

VIII. FACULTY INTERACTION WITH STUDENTS

A. Faculty Responsibilities to Students

1. Advising

A faculty member's role at the College of Charleston includes academic advising. Academic advising requires a commitment to assist students in taking responsibility for their own intellectual and life skills development. Advising should become less intrusive, mandatory and necessary, and more collegial over time as students mature in their academic program and life skills. Effective academic advising by faculty requires the ability and willingness to make oneself available to students and colleagues for learning support purposes. It also requires familiarity with College programs, degree requirements, academic and support services, student development stages, administrative policies, and regulations related to academic performance.

2. Course Objectives

At the beginning of each term, instructional staff members are responsible for stating clearly and in writing the instructional objectives of each course they teach. It is expected that each instructional staff member will direct instruction toward the fulfillment of these objectives and that examinations will be consistent with these objectives. Instructional staff members are responsible for ensuring that the content of each course they are assigned to teach is consistent with the course descriptions approved by the Faculty Committee on Curriculum and Academic Planning or the Graduate Council and published in the current College of Charleston Undergraduate Catalog, or the Graduate School of the College of Charleston Catalog.

3. Disclosing and Retaining Graded Exams and Papers

Papers must be graded and returned within a sufficiently appropriate time to make the examination a part of the student's learning experience. Final examinations must be retained for two years to provide the opportunity for review with the instructor if the student so desires.

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4. Meeting Classes

All instructional staff members are required to meet their classes regularly and at scheduled times. In case of illness or any other emergency, the instructor will notify the Department Chair so that appropriate action may be taken. Faculty members may not shorten the stated length of instructional periods, nor reduce the number of instructional periods in the term, nor reduce the number of weeks over which the instructional periods are distributed without prior approval.

5. Office Hours

Faculty members are required to publish and maintain a schedule of a reasonable number of office hours for student conferences. Office hours must be scheduled at times convenient to both students and instructors, with the additional option of prearranged appointments for students where there is a schedule conflict. The number of office hours is to be determined by the chair of the department. Each faculty member must file a schedule of office hours in the department office for reference and on his/her office door.

6. Office Hours During Registration

All faculty members who are responsible for academic advising are expected to be in their offices at specified hours during the registration period for each semester in addition to the hours normally reserved for advising.

7. Books and Materials for Classes

The responsibility for ordering textbooks and materials for any given section of a course rests with the faculty member assigned to teach that section during a specific term. While it is true that some departments select an individual to act as textbook coordinator for book orders within that department, the ultimate responsibility rests with the individual faculty member.

8. Classroom Procedures

Each member of the faculty is responsible for controlling conduct of his or her classes. Student behavior is governed by the standards and regulations printed in the Student Handbook, a copy of which is given to each member of the faculty.

9. Class Attendance

Because class attendance is a crucial part of any course, students are expected to attend all classes and laboratory meetings of each course in which they enroll. During the first week of classes, instructors will announce and distribute their attendance policies, including criteria to be used in determining excused absences. The professor determines whether absences are excused or unexcused, whether make-up work will be permitted, and whether both excused and unexcused absences count in determining the basis for a grade of “WA.” If attendance is used for grading purposes, the professor is responsible for keeping accurate attendance records. Each student, whether absent or not, is responsible for all information disseminated in the course. If a student has more than the maximum allowed absences, as defined in the course syllabus, the professor may instruct the registrar to record a grade of “WA” for the student. The grade of “WA” is a failing grade. The procedure for assignment of this grade requires that the professor provide written notification to the Registrar on or before the last meeting day of the class. The registrar will then send a courtesy copy of the notice to the student. The student is responsible for keeping addresses current through the Office of the Registrar.

If students who participate in athletics competitions or other college-sponsored events want to be assured that they are in compliance with the faculty member’s attendance policy, they must provide written notification to all course instructors of dates and times when regularly scheduled classes and labs will be missed.

10. Religious Accommodation for Students

The College of Charleston community is enriched by students of many faiths that have various religious observances, practices, and beliefs. We value student rights and freedoms, including the right of each student to adhere to individual systems of religion. The College prohibits discrimination against any student because of such student’s religious belief or any absence thereof.

The College acknowledges that religious practices differ from tradition to tradition and that the demands of religious observance in some traditions may cause conflicts with student schedules. In affirming this diversity, like many other colleges and universities, the College supports the concept of “reasonable accommodation for religious observance” in regard to class attendance, and the scheduling of examinations and other academic work

requirements, unless the accommodation would create an undue hardship on the College. Faculty are required, as part of their responsibility to students and the College, to ascribe to this policy and to ensure its fair and full implementation.

The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the College. Faculty members are expected to reasonably accommodate individual religious practices. Examples of reasonable accommodations for student absences might include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment dates. Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives, requirements and prerequisites as defined by the instructor and by the College.

11. Final Examinations and Final Course Grades
(Rev. Nov. 2010)

Prior to each final examination period, an examination schedule is published by the Registrar's Office. Final examinations must be administered only at the time and in the place stated on the Examination Schedule, except by written permission of the relevant campus authority. Faculty who change a final examination time for a course without written permission may be required to return the final examination to its regularly scheduled time.

Re-examinations shall not be allowed.

If an undergraduate student is absent from a final examination, the temporary mark of "X" may be assigned electronically by the instructor. It is the student's responsibility to report the reason for his or her absence to the Director of Undergraduate Academic Services and the instructor of the course. If he or she does not do so within 48 hours after the examination, the grade is automatically converted to an "F."

For undergraduate students, once the final course grade has been submitted, the Director of Undergraduate Academic Services may not authorize a change of grade except on written statement by the instructor that the grade was submitted in error. A statement of particulars must accompany the adjusted grade report. The forms

to institute such a change are made available by the Registrar's Office.

Instructional staff members are responsible for informing students in their classes in writing of the methods to be employed in determining the final course grade and of any special requirements of attendance that differ from the general attendance policy of the College. At the request of the student, a faculty member should make available information and/or an evaluation of the student's progress prior to the drop date.

Regarding final examinations and final course grades, if any policy document, syllabus, or examination schedule produced by a current or former employee of the College is in conflict with the relevant provisions of the Faculty/Administration Manual, the provisions of the Faculty/Administration Manual shall prevail. The Provost and Executive Vice President for Academic Affairs (or the Provost's designee) shall be responsible for the interpretation of these provisions for final examinations and final course grades.

12. Grading

During the first week of class, each faculty member is responsible for announcing and distributing a written statement of his/her grading policy. Full information concerning the grading system may be found in the Undergraduate Catalog and the Graduate Catalog.

13. Reporting of Mid-Semester Grades

At mid-point in each semester, each faculty member will report a mid-term advisory grade for each student to the Registrar. These grades are for advising purposes and are not recorded on the student's permanent record.

(Rev. May 2007)

14. Student Discipline

The Honor Code of the College of Charleston forbids lying, cheating, stealing, plagiarism, and failing to report an Honor Code violation. The Student Code of Conduct and the Alcohol Policy, found in the Student Handbook, regulate non-academic conduct of students.

Suspected violations of all student codes should be reported to the Executive Vice President for Student Affairs. When requested to

appear at hearings involving student disciplinary matters, faculty members should appear and testify if requested to do so, unless privilege or privacy interests dictate otherwise.

(Ins. April 2009)

15. Ordering Library Books and Journals

Faculty members participate in the selection of new books, journals and databases for the library collection. Each academic department has a designated Departmental Liaison who collects individual book requests from his or her colleagues, approves them, and submits them to the library. The library also receives new books on approval. Once a year, the library asks each academic department to recommend new journal titles. The Departmental Liaisons usually oversee this process to make sure that the library receives journal requests that meet with the approval of the entire department.

16. Library Reserves

Faculty members may place books and copies of journal articles for students' use on "RESERVE" at the circulation desk at the Marlene and Nathan Addlestone Library. Faculty members should bring reserve lists and/or personal copies of reserve materials to the library prior to the beginning of each semester. Normally materials will be removed automatically at the end of each semester and personal copies should be removed at that time.

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