a make-up examination for one or two students on the grounds of conflict or other urgent reasons for being absent from the final examination.

- c) the student's Dean is notified in writing.

Information on the grading system and incompletes can be found in the General Bulletin.

9. Grade and Absence Appeals Procedure

a) Appeals Procedure for Student Academic Grievances Against Faculty Members or Departments

- (1) Each University department shall designate a person or persons to receive grade and absence appeals from students. These persons shall not be major departmental administrators; they may be either tenured or untenured faculty members.
- (2) In the case of a department composed of fewer than five full-time members, the designated person(s) may be selected by the department from another department or other area within the school or college.
- (3) The role of the designated person(s) is to hear complaints, gather information, talk with both students and faculty, mediate disputes when possible, and/or identify appropriate channels for solving problems (whether within or outside the department).
- (4) If the matter is not then mediated, the student shall state the full particulars of the appeal in writing and submit them to the department Chair or policy committee. Notes shall be kept on proceedings at this level.
- (5) If the matter is not resolved at the departmental level, the student is free, of course, to pursue the case in other offices of the University as described below.
- (6) Each undergraduate college will establish an academic arbitration board of at least two faculty members and one student which will serve to hear appeals from students who are not satisfied that the resolution of the appeal at the department level is fair. The department procedure will be followed first in all cases.

b) In Matters of Grade and Absence Appeals Only

- (1) The department and college procedures will include a consideration of all of the facts in the case. If at either level the facts are deemed to support the student's appeal, moral suasion may be brought to bear on the faculty member. If, on the other hand, either committee regards the findings as not supporting the appeal, that decision should be transmitted unequivocally to the student. However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade.
- (2) Grade changes can be made by a letter to the college from the instructor and either department or college committee. The procedure must be started by the end of the fifth week of the academic term following the issuance of the grade, with the exception of the Spring semester, which must be appealed by the end of the fifth week of the Fall semester. All actions for grade changes must be completed by the end of the next semester, except for the Spring semester, when action must be completed by the end of the following Fall semester.

c) In Matters Other than Grade and Absence Appeals

If a student grievance is not resolved at the college level, the matter may be appealed to the VPAA.