



COLLEGE OF DUPAGE

**ACADEMIC AFFAIRS
POLICIES & PROCEDURES
FOR FACULTY
(FULL AND ADJUNCT)**

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CLASSROOM MANAGEMENT

Absence, Tardiness and Substitutes

During regular business hours, faculty members are expected to notify their division office as soon as possible in the event of absence or tardiness. Division offices are open Monday-Friday, 7:30 a.m. - 5:00 p.m.

All substitute faculty must be approved in advance by the Dean. Deans approve the use of substitutes at their discretion when an instructor cannot attend a class session due to an extenuating circumstance or situation.

It is the responsibility of a faculty member to contact the Dean and discuss the situation and need for substitute instruction in a timely manner. *Individuals who are not employees of the college are not eligible to substitute.*

Class Breaks

Classes meeting for more than one and one-half (1.5) hours at a time have a built-in break. The breaks are recommended according to the following guide:

Up to one and one-half hours	One and one-half hours	Two or more hours
No Break	10 Minute Break	20 Minute Break

The instructor should decide what time in the class period is best and most convenient for scheduling a break. Class time should not be shortened to schedule the break at the end of class.

Classroom Etiquette

Classrooms should be left in the condition in which faculty would expect to find them: furniture should be arranged appropriately, whiteboard should be erased, and technology should be turned off. Faculty should take into account the acoustic limitations of classrooms and adjust volumes accordingly. Students should be discouraged from eating and drinking in classrooms.

Textbook Copy

A desk copy or an electronic version of the textbook for each course is furnished for the instructor's use. Contact the division office for directions on how to procure a copy of the textbook. Required books other than the textbooks may be provided at the discretion of the Dean.

CLASS LISTS

Course Caps

Course caps are intended to maximize the learning experience of students, help manage faculty workload, and ensure a safe and comfortable learning environment. Faculty are discouraged from adding students to a class beyond the course cap. In some disciplines, if past experience indicates that there will be some attrition in a class, faculty may admit one or two students beyond the cap. Faculty should not add students for whom there is not adequate seating in the class. Check with the Dean for more information about course caps in individual disciplines.

Class Lists

Instructors should access their class rosters in [myACCESS](#) for Faculty. With [myACCESS](#), faculty can view an accurate roster any time, day or night. Rosters are also reflected in [Blackboard](#), via the full grade center, however Blackboard rosters reflect a 24-48 hour lag time. Regularly view class rosters to monitor registered students as well as students who withdraw or are dropped for non-payment.

Use the class roster to verify that all students in the class are registered. Any student not on the roster should be directed to the Office of Student Registration Services immediately following the first class meeting. During the Add/Drop period, students may continue to register for classes. After that period, students will need a Permit to Register from the instructor. The Instructor's Permit to Register Form must be brought, faxed, or e-mailed (addpermit@cod.edu) to the Office of Student Registration Services. Permits will be held (no longer than 1 week), until the student initiates action by contacting Student Registration Services in person or by phone. The midterm date of the course is the **final** deadline for all registrations.

It is the responsibility of the instructor to make sure that all students are registered for the class. Under no circumstances should students who are not registered be permitted to remain in the class.

Roster Verification

Faculty will receive an email communication on the class section's roster verification date. This date is the 2nd Monday for a 16-week session, the 1st Monday for all other sessions. Please note if more than one faculty member is assigned to a course, only the lead faculty member will be send the email notice. On the Roster/Midterm/Final/View screen in myACCESS, the status of "**Ready**" under Roster Verification will show that it is time to perform this task. The deadline for roster verification is Friday, five (5) calendar days following the roster opening date.

How do I verify my roster?

- Enter a Verification Status for each student.
 - A = Attended class (at least once)
 - N = Not attended class yet

How do I verify my roster for an online course?

- Students are considered to be "in attendance" for online courses if they have completed assigned activities. If no activities were assigned during the attendance period being verified, a student may be considered to be "in attendance" if they have accessed the online course and/or have begun communication with the instructor.

How do I verify Dropped Students from my roster?

- Dropped students do not require a verification status, as they have already withdrawn from the class.
- Dropped students do require a Last Date of Attendance to be recorded.

Will students I marked as Not Attending be withdrawn from my course?

- No, students will not be withdrawn from the class.
- Students will be sent a letter advising them of their non-attendance status and their options for continuing or withdrawing from the course.
- You will have the opportunity to withdraw students for non-attendance during the Midterm Enrollment Verification process.

Midterm Enrollment Verification

Faculty will receive an email notice the Monday before the class section's midterm date. Please note if more than one faculty member is assigned to a course, only the lead faculty member will be send the email notice.

The midterm date is listed on the Roster/Verification/Final/View screen in the faculty member's [myACCESS](#) account. The midterm status will change from 'NOT READY' to 'READY' when it is time to perform this task. The deadline to submit the midterm verification is Friday, five (5) days following the midterm date.

Verifying Enrollment for Enrolled Students

- Enter a Verification Status for each student. Verification is based on attendance, not performance.
 - A = Attending
 - N = Not attending the course regularly
 - W = Withdraw for non-attendance
- For students marked "W" (withdraw), indicate their last date of attendance, or check the box indicated if they never attended.

Verifying Enrollment for Dropped Students

- Dropped students are not verified, as they have already withdrawn from the class.
- Dropped students do require a Last Date of Attendance. If the student never attended, check the box for Never Attended.

Verifying Enrollment for Students in an Online Class

- Students are considered to be "in attendance" for online courses if they are actively working on the course: submitting assignments, completing quizzes, or participating in discussion boards.

GRADING

Final Grading

Once the midterm verification has been submitted, the status for Final Grading will change from 'NOT READY' to 'READY'. The End Date of the class can be found in [myACCESS](#) on the Class Roster or on the Roster/Verification/Final/View screen. The deadline for submitting final grades is three (3) business days following the end date of the semester or class session.

- Business days for summer semester are Monday through Thursday.
- Business days for fall & spring semester are Monday through Friday.

Enter a valid Final Grade for each student. Valid grades are A, B, C, D, F, I or S (see policy governing "S" (Satisfactory) and "I" (Incomplete) grades below.

Faculty are also required to submit Grade and Attendance sheets electronically to the division office by the same deadline for submission of final grades. Grade and Attendance sheets become part of the permanent record of a student's performance in a class and should include detailed information about all grades that were used in the calculation of the final grade. If attendance was used as a grading citation, faculty should include all attendance records as well.

Grading/Evaluation of Student Performance

College of DuPage expects instructors to use good judgment and fair methods in grading. The instructor's Grading Scale and the relative weight of each assignment should be included on the course syllabus. Faculty who use attendance as a grading criterion are expected to articulate clear attendance guidelines in the course syllabus and maintain complete and accurate attendance records. Students' work must be graded and returned in a timely fashion.

Letter grades currently granted by College of DuPage carry the following connotation:

- A High degree of Excellence in achievement
- B Better than average achievement
- C Average acceptable achievement
- D Minimum standard of achievement
- S Satisfactory
- F Failure to complete minimum requirements
- I Incomplete
- R Repeated course (prior to summer 2009)
- W Withdrawal
- X Audit

Students in non-credit classes do not receive grades. Certificates of participation or satisfactory completion may be given if desired. Instructors should contact the Continuing Education office at least two weeks in advance to arrange for certificates.

S – Satisfactory

Certain classes, as identified in the College of DuPage class schedule, offer only “satisfactory/fail” grades. In all other classes, the student and the instructor of record may choose “satisfactory/fail” grading. The instructor of record retains the prerogative to determine whether the “satisfactory/fail” option is applicable to the course. It is the responsibility of the instructor of record to set deadlines for students’ grade option decisions and communicate these deadlines to the students during the first week of instruction. All students desiring the “satisfactory/fail” option must sign a contract with the instructor of record confirming use of the “satisfactory/fail” grading option and submit the completed contract to the Office of Student Registration Services no later than that last withdrawal deadline which is 75% of the term.

The satisfactory or “S” grade will not be computed in the student’s GPA, but the fail or “F” grade will be computed. Credits earned in the Communication, Physical/Life Sciences, Mathematics, Humanities/Fine Arts and Social and Behavioral Sciences categories may NOT be graded with a Satisfactory/Fail grade if the student is seeking any degree other than the Associate in General Studies degree or the Associate in Applied Science degree. Only 12 credit hours of “S” credit may apply toward any degree from the College of DuPage.

Satisfactory/Fail Contracts are available in the COD Employee Portal ([insideCOD](#)) Forms Library.

I – Incomplete

The instructor of record may assign an incomplete or “I” grade when a student who has completed a substantial portion of a class with a passing grade is unable to complete the course within the prescribed time due to documented unforeseen circumstances. When an instructor agrees to issue an incomplete grade, an Incomplete Contract must be completed and submitted to the Office of Student Records.

Unfinished course work must be completed within the time limits prescribed by the instructor, but may not exceed twelve (12) months from the end of the term in which the “I” grade was assigned. The student is responsible for contacting the instructor of record or, when the instructor of record is no longer employed at the College, the appropriate Dean regarding course completion. If the “I” has not been changed by the instructor of record within the twelve (12) month period, the “I” will automatically change to an “F” grade. During the time the “I” is on the student’s record, it will not be calculated into the cumulative grade point average.

Incomplete Contracts are available in the [COD Employee Portal \(insideCOD\)](#) Forms Library.

Repeated Courses

Starting with the summer 2009 semester, no grades will convert to ‘R’ on the student’s transcript. All final grades appear on the student’s transcript. The semester GPA will include all grades for courses taken during the term, but only the higher grade received for the same course will be included in the cumulative grade point average.

W – Withdrawal

The 'W' grade is given to a student under one of the following conditions:

1. The **student withdraws** from the course through the Registration office in person or via the internet after the refund period. The refund date for each class can be found on the student's schedule. The final day for students to withdraw will be equal to 75% of the respective academic session.

After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

2. The **instructor initiates the withdrawal** of the student who is not actively attending the course. This withdrawal can be accomplished as follows:

At midterm, the instructor may submit a 'W' grade (thereby withdrawing the student) for non-attendance. This is the **only** opportunity for an instructor-initiated withdrawal.

Procedure for Submitting Grades

- Log in and click on 'myACCESS for Faculty',
- Under the Faculty Information section, click on 'Roster/Midterm/Final/View',
- Select the term to be graded,
- Select 'Final Grade' on the drop down menu,
- Click on the course to be graded,
- View the 'Students to be Graded' column to determine which students should be issued grades,
- Issue an acceptable valid grade (A, B, C, D, F*, S*, or I*). *Refer to "Additional Information" section.*
- Click "SUBMIT",
- Verify the submission was successful by going back to the Roster/Midterm/Final/View screen to see that the status has changed to SUBMITTED**. *Refer to "Additional Information" section.*

Entering Last Date of Attendance

- Instructors are required to report the last date of attendance for all students receiving grades of F, W, or Incomplete (I).
- Enter the last date they attended class using the mm/dd/ccyy format or mark the 'Never Attended' box as appropriate.
- All Dropped Students, even those without a final grade of W, must have their last date of attendance recorded. The date the student dropped is displayed.

Additional Information

1. Students who dropped the course before it began, or were dropped for non-payment will not appear on your roster or grading screens.
2. *If a student registered for the class Satisfactory/Fail, you may enter a grade of S, F, or I. These students are indicated with a "P" in the Pass/Audit Column. A contract is mandatory unless your entire class section is set-up as Satisfactory/Fail.
3. **Grade corrections can be made by the instructor while the status is **SUBMITTED**. When the status is **POSTED**, you must submit a grade change request via your COD email account to your Dean for approval. Approved grade change requests will be forwarded to gradesdept@cod.edu for posting. Requests for approvals sent from accounts other than COD.EDU will not be accepted.
4. Students auditing a class do not need to be graded. They will receive a grade of X for audit once your course grades for other students have been posted.
5. Do Not Enter a Final Grade for withdrawn students. Students will automatically receive a grade of W based on their withdrawal date.
6. You will not be able to submit final grades for a course until the Midterm Enrollment Verification has been completed. The class status should show as "READY" in order for you to be able to input your grades.

Registration Status

The Registration Status column shows the student's **current** registration status in the class.

- **N** (New) Registered before class began.
- **A** (Add) Registered after class began.
- **PI** (Prerequisite Indicated) Instructor provided permit for student to register. This code is temporarily being used to facilitate registration with transfer credit that has not been converted.
- **RT** (Retake) Student is repeating the course beyond the number of times credit may be granted.
- **NP** (Non-Pursuit) Student was marked 'N' on the Midterm Verification indicating that he/she was not attending regularly, but remains enrolled in the course.
- **D** (Dropped) Student withdrew from the course after it began.
- **D5** (Dropped with Refund) Student withdrew from the course after it began, the 5 indicates a refund amount was subsequently processed.
- **WA** (Administrative Withdrawal) Student was withdrawn from the course by the instructor due to non-attendance.
- **DA** (Administrative Delete) Student was administratively withdrawn with a 100% refund, no W grade and no record on the official transcript.
- **BY** (Bypass) Student has met the prerequisite, however extenuating circumstances exist within the processing of the registration.

Students will be able to view their final grades the business day following your submission through their [myACCESS](#) account.

X – Audit

This grade is not assigned by the instructor, but it is automatically generated by the system. A student must indicate the desire to audit at the time of registration. The audit grade of 'X' earns no credit and does not affect the grade point average, but is recorded on the official transcript.

Field Trips

Field trips are a valuable extension of the classroom learning experience. In general, field trips can be requested but not required of students. An alternate assignment should be provided for any student who cannot attend a field trip. Even in courses in which the course description indicates "field trips may be required," some students may have limitations in terms of availability outside the scheduled class meeting times. In these cases, faculty are expected to work with students to develop alternative assignments that will allow the students to fulfill the requirement in some other way.

For a short-term, single day or class period field trip, permission is received from the appropriate Dean at least one (1) week prior to the trip by use of the "Pre-Travel Approval Form". The form is available on the insideCOD portal 'forms library,' submit the completed form to your division office for approval.

A chartered bus or College of DuPage van may be used for field trips. The cost for the bus or van is charged to each administrative unit. Prior approval to use these funds is necessary. Arrangements for the bus or van are then made through the Purchasing Office. The instructor should take a completed and signed Requisition Form to Purchasing when making arrangements for the bus or van and attach a Field Trip Permission Form.

Faculty and students are not covered under the College liability plan when they use their personal vehicle to transport students on a field trip. The instructor should either use a College vehicle or direct the students to meet them at the field trip location. Any arrangements for carpooling should be made only by the students.

Attendance Guidelines for Field Trips, Athletics, and Extracurricular Activities

Requiring a mandatory activity at a specific time outside of the class time may put students in conflict with other classes or responsibilities. Faculty are encouraged to provide alternative activities or flexible times where the student may complete the course requirements.

ADJUNCT FACULTY CENTERS

BIC Adjunct Faculty Center

This office is located on the main campus in the Berg Instructional Center, room BIC 2A07. The main office number is 630-942-2303. This center holds the majority of the Adjunct faculty mailboxes. It has a computer lab and internet access, copy machines, Scantron test-scoring machines, limited offices and cubicles for student conferences and work area. Please meet with students only in the conference offices or cubicles; the greater lounge area is for faculty only, not for student conferences or for testing. Supplies are available in small quantities. Contact the division office if larger quantities are needed. Please see the [Adjunct/Adjunct Faculty](#) website for further details and hours of operation.

HSC Adjunct Faculty Center

This office is located in the Health and Science Center, room HSC 1235. The main phone number is 630-942-3371. It has a computer lab and internet access, a copy machine, Scantron test-scoring machine and work area. Student conferences can be held in the general work area as the computer stations are set up as shared cubicles. Supplies are available in small

quantities. Contact the division office if larger quantities are needed. Please see the [Adjunct/Adjunct Faculty](#) website for further details and hours of operation.

Note: Given that the space is shared and FERPA is applicable to student conversations, please be mindful of student privacy and the workspace of others.

Copying and Printing

Copy machines are provided as a convenience in the Adjunct Faculty Centers and are for limited use only. No more than 50 one-sided copies are allowed per instructor.

Copy/print jobs more than 50 pages, two sided copying etc., must be submitted to the Print Center. The Print Center handles large jobs more efficiently. Additionally, they offer stapling, three hole punching etc. Please visit the [Staff Services](#) website for more information.

Faculty can electronically submit their copy/print requests using the [Print Center Online](#). Instructions for setting up a profile and using the system are provided on the website. A 16-digit account number assigned by the Division is required to process an order. Please allow 24 - 48 hours for processing.

The Print Center is located in the Berg Instructional Center, BIC 0500. Finished product can be picked-up or delivered to a faculty's mailbox.

RESERVING CLASSROOM LABS

Reserving On-Campus Labs

Pending availability, up to 1 hour and 20 minutes of computer lab time can be booked per class, per day by any faculty member who needs access to one of the computer classroom labs.

- **Priority Scheduling:** Specific rooms are designated for specific disciplines. These disciplines control scheduling in these rooms.
- **Open Scheduling:** Any faculty member can reserve any classroom on a first come, first served basis. See the division office for exact dates for open scheduling for each term.

All academic computer lab classroom scheduling is handled through the division office.

Be aware that students are not allowed into the computer lab classroom when a faculty member is not present. Ensure all students have left and that the door is locked at the end of the scheduled lab time. For questions regarding Academic Computer Labs, call the Academic Computing Center at 630-942-3300.

Reserving Off-Campus Labs

Four (4) off-campus centers (Addison, Carol Stream, Naperville, and Westmont) have computer classrooms that are used for instruction and open labs that students can use to complete homework assignments. Faculty should contact the appropriate center for available open lab times.