The following section of the Pfeiffer University Handbook is under revision by the Faculty Handbook Committee. The Committee will continue to update and revise this section throughout the academic year, adding changes to the official copy of the Handbook as the committee makes the revisions.

The Instructional Program: Policies and Procedures

A. Use of Classrooms

Classrooms are shared by all faculty members and should be treated with respect. Faculty should ensure classrooms return to their original set-up as well as turn off any lights or electronic equipment prior to the last student leaving class. All classes that have university issued electronics should be locked after each use. Faculty should report maintenance needs of classrooms and offices by sending an email to fixit@fsmail.pfieffer.edu, filling out the form at http://workorder.pfieffer.edu/gf/ or by calling EXT. 3195

B. Classroom Environment

In order to foster a campus culture that promotes respect and civility, it is important that faculty recognize their responsibility for management of the classroom environment. Faculty members encounter fewer problems with student behavior when they clearly state their expectations about the importance of demonstrating respect in the academic setting. Such expectations must also be communicated in on-line class formats.

C. Roster Verification Process

All faculty must adhere to the verification process during each academic term. Under NO circumstances should students be allowed to be seated in a classroom unless they are on the course roster. Students must be referred to the Registrar’s office if their name is not found. The process can be found in Appendix O.

D. Attendance

a. Faculty Attendance

- ALL Faculty are expected to attend all classes during the contracted academic period. If for any reason (travel, illness, etc.) the faculty must be absent, a Faculty Absence Form must be completed. This form is located on the website under the Provost page.
- Notification of Class Cancellation: All faculty must notify the appropriate Dean/Director or Cohort Site Contact prior to cancellation of any class. Class cancellation notification process should be determined by each faculty member at the beginning of the term.

b. Student Attendance

- Student Class Attendance (Adult Professional/Graduate/Residential)

- There is a University requirement that students attend at least three-quarters of the
scheduled class meetings of any course to receive credit for that course. Within this framework, a school or college may establish additional attendance policies which may be school-or-college wide or at the discretion of each faculty member. These policies must meet the minimum, be reasonable, be applied fairly and uniformly in all situations, and be specified in detail in all course syllabi.

- Attendance MUST be tracked for each class. Due to the recent Department of Education changes, the University must be able to provide evidence regarding student attendance. Attendance logs need to be maintained throughout each semester and forwarded to the appropriate Dean/Director one week after ALL grades are turned in at the end of each semester. NO EXCEPTIONS

E. Syllabi

All programs must follow the proposed guidelines for syllabi construction and each program may add additional guidelines as deemed by the Dean/Director. An electronic copy of the syllabi should be submitted to the Office of Academic Affairs at the beginning of each semester.

Course Syllabi Guidelines

Course name, Number, Location
Semester/Academic year
Instructors Name/Campus and/or Office Location
Phone/Email/Web address (if available)
Course Description Goals, Mission, Student Learning Objectives and Outcomes
Timetable (weekly schedule, assignments, exam dates (to include final exam), key Registrar dates (drop/add, withdrawal, etc.) grading scale
Well defined attendance policies, honor code statement, classroom expectations (e.g. cell phone, tardiness, late work, etc.), missed exams, class cancellation notification, etc.)
Textbooks, other materials necessary for class (Must be listed on the syllabi)
Faculty Office Hours/Availability Note: All faculty teaching in all formats (seated, online, cohort, etc.) MUST state hours of availability on the syllabus. NO EXCEPTIONS
Student Assistance: Disability Services and Learning Assistance
Additional Reading/Research: Include relevant scholarly literature for reference

F. Academic Integrity

Faculty members are responsible for instructing students about the meaning and importance of academic integrity and for maintaining this concept throughout the educational process. Students should be informed at the outset of the course which forms of collaboration are encouraged and permitted in the course and which forms are not permitted. Rules regarding the acknowledgement of sources should be explained. Instances of dishonesty should immediately be given serious attention, not ignored or humorously tolerated.

- Plagiarism and Cheating

Faculty members who have reason to believe that a student is guilty of plagiarism or cheating must charge the student according to the Student Honor Code

The statement on plagiarism and cheating which follows is contained in the Pfeiffer University
“Cheating is willful participation in the unauthorized exchange and/or use of information while working on an examination, test, or project designed to evaluate individual performance. Buying a paper to present, as one’s own or selling a paper to be used as such is a deception and is obviously cheating. Cheating and plagiarism are violations of the Honor Code and are subject to the jurisdiction of the Honor Board. The following is a definition of plagiarism: Plagiarism is the attempt of a writer to steal credit for the work of someone else.”

To avoid plagiarism, give credit to all sources used in preparing any paper, whether the paper is assigned as a “documented” paper or not. In addition to giving the source of any factual information or any opinions of authorities in footnotes, enclose in quotation marks any phrases, clauses, or larger units, which are quoted, and document the source of these quotations. Changing the tense of a verb, dropping a subordinate element, or changing a pronoun to a noun does not constitute rewriting of the portion to be paraphrased in the author’s own words. The responsibility rests with the author to compare what is offered with the sources used to make sure that in no instance the organization or phrasing of any source has been followed closely without giving proper credit.

Reporting Violation for the University Honor Code:

Undergraduate: Office of Academic Affairs

Graduate:

Adult Professional:

G. Final Exams
1. Schedule of Examinations
   • A three-hour time period is established by the Registrar for seated, online, and cohort courses each semester for final examinations. Faculty should ensure that ALL students are aware of the scheduled exam time. Therefore, it is expected that the final exam date be communicated on each syllabi and posted in Blackboard.
   • Instructors are required to meet their classes for the assigned periods during examination week to administer an examination. No exam times should be cancelled! In the case of online courses, an exam time/period should also be designated for students.
   • Each semester a study day is scheduled between the last day of classes and the beginning of the final examination period. No examination or other class meeting may be scheduled or held on the study day or at any time during the examination week other than the scheduled period for examination.

2. Make-up Examinations
   • No make-up examinations are given under any circumstances.

3. Records of Examinations
   • All final examination materials should be kept by instructors for one year. Deans/Directors must collect final exam materials from part-time and adjunct faculty.
   • A copy of each final examination should be submitted to the Vice-President for Academic Affairs after the examination has been given. If an examination is not given, a written statement should be submitted to the Vice-President for Academic Affairs indicating how the examination period was used. The examination copies are confidential information and
should be handled accordingly.

4. Grade Appeal
   - Students who wish to register a complaint concerning a final grade should first discuss the grade with the instructor. If the problem cannot be resolved, the student may file a complaint in writing with the Program Chair, the Dean of the School or College, and the Associate Dean of Academic Affairs. Grade Appeal procedures are delineated in the catalog. A copy of this document can be found in Appendix P.

H. Grade Reports
   1. Requirements for Submission
      - Mid-semester grade (undergraduate) and attendance reports are due in the Office of the Registrar on the date specified in the official University calendar.
      - Final grades are due in the Office of the Registrar within 72 hours after the completion of the final examination and no later than 24 hours after the last scheduled final exam.
      - Final grades for candidates for graduation are due 48 hours before commencement.

I. Posting Grades
   - When publicly posting grades, faculty must protect the identity of each student. One strategy is to assign some system of letters and/or numbers which are known only to the instructor and the student. Grades posted using such a PIN isolate the grades from the identity of the students. The PINs chosen for the class must not be any part of a student’s Social Security number (the last 4 or 5 digits for example).
   - FERPA protects the privacy of each student’s educational records and is not tied to SSN but rather to any identifier that might provide third-party access to an educational record, thus the same recommendations apply to the use of any common identifier such as a Student ID, etc.
   - There are other violations, however, that faculty must be aware of and seek to avoid. For example, often graded material is left in an office or at the front of a classroom for students. If the grades are visible on the top sheet of an exam, quiz, or assignment, then it is a violation of the student’s privacy.
   - Blackboard is an excellent method to post student grades.

J. Technology
   - The University is committed to providing the appropriate technology resources to enhance student learning. Guidelines are as follows:

Charlotte Campus: All classroom technology resources will be stored in the Night Facilities Office (Mr. Dan Owen’s Office). If technology resources are needed prior to evening classes, please contact the front desk receptionist for assistance.

RTP Campus: Please contact Director of RTP

Residential Campus: Please contact the AV Coordinator in the Office of Information Technology.

K. Textbooks
   - Students purchase their textbooks from the University bookstore. Requests for the bookstore to stock textbooks are made through the Dean of the School or College. In cases where Adjunct faculty are teaching, the Department Chair or Dean of the School/College should make adoptions on their behalf to ensure textbooks are available.
   - Due Dates for adoptions are:
      - Spring Term due date is October 15
      - Fall Term due date is April 15
Summer Term due date is March 15

*All adoptions should be submitted to the Manager of the Pfeiffer Bookstore.

L. Emergency Policy

- In the event of weather-related (i.e. snow, hurricane) or other types of emergencies, the Director of Communications will maintain contact with the Vice-President for Academic Affairs who will determine with the Safety Officer of the University whether classes are to be held. The Inclement Weather Policy can be found in Appendix Q.
- In the event of bad weather, the university may elect to cancel classes, or more likely, may allow off-campus faculty to decide if they will hold classes. Normally, classes are held even in the event of snow.
- When classes are held during bad weather, off-campus students may be asked to use their best judgment on whether they should attempt to attend classes. In such cases, absences by off-campus students will be allowed and work assignments will be rescheduled.

Procedures

1. The University will notify TV stations WSOC-TV (Channel 9) and WBT-TV (Channel 3) and radio stations WBT (AM 1110), WZKY (AM 1580), and WSOC (FM 103.7) only if it plans to close. A decision to close will be made as early as possible.
2. Faculty who find that it is not safe to travel to campus will call the Office of Academic Affairs as soon as possible to cancel their classes.
3. For day students, absences during bad weather will be allowed and work reassigned. Residential students are expected to be in attendance if the class meets.
4. If a faculty member cancels class, he/she should try to find someone to put a note on the office door. If he/she cannot find someone to do this, notify the Office of Academic Affairs. Staff will post a notice.
5. All class cancellation notices will be posted on the faculty member’s office door and at the Office of Academic Affairs in Misenheimer.
6. Classes will be made up in the event that individual faculty members cancel classes when the University does not close. The Dean of the College/School and the Vice-President for Academic Affairs should be notified of the time scheduled for the make-up session.
7. Other Emergency Situations

In cases of emergency/other situations which could generate news coverage or for which the news media are already contacting the University, the Director of Communications should be called immediately. The Director is the official spokesperson for the University, and as such is the only person authorized to speak for the University. All statements to the press will be made after consultation with the President and, at the President’s discretion, members of the Strategic Leadership Team. All press seeking interviews with persons on campus are required to seek access through permission of the Office of Communications.

M. Pfeiffer University Sponsored International Travel

- All international travel must be approved by the Chief Financial Officer (CFO) and The Vice President for Academic Affairs regardless if travel is Undergraduate or Graduate.
- The University offers a number of international trips for its students. These trips provide firsthand experience within a foreign setting and include on-site lectures and discussions. It also involves the history and culture of the country visited for a better understanding of the social,
business, and governmental interactions. Students completing the course (international trip) receive credit hours as stated in the catalog.

- Approvals
  Proposed trips for international study must be approved by the Provost and the CFO and included in the annual budget prior to the year in which the trip is taken. When trips are proposed, the following must be prepared and provided in writing to the Provost and the CFO:
  - Estimated number of students who will participate
  - Estimated cost of the trip
  - Trip itinerary
  - Trip dates
  - Faculty/Staff who will attend
  - Semester in which student registers for the course receives course credit

- Timing of Trips
  Trips must be taken during the semester in which the course credit is received.

- Budgeting
  Approved trips must be included in the annual budgeting process prior to the year in which the trip is taken. The following will apply for trips:

  Pfeiffer University will supplement the trip by allocating one half of the students’ tuition (50%) toward the cost of the trip. (This percentage will be evaluated annually based on overhead considerations and doubtful account allowances). Trip leader needs to provide the estimated number of students participating to be included in the annual budget. Budgets will be adjusted if the expected number of students varies greatly. Total trip expense is determined by the trip leader. Trip expenses should include any and all expenses related to the facilitation of the trip, including but not limited to the below:

  - Travel and accommodation expenses (hotel, transportation, etc.)
  - Faculty/staff accommodations
  - Any Faculty/Staff additional compensation to accompany students
  - Meals and tips
  - Cost of event planner (if used)
  - Speakers and honorariums
  - Any other necessary trip expenses

- GPS (Global Pfeiffer Studies) Policy
  Pfeiffer University encourages students to expand their education through international travel. All full-time undergraduate students who meet the below criteria are eligible. Emphasis is placed on academic studies, cultural immersion, language study and developing exchanges with educational institutions around the world. Students should gain a sense of being immersed into the local culture and “living” in that country. Global Pfeiffer Studies (GPS) may begin with a 2 SH seminar (GPS 200) in the semester prior to the international trip. Trips are typically taken after the conclusion of the spring semester but may also occur in December/January between the fall and spring semesters. Typical destinations are England, Spain, Mexico, China and the Dominican Republic.

  1. All regularly enrolled full-time students who have earned at least 26 semester hours at Pfeiffer are eligible to participate in the GPS Program but students traveling after
graduation are not eligible for Pfeiffer funds. Students can use financial aid and student loans to help pay for the program. Students will be responsible for the cost of their passport, insurance and non-essential spending money.

2. Each year the destinations and surcharges for trips are identified at the course registration period.

3. Students who have traveled under the GPS Program are not eligible for funding towards additional trips.

4. To participate in GPS, students must be in good academic and disciplinary standing with a minimum 2.7 GPA.

5. The GPS program is open to any student regardless of seniority. Space is limited in the program. Interested students should fill out an application, which includes an essay on why you are interested in the program. The application, essay and GPA will be reviewed to determine acceptance to the program.

6. International insurance is required.

7. The GPS course (GPS 200) may be taken 4 (four) times for credit.

8. There will be regular class sessions during the program in the host country and the classes will meet the required contact hours to earn credit. Classes offered may include the history, culture, art and language of the host country.

• Graduate Trip Policy

STUDY ABROAD PROGRAMS
Pfeiffer University supports and encourages students to participate in a study abroad experience. A variety of programs are available from one week community service projects to semester and year long academic opportunities. These programs may carry academic or cultural credit based on prior approval. Study Abroad programs are available during the regular academic year, semester breaks, and during the summer. Details on costs, application procedures, and credit may be obtained through The Study Abroad Office in the Learning Center.

A highlight of the Master of Health Administration is a seven (7) to ten (10) day international study where students travel to either Austria, Canada, Germany, England, or other destinations under the supervision of Pfeiffer professors.