

Table of Contents – Notes for Chairs – 2010 - 2011

I.	Access to information	
1.	The systems.....	1
2.	Access	1
3.	Instructor access.....	1
4.	New instructors	1
5.	Training	1
II.	Department issues	
1.	Class scheduling.....	2
2.	Curriculum policy	2
3.	Course fees.....	2
4.	Registration and drop/add period.....	2
5.	Final exam policy	3
III.	Instructor Issues	
1.	Grading – policy and procedures	4
2.	Repeat policy	6
3.	Report Non-attendance.....	6
4.	FERPA.....	7
IV.	Issues related to students	
1.	General Advising.....	8
2.	Graduation procedure	8
3.	Graduation deadlines.....	8
4.	Dismissed students.....	8
5.	Student status	9
6.	Resources for students	9
7.	Student Concern form.....	9
8.	Late add.....	9
9.	Grade and Dismissal Appeals (GAPDAC)	10
V.	Policies	
1.	Academic Conduct Policy	12
2.	Academic Forgiveness Policy	13
3.	Academic Honesty Policy.....	14
4.	Academic Standing Policy.....	17
VI.	What Faculty need to know from the Chair	18

I. Access to Information

1. The student information systems

- Banner – the student information system
 - i. INB – internet native banner, for scheduling, registration, assigning instructors
 - ii. SSB – self-serve banner, for course offerings, student schedules, student transcripts
- Cognos – the reporting environment
- Image now – student imaged files

2. Access

To Banner or Cognos –

- Security officers grant access
- Find forms and more information on the Faculty menu in GoWMU

Advisor access to SSB through GOWMU –

- Given by Department Chair
- Access only given on a ‘need to know’ basis
- Access granted by checking ‘advisor’ box on SIAINST in banner

3. Instructor access to Self-serve banner (SSB) through GoWMU

- Class lists
- Grading – submitting final and midterm grades
- Reporting an incomplete grade
- Removing an incomplete grade
- Report non-attendance

4. New instructors

To assist new instructors, information that new instructors often need has been compiled on:
<http://www.wmich.edu/registrar/pdf/FAQ-instructors.pdf>

5. Training

Training for department staff and/or chairs in the Student Information System can be arranged through the Registrar’s Office. Please contact the following staff:

Laura Thomas, 387-4308, laura.thomas@wmich.edu or

Michele McLaughlin, 387-3869, michele.mclaughlin@wmich.edu.

II. Department issues

1. Class Scheduling

- Each department is responsible for creating their class schedules for each Fall, Spring, Summer I and Summer II each year.
- Class times are dictated by the class scheduling rules and the matrix which can be found on the Registrar's website: <http://www.wmich.edu/registrar>.
- The schedule process involves an initial timeframe for scheduling, then a time during which rooms are assigned, followed by a review by Dean's Offices, then a second round of scheduling before the schedule for that semester is published to the web.
- Important dates: <http://www.wmich.edu/registrar/faculty-staff/calendars/ID-10-11.html>
- During round two of scheduling, and at any time after this point, any schedule changes must be submitted on pink sheets, signed by the Chair and then the Dean's Office, then forwarded to the Registrar's Office for implementation. An electronic copy of the pink sheet can be found on: <http://www.wmich.edu/registrar/WordDocs/PinkSheetMaster.doc>

As the schedule is built, it is important to put realistic capacities on the sections, so that rooms of the correct size will be assigned. The schedule must be built during Round 1; only minimal changes can be made during the second round.

2. Curriculum Policy

- All curricular changes are governed by the curriculum process, details on the process as well as all related forms can be found on: http://www.wmich.edu/facultysenate/policy_and_forms
- All curriculum change forms involving course or program changes, after final approval, end up in the Registrar's Office for implementation into the Student Information System and in to the WMU catalog.
- Questions on the curricular process should be directed to **Dave Reinhold**.
- Issues related to items in the catalogs should be directed to **Michele McLaughlin**, in the Registrar's Office.

3. Course fees

Effective Fall 2006, fees will no longer be charged to students' accounts if the approved term of the fee has expired. All course fees must have current, written provost's approval. To request approval of a course fee request, please submit via the noted electronic process. The course fee policy guidelines are available on the registrar's website. If you are uncertain as to whether your department has fees which have expired, please contact Stephanie Jones in the Office of the Registrar.

4. Registration and drop/add period

- **Students can drop/add courses thru the first 5 days of the semester through GoWMU.**
- **Department staff can make changes in students' schedules through clean-up day, the 6th day, also census day. After this date, all changes go through the Registrar's Office.**
- **Students can change the grade mode of a course, or the credit hours, ONLY through the first 5 days of the semester, also through GoWMU.**
- **A late add fee of \$100 for each course a student adds after the drop/add period if the student is not registered for any other course at that time.**

5. Final Exam Policy

From the 2008-2011 AAUP contract:

38.§3 FINAL EXAMINATIONS. In every class taught, all faculty shall give a final examination, i.e., some form of comprehensive evaluative academic exercise appropriate to the course content and according to the published schedule of examinations, during the last week of the semester (which shall be set aside for final examinations), or at or near the scheduled conclusion of the session. The final evaluative exercise may be distributed before the time scheduled for the final exam providing that it is due and collected on the day during the final week of the semester on which the final exam has been scheduled. Exceptions to the requirement of scheduling a final examination (or other appropriate evaluative activity) may be granted, in writing, at the discretion of the appropriate chairperson and/or dean, upon request from the faculty member.

Note:

- All Final Exams must be given during finals week.
- All Final Exams must be given during the time scheduled; see the Final Exam schedule.
- All Final Exams must be given in the normal classroom, unless other arrangements have been made with the Registrar's Office.
- Any rooms needed during finals week (review sessions, etc.) must be scheduled through the Registrar's Office.

III. Instructor issues

1. Grading – policy and procedures

Midterm grades

- Are available for student viewing as soon as an instructor submits them
- Midterm grades are not part of a student's academic history at WMU,
- Do not affect the student's GPA

Final grades –

- Are entered through GoWMU
- Grades are due at noon on Tuesday after last day of class (Fall and Spring semesters)
- Students will be able to view their grades, through GoWMU, later that day

Change of grade –

- Online form, on Faculty menu in GoWMU
- Within **60 business days** after end of the semester or session.
- Instructor should complete form, print it, sign and have chair sign
- Form then goes to the Registrar's Office
- Students receive email confirmation of the grade change.

Grading scale –

<u>Grade</u>	<u>Significance</u>	<u>Honor points</u>
A	Outstanding, Exception, Extraordinary	4.0
BA		3.5
B	Very Good, High Pass	3.0
CB		2.5
C	Satisfactory, Acceptable, Adequate	2.0
DC		1.5
D	Poor	1.0
E	Failing	0.0
X	Failure (Unofficial withdrawal)	0.0
<hr/>		
W	Official Withdrawal	
I	Incomplete	
NC	No Credit	
AU	Audit (non-credit enrollment)	

The 'E' and 'X' grades:

- A student who completes all work in the course, but whose work is failing should receive the 'E' grade.
- A student who has either never attended class or who has discontinued attendance and does not qualify for an incomplete should receive the 'X' grade.
- Both the 'X' grade and the 'E' count as a 0.0 in the student's gpa.

The 'I' grade:

From the 2010-11 undergraduate catalog:

"This is a temporary grade, which the instructor may give to an undergraduate student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. The grade of 'I' (incomplete) may not be given as a substitute for a failing grade."

- A student has one year from the time the incomplete is given to make up the work and have the grade of 'I' replaced. The instructor can designate a shorter time than 1 year if desired.
- Instructors giving an incomplete must also submit the online record of incomplete form (on the faculty menu in GoWMU) which indicates the work to be made up and the time frame.
- Extensions beyond the one year deadline are granted; in a situation where the instructor is convinced that the student should be given more time to complete the work, the instructor should either email or write to the Registrar's office.
- Instructors receive notification from the Registrar's Office about 6 weeks before all incompletes they have granted expire.
- For undergraduates, incomplete grades for which an extension has not been requested, will be converted to an 'E' about one month after the year has expired.
- For graduate students, incomplete grades for which an extension has not been requested will be converted to an 'X' about one month after the year has expired.
- An incomplete is removed by the instructor who gave the incomplete using the removal of incomplete form found on the faculty menu in GoWMU.

Withdrawals

A grade of 'W' does not affect GPA and does **not** count as a repeated course. There are three time frames for student withdrawals:

- 1) A student can withdraw themselves, through GoWMU, from the day after the drop/add period ends through the Monday of the tenth week for fall/spring semesters (fifth week for Summer sessions).
- 2) A student can withdraw, with permission of their instructor, from the ½ way date through the last day of the semester. The student needs to have the instructor sign the late drop slip; the student then brings the slip to the Registrar's Office. Text on the late drop slip is:
"Students who wish to drop a course after the Monday of the tenth week in the Fall/Spring semesters and after the fifth week of Summer I/Summer II sessions because of a genuine hardship (i.e., illness,

death in the immediate family) must obtain the approval of the instructor. Students must be passing the course and provide supporting documentation.”

3) A student can file an appeal for a late withdrawal after grades have been submitted. The appeal form is: http://www.wmich.edu/ombudsman/late_w_form.pdf.

The student must complete this form and return it to the Office of the Ombudsman.

Credit/No Credit and Audit

- **Instructors will not know that students are taking a course as credit/no credit or on an audit basis**
- **The instructor should submit the appropriate grade; the grade substitution rules within the system will convert the grade appropriately.**

3. Repeat policy – for undergraduates -

- Any course in which a student may have been enrolled more than once is considered a repeated course.
- A grade must be presented for each course, and any course first elected for a letter grade must be elected for a letter grade when repeated.
- Only the most recent grade for a repeated course is used in calculating a student's grade point average. However, if a student receives a letter grade in the first enrollment and then enrolls again in the course and receives a grade of "W," "Cr," or "NC," the previous grade will remain in the grade point average.
- The number of times a course can be taken is limited to three, although courses in which grades of "W," "Cr," or "NC" are received will not count as attempts in limiting the maximum number of times a student can register for a course. Appeals may be addressed to the department chairperson.
- There is no limit on the number of different courses that can be repeated.
- A repeated course is not removed from the student's record. All grades earned are shown on the transcript.

for graduate students –

With the exception of courses that are approved by the University Curriculum Review Policy as repeatable for credit (e.g., multi-topic or umbrella courses), no more than two courses may be retaken and no course may be repeated more than once during the student's graduate career (inclusive of both master's and doctoral programs) at WMU. This number may be further limited by individual departments. Permission to retake a course must be obtained from the program advisor and graduate dean before registration for the course to be repeated takes place. The original grade for the course will remain on the student's transcript, and both the original and repeated course grade will be computed into the degree program grade point average.

3. Report Non-attendance

Instructors should use the link on the Faculty menu in GoWMU to report students on their class list who are not attending, or students attending who are not on the class list. The Registrar's Office staff will follow up with these students to attempt to correct any registration errors.

4. FERPA

FERPA, the Family Education Rights and Privacy Act of 1974, is a federal law which protects the privacy of student records.

What you need to know about FERPA:

➤ **Posting of grades**

Grades cannot be posted by Social Security number, nor by WIN, nor by any portion of the SSN or WIN. The only way grades can be posted is by the use of randomly assigned identifiers that only the student and the instructor know. These must then be posted non-alphabetically. Keep in mind that students can see their end of the semester grades a few hours after the grading deadline through GoWMU, so posting final grades is not necessary.

Midterm grades are available for student viewing as soon as the instructor posts them.

➤ **Return of assignments**

Homework, quizzes or tests must not be left in a public location for students to pick up.

➤ **What information on students can be released?**

Directory information, as defined below, is the only information the University may disclose without consent, unless the student has requested that it not be disclosed. If a student has requested confidentiality, this is noted on the student record in Banner; this is an indication that no information can be released on that student.

WMU has defined Directory Information as:

- Name
- Address
- Telephone Number
- Email address as assigned by WMU
- Curriculum and major field of study
- Dates of attendance
- Enrollment status (full/part time)
- Degrees/Awards received
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of athletes

If you have any question on whether or not to release information, call the Registrar's Office, 269-387-4300

Registrar's Office: call us at 269-387-4300 or email, registrar-info@wmich.edu

IV. Issues related to students

1. General Advising information – see <http://www.wmich.edu/advising>

Undergraduate students receive their major and minor advising at the department level. Completed major and minor slips are then sent to the College Advising Office, where staff will enter the major and minor codes into the Banner system. The College Advisors meet with students regarding general education requirements and all other requirements of the University. General Education requirements can be found on: <http://www.wmich.edu/registrar/faculty-staff/advisors/gened/GenEd-F2010.html>

Graduate students complete their program of study with their department advisor. This completed form is then sent to the Registrar's Office.

2. Graduation – procedure to apply

All students must apply for graduation by completing a graduation audit form and returning it to the Registrar's Office. For undergraduates, the graduation audit form is available in the college advising offices. This completed form, with all major and minor slips should be returned to the Registrar's Office.

For graduate students, the audit form is available in the Registrar's Office or on the Registrar's website. A completed Graduate Program of Study form, must be on file in the Registrar's Office before the audit can be completed. These forms are available on the Registrar's website.

3. Graduation deadlines

Deadlines for the graduation audit are:

<u>Term</u>	<u>Deadline</u>
Fall	August 1
Summer I or II	February 1
Spring	December 1

4. Dismissed students

Undergraduate students who have been academically dismissed should be directed to their college advising office. It is the college advisor who can counsel the student on what needs to be done for re-admission. WMU students who have been dismissed will normally not be readmitted for at least one fifteen week semester (not including Summer I or II sessions). Students seeking to return after dismissal must apply for readmission.

From the Graduate Catalog - Dismissed students must apply for readmission through the normal admission process. The student will send a Readmission Application to the Admissions Office that, in turn, will forward the student's Readmission Application to the program or academic unit admission body for decision on readmission. Appeal Procedure: Upon appeal by the student, the program or academic unit admission body will determine whether to grant Extended Probation or Final Probation status. The status must be granted by the program or academic unit admission body in order for the student to register. The appeal must be initiated and the decision made by the program or unit prior to the subsequent semester's last day to add classes.

Registrar's Office: call us at 269-387-4300 or email, registrar-info@wmich.edu

5. Student status

Fall – Spring

12 hours = full-time for undergraduates

6 hours = full-time for graduate students

Summer I – Summer II

6 hours = full-time for undergraduates

3 hours = full-time for graduate students

6. Resources for students -

- Academic Skills Center - <http://www.wmich.edu/asc>
 - Supplemental instruction
 - Content tutoring
 - College Success Seminars
 - Effective Reading Seminars
- Advocacy Office for Transfer Students and Military Affairs - <http://www.wmich.edu/advocacy>
- Admissions, 269-387-2000
 - Transfer credit questions
- Bronco Express, Bernhard Center, 269-387-6000
- Career Exploration - <http://www.uctc.wmich.edu/career>
- Career and Student Employment - <http://www.broncojobs.wmich.edu>
- Disabled Student Resources - <http://dsrs.wmich.edu>
- Ombudsmans Office - <http://www.wmich.edu/registrar/Ombuds>
- University Counseling and Testing Center - <http://www.uctc.wmich.edu>
- Writing Center - <http://www.wmich.edu/casp/writingcenter>
- Registrar's Office, 269-387-4300, 3210 Siebert Administration Bldg
 - Academic forgiveness
 - Drop/adds
 - Registration questions
 - Graduation questions
 - Military /veteran issues
 - Transcripts
 - Withdrawals

7. Student concern form

There is an online form for faculty, staff and students to share their concerns about a student whose behavior is troubling and persists despite efforts to intervene. Information recorded on the form, which is confidential, goes to the office of the associate dean of students, who reviews the concerns and determines the next steps to take. The link is studentworld.wmich.edu/health.html. Click on the link to 'Student Concern Form' on the upper right of this page. You will be asked to enter your Bronco NetID and password. This is the ID and password used to access GoWMU.

8. Late Add form

Students wishing to add a course after the drop/add period has ended can do so with permission of the instructor and the department chair. The late add form can be found on <http://www.wmich.edu/registrar/pdf/forms/add%20late%20form.pdf> .

9. Course Grade and Program Dismissal Appeals (GAPDAC)

Course Grade Appeals

This section applies when a student wants to appeal a final grade that has been recorded by the Registrar on the student's academic record. Appeal panels are assembled from the faculty under the authority of and by the Provost and Vice President for Academic Affairs or designate. Throughout this process, the Academic Affairs Office (Contact Vonceal Phillips, 387-4307) is available to students and instructors for assistance on procedures.

The accepted bases of course grade appeals are:

- a) Grades were calculated in a manner inconsistent with University policy, the syllabus, or changes to the syllabus.
- b) The grade(s) was/were erroneously calculated.
- c) Grading/performance standards were arbitrarily or unequally applied.
- d) The instructor failed to assign or remove an Incomplete or to initiate a grade change as agreed upon with the student.
- e) Late withdrawal from class(es), after grades have been assigned, due to genuine hardship.

For more information and the late withdrawal appeal form go to the Office of the Ombudsman's website: <http://www.wmich.edu/ombudsman/withdraw.html>.

A grade appeal cannot be made in response to a grade penalty assessed as a result of an official finding of responsibility for academic integrity violations. Such a finding will have been made through the procedures provided in the academic integrity policy.

The steps to be taken in appealing a grade are:

Informal meeting with the instructor: A student is encouraged to begin the appeal process by meeting with the instructor who assigned the grade. Such meetings often help students to understand the grading practices of instructors and often lead to resolution of differences over grades.

1. Written appeal and conference with the academic unit chair/director: A student must submit a letter requesting an appeal to the academic unit chair/director. This letter must be received by the academic unit chair/director within sixty business days of the last day of the semester or session in which the grade was recorded on a student's record. The Provost or designate may grant an extension should a genuine hardship arise (e., illness, death in the immediate family). The letter must identify the basis of the appeal and must state in detail why the student believes that the grade should be changed.
2. Following a conference with the student, the chair/director must respond in writing to the student with a copy to the instructor, their dean, and the GAPDAC Committee within twenty business days. In this letter, the chair/director should confirm the meeting with the student, recap their discussion, and state whether the student has an appeal which meets the established criteria (A,B, C, or D above). The chair/director cannot change the student's grade without the instructor/s agreement.

Note: Grade appeals or other complaints based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to other University policies and procedures.

3. Appeal to committee: After the chair/director has completed the response to the student's appeal, the student may appeal to the Grade and Program Dismissal Appeal Committee (GAPDAC). This appeal must be initiated within twenty business days of the completion of step #2. If the student has requested a

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meeting with the academic unit chair/director and has not been granted such a meeting within forty business days of the student's request, the student may then initiate an appeal to GAPDAC.

The student will initiate an appeal through the Academic Affairs Office. The Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GPADAC will consist of three members drawn from a panel of faculty established for this purpose. In a grade appeal, both the student(s) and the instructor should provide a written statement describing the situation under consideration. An appearance to provide additional information at the appeal by either the instructor of the student(s) may be requested by the appeals committee.

GAPDAC can effectuate a grade change by majority vote. **The decision of the hearing panel is final and not subject to appeal.**

4. Instructor is unavailable to assign grade: Circumstances may arise which may prevent an instructor from assigning a grade in a timely manner. In such instances, the academic unit chair/director will make reasonable efforts to contact and ask the instructor to supply a grade. If these efforts are unsuccessful, the instructor's academic chair/director will appoint another qualified faculty member to assign the grade.

Program Dismissal Appeals

This section applies when a student wants to appeal a decision to dismiss the student from an academic program for reasons other than charges of violations of academic integrity policies. Appeal panels are assembled from the faculty under the authority of an by the Provost and Vice President for Academic Affairs or designate. Throughout this process, the Academic Affairs Office (contact Vonceal Phillips, 387-4307) is available to students and instructors for assistance on procedures and clarification of the rights of all parties.

The accepted bases of course program dismissal appeals are:

- a) The program dismissal decision was made in a manner inconsistent with University policy or the program policy.
- b) The program dismissal procedures were not followed.
- c) Evaluation/performance standards were arbitrarily or unequally applied.

A program dismissal appeal cannot be made in response to an academic integrity or conduct dismissal from the University. The student's status, as dismissed from the program, will remain unaltered until a successful appeal is completed.

Note: A program dismissal appeal based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to other University policies and procedures.

Appeal to committee: The student may appeal to a Grade and Program Dismissal Appeals Committee (GAPDAC). This appeal must be initiated within twenty business days of the notification of program dismissal. The student will initiate an appeal through the Academic Affairs Office. The Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GAPDAC committee will consist of three members drawn from a panel of faculty established for this purpose. In a program dismissal, the student appellant should attend the meeting of the appeal panel and must provide a written statement describing the

grounds for appeal. A University representative from the program must attend the meeting and must provide a written statement describing the grounds for and circumstances of the dismissal.

GAPDAC may reverse or sustain a program dismissal by a majority vote. The decision of the hearing panel is final and not subject to appeal.

V. Policies

1. Academic Conduct Policy

The Office of Student Conduct is charged with coordinating the student academic conduct process as well as providing resources and information for faculty, staff and students. More information is available on: <http://www.osc.wmich.edu/>. This office coordinates all hearings and procedures related to charges of Academic dishonesty.

2. Academic Forgiveness Policy

WMU undergraduate students who have not earned a degree and have not attended the University for at least four years may apply for academic forgiveness through the Office of the Registrar. Students who are granted academic forgiveness may have work still applicable to their program counted toward graduation requirements, but grades will not be calculated in their grade point average. The WMU grade point average will be calculated from a minimum of twelve graded hours of work attempted after the re-entry date. All other university regulations apply. As a matter of course, the Registrar will advise students granted forgiveness to meet with a college advisor.

The application form for students can be found on:
http://www.wmich.edu/registrar/pdf/forms/academic_forgiveness.pdf .

3. Academic Honesty Policy

If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise. Violations of academic honesty include but are not limited to:

Cheating

Definition: Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

Clarification

- 1. Students completing any examination are prohibited from looking at another student's examination and from using external aids (for example, books, notes, calculators, conversation with other) unless specifically allowed in advance by the faculty member.*
- 2. Students may not have others conduct research or prepare work for them without advance authorization from the faculty member. This includes, but is not limited to the services of commercial term paper companies.*

Fabrication, Falsification, and Forgery

Definition: Fabrication is the intentional invention and unauthorized alteration of any information

or citation in an academic exercise. Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record. Forgery is defined as the act to imitate or counterfeit documents, signatures, and the like.

Clarification

1. *“Invented” information shall not be used in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then “invent” data based on that single experiment for several more required analyses.*
2. *Students shall acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.*
3. *Falsification of University records includes altering or forging any University document and/or record, including identification material issued or used by the University.*

Multiple Submission

Definition: Multiple submission is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

Clarification

Example of multiple submission include submitting the same paper for credit in more than one course without all faculty members’ permission; making revisions in a credit paper or report (including oral presentations) and submitting it again as if it were new work.

Plagiarism

Definition: Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge. Instructors should provide clarification about the nature of plagiarism.

Clarification

1. *Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged, in the text by citation or in a footnote or endnote.*
2. *Paraphrase: Prompt acknowledgement is required when material from another source is paraphrased or summarized, in whole or in part, in one’s own words. To acknowledge a paraphrase properly, one might state: “To paraphrase Locke’s comment, ...” and then conclude with a footnote or endnote identifying the exact reference.*
3. *Borrowed facts: Information gained in reading or research which is not common knowledge must be acknowledged.*
4. *Common knowledge: Common knowledge includes generally know facts such as the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.*
5. *Footnotes, endnotes and in-text citations: One footnote, endnotes, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgement made. Similarly, when a passage is paraphrased, acknowledgement is required.*

Faculty members are responsible for identifying any specific style/format requirement for the course. Examples include but are not limited to American Psychological Association (APA) style and Modern Languages Association (MLA) style.

Complicity

Definition: Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Clarification

Examples of complicity include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the materials to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing another's name on an academic exercise.

(Note: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Faculty members should make clear to students expectations about collaboration and information sharing. Students should seek clarification when in doubt.)

Computer Misuse

Definition: Academic computer misuse is the use of software to perform work which the instructor has told the student to do without the assistance of software.

Academic Integrity Process – charging a student with academic dishonesty

Guidelines for Instructors

The Academic Honesty Policy is created and defined by members of the academic community, recommended by the Faculty Senate and adopted by the Board of Trustees. The process is explained in detail on pages 268-270 in the Undergraduate Catalog and pages 24-25 in the Graduate Catalog. The processes necessary to support this policy are managed and facilitated by the Office of Student Conduct (OSC). If you have any questions, please call the OSC at 387-2160.

Academic Integrity Process at a Glance

STEP 1: Charging a student with Academic Dishonesty: Faculty are asked to complete the Academic Dishonesty Charge form. After completion of this form, deliver or fax it to the OSC with a copy of the course syllabus and the original exam/paper upon which the charge is based. Upon receipt of your forwarded materials, the OSC Office Assistant will place a conduct hold on the student's account and schedule an appointment for the student to meet with an OSC staff member. During the meeting with the student, an Academic Dishonesty Process Form will be completed.

STEP 2: If the student admits responsibility for academic dishonesty: The faculty member will be contacted by an OSC staff member and apprised of the student's admission. The faculty member may determine the grade penalty (if any), which includes a reduced or failing grade for the assignment as well as any grade penalty up to and including an E for the course. The OSC may also assess non-grade related sanctions.

STEP 3 (if needed): If the student does not admit responsibility for academic dishonesty: A hearing will be held between the student and the instructor, with the instructor serving as the hearing officer or with the student, instructor, and an Academic Integrity Hearing Panel (AIHP), with the AIHP serving as the hearing body. OSC will contact the faculty member to determine the type of hearing preference. An AIHP consists of three faculty members and two students. Panel members are selected using procedures established by the Professional Concerns Committee of the Faculty Senate. At the conclusion of either type of hearing, a determination of responsible or not responsible will be made by the hearing officer or hearing body. The AIHP does not determine any outcome beyond the finding of responsible or not responsible.

ADDITIONAL INFORMATION:

If a finding of not responsible has been made: All charges are dismissed and no penalties are assessed.

If a finding of responsible has been made: A finding of responsible occurs based on a student's admission or as the result of a hearing with the instructor or AIHP. The faculty member may impose an academic penalty up to failure for the course. Grade decisions based on a finding of responsible for academic dishonesty may not be appealed. Once a finding of responsible has been determined, further class attendance depends on the penalty imposed by the instructor and/or OSC. If the instructor decides to fail the student in the course, the student is not permitted to

continue attending class. Additional penalties ranging from a reprimand to dismissal from the university may be assessed by the OSC.

If the student wants to appeal a finding of responsibility after a hearing with the instructor: A student may appeal the decision resulting from a hearing with the instructor to an AIHP within five (5) university business days.

While a case is pending: A case is considered pending until one of two events occurs: (1) the student admits responsibility or (2) the hearing process is completed. While a case is pending, the student has the right to attend and participate in the class. If the case is pending at the end of the semester, the instructor must assign an incomplete grade and submit a change of grade form to the Registrar's office once the process is complete.

CHECKLIST OF ITEMS TO BE FORWARDED TO OSC

1. Completed charge form (retain a copy for your records)
2. Copy of course syllabus
3. Original Exam/Paper upon which the charge of academic dishonesty is based and any other pertinent information (retain a copy for your records)

4. Academic Standing policy (<http://www.wmich.edu/registrar/AcademicStandards.html>)

The current Academic Standards policy was effective *Summer I 2005*. The policy is:

Good Standing

An undergraduate student is in good standing whenever the student's overall grade point average is at least 2.00 (3.00 for graduate students).

Warning

A warning is issued to the undergraduate student whenever the grade point average for any enrollment period is less than 2.00 (3.00 for graduate students), but the overall grade point average is 2.00 or above (3.00 for graduate students).

Probation

The undergraduate student will be placed on probation whenever the student's overall grade point average falls below 2.00 (3.00 for graduate students).

Extended Probation

The undergraduate student will be placed on extended probation when following a semester on probation their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

Final Probation

The undergraduate student will be placed on final probation when, following a semester on extended probation, their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

Dismissal

Undergraduate students on probation, or extended probation, who fail to achieve at least a 2.00 (3.00 for graduate students) grade point average for the enrollment period; or students on final probation who fail to achieve a 2.00 (3.00 for graduate students) overall grade point average will be dismissed from the University.

Admitted on Probation

A student who is admitted to the University on academic probation and receives at least a .01 grade point average their first semester will be placed on final probation. A first semester GPA of 0.00 will result in academic dismissal.

VI. What Faculty need to know from the Chair

Regarding scheduling –

1. Course lookup website - <https://www.wmich.edu/classlookup>

Public website which gives all course offerings, links to course descriptions, and also gives textbook information.

2. Textbook information

The Higher Education Act now requires that we provide required and recommended textbook information with our course offerings. Instructors need to submit textbook information much earlier than in the past so that we are in compliance.

3. Classroom issues

a. Report any problems with classrooms which required maintenance using the Bronco fix-it online system, <http://broncofixit.pp.wmich.edu/classrooms.html> .

b. An instructor who wants to change a classroom must work through the department office.

Regarding students –

1. Student concern form - <http://www.wmich.edu/students/health.html>

Instructors, or staff, should use this online form to report any issues that cause them to be concerned about an individual student.

2. Report students not attending using the link on the Faculty menu in GoWMU

3. Change of grade/removal of incomplete forms

- Located on the faculty menu in GoWMU
- Used to remove an incomplete grade; this is completely online
- Used to initiate a change of grade, the instructor should print the form, sign it, get the chair's signature and then submit it to the Office of the Registrar.

4. Grade changes are accepted within 60 business days after grades are issued for a given semester, per catalog policy.