

HASKELL INDIAN NATIONS UNIVERSITY

Division of Academics

Academic Policies and Procedures *March 2012*

Background

During the Spring and Summer of 2007, the Vice-President for Academics initiated a review and revision of academic policies and procedures. All academic policies and procedures, including those contained in the Haskell Indian Nations University Catalog, as well as a review of the academic policies and procedures at other higher education institutions were gathered. The last major revision of the Academic Policies and Procedures was undertaken and completed in 1997-1998.

Over the summer of 2007, a working group comprised of faculty and support staff began reviewing existing policies and making recommendations for updating policies. These were initially formatted into a single document which was under review by the Office of the Vice-President and the Academic Deans during the 2007/2008 academic year. The project was placed on hold during the 2008/2009 academic year and resumed in Spring of 2010.

At the request of the Office of the President and Vice-President for Academics in the Spring of 2010, the Faculty Senate ad-hoc Academic Standards Committee began reviewing the draft policies and procedures and providing questions and comments in the Spring of 2010. Through collaborative processes between the Vice-President for Academics and the Faculty Senate Ad-hoc Committee, decisions were reached on the questions and comments that arose and led to revisions in the policies and procedures led to the development of a second draft. This draft also included formatting changes and the addition of procedures to the policies. Between May through October 2011, the working group and Vice-President of Academics met to review, discuss and approve recommended changes in policy.

The final draft was submitted to the Academic Standards Committee, as well as Academic Deans and Directors and several other key stakeholders, i.e., Faculty Senate Executive Committee for further review and comment.

In February 2012, the final draft was approved by the Vice-President for Academics. The document is designed to allow for revision and addition of policies and procedures without having to reconstruct the entire document by use of a one page per policy format. Page numbers are not included to allow for these revisions and the template adopted for the current document will be used unless changed by the Academic Standards Committee. This document is not considered to be fully complete; however, it provides an updated set of policies to work from, with a format that allows further revision and addition of policies as time and circumstances require.

The policy titles are shown in blue and capped font and they are listed alphabetically. The policy statement is listed below in italicized font and is followed by the procedures section. This section identifies the steps taken or used for implementation of the policy.

Newly revised policies will show the month/year in which the policy was reviewed and approved using the processes described. All future revisions or additions to the Policies and Procedures Handbook will also show the date of modification, introduction of new policy or approval.

Furthermore, it is being recommended the Academic Standards and Policies Committee be established as a major standing committee of the Faculty Senate charged with reviewing and recommending approval of all new academic policies for the Division of Academics. Additionally, this Committee will coordinate ongoing review of policies and procedures for the purpose of maintaining an updated Academic Policies and Procedures Handbook with the Vice-President for Academics.

FACULTY AND STUDENT RELATIONSHIPS

PROFESSIONAL CONDUCT

To establish guidelines for the professional conduct of the faculty member with students in the classroom, in sponsored social events, and in other extra-curricular activities that promote the educational objectives of Haskell Indian Nations University.

- Faculty and student relationships, both on and off campus, should center on the concepts of mutual respect, the individual as a person of worth, and a demonstrated understanding in critical and objective communication.
- Faculty should maintain a high degree of professionalism in dealing with students to foster personal traits of dignity, responsibility, good character and positive achievement.
- The standards, by which students and faculty members interact, both on and off campus, should be governed by a strong regard for professional ethics and for Haskell's stated mission.
- Faculty must also be familiar with the Federal government's Employee Code of Conduct and Responsibilities.
- Faculty must also be familiar with recent research providing insights to problems addressing the cultural dimensions of student's individual needs.

ACADEMIC CALENDAR

ACADEMIC SESSIONS AND CALENDAR

To provide an academic program that meets the standards of Haskell Indian Nations University and the requirements of the Higher Learning Commission.

Procedures:

- The semester academic calendar is prepared by the Vice-President for Academics (VPA) with input from the faculty who assist in the development of the calendar, the Deans and Student Services, Office of Admissions and Registrar (A&R), Placement and Housing, and the Office of the President.
- The academic calendar is divided into two semesters of approximately seventeen weeks which incorporates classes cancelled for federal holidays and spring break.
- The academic calendar is prepared in conjunction with the University of Kansas calendar to ensure beginning and ending sessions are coordinated to accommodate students on both campuses who take classes at each institution, to the extent possible.

Standard for awarding of credit:

750 minutes need for every credit hour

1 credit hour class= 50 minutes X 15 meeting times

2 credit hour class=50 minutes X 30 meeting times

3 credit hour class=50 minutes X 45 meeting times

- Contingent upon funding, summer school sessions are offered for 4, 6 or 8 week sessions. By the 15th of January, the VPA will make a decision concerning the scheduling of summer school (contingent upon funding).
- Every effort is made to consider seniority and rotate faculty for summer school each year to ensure equity in summer employment. There may be occasions that require faculty to remain on duty for consecutive summer sessions because of specialized or strategic projects or initiatives but these are limited by funding.
- For SUMMER SCHOOL: the course schedule dates and faculty to teach will be cooperatively planned with the faculty, Deans, and University Services (Admissions, Housing and Food Services). A final summer school schedule will be disseminated to students, faculty, staff and administration by April 1st.

For FALL and SPRING: The final schedule will be disseminated to all faculty and staff on campus.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Athletics.

Approved Division of Instruction September 1997. Vice-President for Academics and Faculty Senate Academic Standards Committee, 2011.

SYLLABI

COURSE SYLLABI

To ensure University standards are fulfilled by providing a structure for academic accountability of courses; develop responsibility for student learning; and to fulfill University and accreditation requirements.

Procedures:

- A course syllabus for every course taught must be provided each semester for the file in the Dean's office and the Office of Academic Affairs. The course syllabus is different from the master course syllabus that is submitted for approval of the initial course by the Faculty Senate Curriculum Committee; however, the course syllabus must fulfill all of the requirements established in the master syllabus for a given course. It is the responsibility of each faculty member to develop a course syllabus for each approved course he/she teaches, to distribute this to each class and to review the syllabus with students enrolled in the class within one week after the first class meeting.
- Each course syllabus must include the following headlines: course title, course number, credit hours, faculty name, faculty contact information, office hours, course description, course assessment outcomes, assignments, grading (including test and assignment dates and criteria for awarding grades), required textbooks and readings, policies on attendance, make-up work, disability accommodations and children on campus policy.
- All semester syllabi should be submitted electronically to the VPA office by the 3rd week of class.
- All course syllabi are maintained by academic year in the Office of Academics and the Dean's Office and should be available for review for accreditation purposes or requests from other colleges or universities making determinations about transferability.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

DEGREE PLANS

DEGREE PLANS

To provide accurate information on degree requirements for all associate and baccalaureate degrees for use by prospective and current students, faculty, academic advisors and the public. Accurate degree plans improve the quality of guidance to prospective and current students on career choices.

Procedures:

- The degree plan must include all required courses (including pre-requisites, required classes and recommended electives) and be sequenced in a way that ensures students can progress through the required courses in a reasonable and timely manner to complete the degree (associate or baccalaureate).
- Degree plans for all degrees offered at the University are developed with faculty input and submitted by academic departments to the Faculty Senate Curriculum Committee (FSCC). These are reviewed and approved by the FSCC to determine compliance with University standards and forwarded to the VPA for review and approval or returned to the Proposal Initiator for revision and resubmission when corrected.
- After review and approval by the VPA, these documents are forwarded to the FSCC with the date of approval. The date of approval must appear on all degree plans. The approved degree plans are forwarded to the Office of Registrar and the CAMS Database Manager for entry into Comprehensive Academic Management System (CAMS).
- Once completed, the Office of the Registrar disseminates degree plans to the Office of Admissions, academic advisors (including all programs which provide advising services to students) and students interested in pursuing a particular degree.
- Students, with guidance from their faculty advisor or academic advisor, will decide on and follow their degree plans. Academic advisors are to help the advisee identify his/her academic goals, to help the advisee stay on target with his/her academic progress, to assist students in course sequencing to facilitate timely progression toward the student's academic goal, and to explain issues related to academic probation or academic suspension. The faculty advisor also assists the student in selecting courses during the pre-enrollment and enrollment periods. However, the responsibility for accepting and following the recommendations and advice of the academic advisor and seeking out the faculty advisor is the responsibility of the student.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC COMMUNICATION

DEANS AND DIRECTOR MEETING DAY AND DEPARTMENT FACULTY MEETINGS

To keep faculty and staff informed, discuss programmatic needs, evaluate progress towards strategic initiatives, to plan for budget and revise office operations.

Procedures:

- The Deans meetings are held every other Wednesday at 1:30 p.m. in the Office of Academic Affairs.
- The School of Business faculty meetings are held on Wednesday at 4:00 p.m. in Blue Eagle-122.
- The Natural and Social Science Department faculty meetings are held on Wednesdays at 4:00 p.m. in Sequoyah-144.
- The Humanities Department faculty meetings are held Wednesdays at 4:00 p.m. in Ross Hall-137.
- The Health, Physical Education, and Intercollegiate Athletic Department faculty meetings are held on Wednesday at 9:00 a.m. in Coffin Sports Complex-120.
- The Academic Support Center faculty/staff meetings are held Tuesdays at 1:00 p.m. in Tommaney Hall (ASC) 102.
- The School of Education faculty meetings are held with School of Business. n ????
- Faculty Orientations are scheduled during the first week faculty return from summer and winter breaks. These sessions provide general information to faculty about program changes, budget, assessment, retention, and other academic issues of importance.

In addition to keeping the Deans informed, these meetings are a way of disseminating information to faculty, as well as sharing concerns and feedback of faculty that need to be shared with the Vice-President for Academic and the Deans and Directors.

The Board of Regents Reports are used to highlight academic departmental planning, goals, and accomplishments over the year and are compiled in advance of the October and May meetings of the National Haskell Board of Regents.

Information is also disseminated to faculty via email and the Haskell Intranet.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academic.

MAJORS

DECLARING A MAJOR

Declaring a major means being officially accepted into one of the four year degree programs at the University.

Procedures:

Students should declare a major when one of the following applies:

- no later than the end of their sophomore year (with at least 60 earned credits)
- they have exceeded 90 attempted credit hours
- the first month of their sixth (full-time) semester

Students can declare a major earlier, if the following applies:

- completed a minimum of 45 semester credit hours of university credit
- have a minimum cumulative GPA of 2.50
- been admitted into one of the four bachelor's degrees

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

DELEGATION OF AUTHORITY

DELEGATION OF AUTHORITY

To ensure appropriate administrative coverage of Academic Affairs in the absence of the Vice-President for Academics.

Procedures:

The VPA will delegate authority to ensure continuity of operations when absent from campus or otherwise unavailable. The deans or directors serving as Acting Vice-President for Academics are selected on a rotating basis and as available:

- Dean of Humanities
- Dean of Natural and Social Science
- Dean of Professional Schools
- Director of Academic Support Center

The Administrative Assistant for the Office of Academic Affairs will notify Deans and divisions of Delegation of Authority to an Acting Dean, including the length of time served in this capacity. The Administrative Assistant for the Office of Academic Affairs will post the Delegation of Authority on the Haskell Employee Intranet: eHaskell.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

FACULTY SENATE

Refer to the Faculty Senate Constitution and By-Laws.

EXAMINATIONS

FINAL EXAMINATIONS

To evaluate student achievement and to determine the success of students in acquiring the desired knowledge and skill and outcomes for the course.

Procedures:

- The final examination schedule will be prepared with the semester academic calendar by the Calendar Committee and distributed at the end of the previous semester.
- Final examination times are calculated into the class meeting times which determine the number of credits awarded for the class and may not be arbitrarily changed.
- Final examinations are generally scheduled during the last week of the semester to ensure class times for exams do not conflict.
- Evening class final examinations are administered at the first scheduled class meeting time during finals week.
- EARLY FINAL EXAMINATIONS will be considered on a limited and emergency basis. If absolutely necessary, faculty for that class can make the decision, with approval by the Dean.
- Students are to follow the final examination schedule and make reservations to return home after they have completed their last final examination. Faculty are to make certain students are aware of this policy at the start of the semester and that examination dates are included in the syllabi distributed to students at the beginning of the semester.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

COURSES

NEW AND REVISED COURSES

To provide a standard and independent process for submitting new and revised courses and approval of courses that meets university requirements and expectations.

Procedures:

- New courses and requests for revising courses are submitted to, and approved by the permanent faculty in the department in which the course will be offered and the Faculty Senate Curriculum Committee (FSCC) before the course is listed as an official class in the Comprehensive Academic Management System (CAMS) and taught, unless it is a Special Topics course.
- Special Topics courses may be offered for one semester only. In order to have an official listing, it must be presented to FSCC with a Proposal Form and Standard Syllabus prior to adding it to the class schedule. To be offered a second time, this course must go through the “New Course” process with another Proposal Form and Standard Syllabus and be approved by the FSCC.
- New courses and revisions to courses approved by the FSCC will be included in subsequent revisions to the University Catalog, following approval by the Vice-President for Academics (VPA).
- After approval of new courses or revisions to existing courses by the VPA, the courses are officially entered into CAMS by the CAMS Database Manager. (With the exception of Special Topics courses, no courses are to be entered into CAMS without the supporting documentation provided by the FSCC and signature of the VPA).

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

SCHEDULES—SEMESTER

To effectively carry out the academic functions of the College's mission and purpose.

Procedures:

- The Academic Deans are responsible for initiating the fall, summer and spring schedule development, no later than one month before the scheduled pre-enrollment periods in the fall, summer and spring semesters begin. Summer school is offered if the budget allows.
- The class offerings should be distributed throughout the day to ensure availability for students outside of the 10:00 a.m. to 1:00 p. m. and throughout the week.
- To the fullest extent possible efforts should be made to protect the Tuesday and Thursday at 4:00 p.m. slot for Faculty Senate and department meetings.
- No courses should be listed on the schedule for adjunct faculty, unless the background check and adjunct contract agreeing to the times listed have been approved.
- After reviewing schedules submitted by faculty and departments to determine whether these schedules effectively meet the needs of students and academic programs, the Academic Dean will forward the draft schedule to the Office of Academic Affairs.
- All course changes must be submitted through the Academic Deans and approved by the Vice-President for Academics prior to entering on the schedule.
- The Office of the Registrar will not accept any course changes from the faculty without the requisite approvals.
- The VPA will review and forward the draft schedule to the Office of the Registrar. The Registrar will create the comprehensive schedule from the official courses listed in the Comprehensive Academic Management System (CAMS).
- A draft comprehensive schedule is compiled and will be provided by the Registrar to the VPA and Academic Deans for review, corrections, additions, deletions, etc. before the final official schedule is released for pre-enrollment.
- Upon approval of the Office of Academic Affairs, the final schedule is released to the Office of Information Technology for posting on the campus website and distribution to faculty and staff.
- The designated Coordinator for Student Orientation and Enrollment will prepare a complete packet for enrollment for new, transfer, and readmitted students and have printed copies of the approved schedule available for distribution.
- Two cycles of pre-enrollment are offered each academic year. Based on student selection of courses during these periods, decisions are made immediately following the end of the enrollment cycle about cancellation of low-enrollment classes and replacement with higher demand courses by the Academic Deans, in consultation with the VPA.
- Faculty will be notified as early as possible of class cancellations due to low enrollment.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

Approved Division of Instruction September 1997. Vice-President for Academics and Faculty Senate Academic Standards Committee, 2011.

TEXTBOOKS

TEXTBOOKS

To provide a standard time-frame for ordering textbooks to ensure timely availability to students.

Procedures:

The deadlines for ordering textbooks ensure adequate time for locating required textbooks, ensuring best pricing, receiving and cataloging books into the inventory, and preparing for distribution.

The Library maintains an inventory list of textbooks for all freshmen and sophomore level classes. Faculty members are advised to regularly check the inventory for the courses they teach to determine availability, particularly when setting class sizes for enrollment. Faculty are also responsible for requesting and reviewing examination copies of textbooks and for making recommendations for updating textbooks as funds allow.

- For Fall semester—deadline is April 15
- For Spring semester—deadline is October 15
- Nominal fees are paid by students for the use of textbooks at the freshmen and sophomore level. These fees are used to defray costs of textbook purchases.
- Students are required to check out textbooks based on a copy of the official schedule provided during the enrollment period and to return all textbooks at the conclusion of the semester.
- Students who are working to remove an Incomplete “I” may check out a book for one semester provided that they give a copy of the Incomplete Contract to the Library showing the class and the date the Incomplete is to be removed. These students become responsible for the textbook as if fully enrolled in the class.
- Student can be fined for failure to return books, including charges for replacement fee.
- Outstanding textbook charges or fines will be placed on the student billing account and will prevent future enrollment or release of a University transcript until paid in full.
- Textbooks for junior and senior level students are ordered and paid for by students using local university bookstores or ordering through online bookstores. Faculty members are responsible for placing timely orders when using local bookstores.
- Junior and senior students who have approved financial aid may request textbook vouchers pending the receipt of these funds to purchase textbooks at approved local vendors. These costs are deducted from financial aid prior to distribution to students.

In order to efficiently use limited resources for the purchase of textbooks, all adopted textbooks should be used for six (6) semesters, and any deviation must have a justification approved by the Vice-President for Academics. Publishers usually have two revision cycles - a yearly revision and a periodic major revision. Faculty should make every effort to assure current and updated course materials by coordinating course updates to the publishers’ major revision cycles. Publishers usually provide review copies upon request and an instructor’s edition when a book is adopted.

Textbooks for 300-400 level courses are to be purchased by the students. Faculty are encouraged to order course textbooks through University Book Store (UBS), 1116 West 23rd Street, Lawrence, KS (785)749-5206, www.KUBooks.com .

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC SUSPENSION

ACADEMIC SUSPENSION

Dismissal of students for failing to meet cumulative GPA requirements, to improve cumulative GPA when placed on probation and impact of academic suspension on re-admission.

Procedures:

Students are academically suspended by the Office of the Registrar for the following:

- Failing to achieve a cumulative grade point average of 2.0 after one probationary semester.
- Failing to fulfill minimal requirements of the University, including failure to provide official transcripts from colleges previously attended.
- Withdrawing from the University while on academic probation.
- A freshman who completes a semester with a grade point average less than 1.0.
- Failing to complete a semester by failing all courses in a semester.

Students placed on academic suspension are not eligible to enroll in the University for a period of one semester.

Students who have been placed on academic suspension will not be eligible for readmission before the completion of the suspension period of one semester unless otherwise indicated.

GRADING

GRADING SYSTEM AND GRADING REPORTS

To provide a system for course-work evaluation and a measure of student progress.

Procedures:

- Haskell Indian Nations University uses letter grades assigned numerical values, or grade points, from which a semester's grade point average (GPA) is derived. Haskell is on a semester system. The following letter grades are used to evaluate academic performance: "A", superior; "B", above average; "C", average; "D", below average; "F", failure.
- The letter grades and the grade points represented by each are as follows: "A"=4.00; "B"=3.00; "C"=2.00; "D"=1.00; "F"=0.00. The GPA for a semester's work is determined by multiplying the number of semester hours assigned to each course by the number of grade points received. The grade points earned for all courses are totaled and then divided by the number of semester hours attempted. Note: A CUMULATIVE Grade Point Average (CGPA) is the average of all semesters' GPAs.
- Academic preparation (remedial) courses — those courses with a course number less than 100 (MATH 010 Pre-algebra; MATH 011 Introduction to Algebra; and ENGL 090 Basic Composition) — are not included in the CGPA although they are counted as institutional credit for the purpose of determining full-time student status.
- Final grades MUST be submitted to the Office of Admissions and Records (A & R) according to the deadlines identified on the Fall and Spring Academic calendars. Any grade not received in that office by the deadline will automatically be shown as a failure.
- A & R encodes the grades in the Comprehensive Academic Management System (CAMS). Grade reports are prepared and distributed at the end of each semester.
- Grade reports are then sent to students at their home addresses as soon as possible after the conclusion of each semester.
- Students should examine these reports carefully and discuss them with their faculty advisor if any questions arise.
- Students are responsible for ensuring the accuracy of their transcript and any errors should be reported immediately to the Registrar.
- The Registrar will supply academic transcripts after a written request is received and transcript fee is paid by the student.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

GRADING

GRADE CHANGE

To provide a process for the correction of a recording error or appeal of a course grade.

Procedure:

- A grade can be changed when an instructor who awards a final grade for a course determines the original grade resulted from an error in the administrative recording process, in an instructor's computation, or in the case of an appeal by a student.
- Once the error has been identified, the instructor will obtain the Grade Change Request Form from the Office of the Registrar, fill in the information required, sign it and forward to the Vice-President for Academic s (VPA). After reviewing and approving, the VPA will ensure a copy is made and send the form to the Office of the Registrar.
- After the Office of the Registrar records the grade in Comprehensive Academic Management System (CAMS), the original dated and initialed form will be filed in the student's transcript folder, and copies will be sent to the VPA, the student, and the course instructor.
- Students must initiate grade appeals for the previous semester within the first four weeks from the first day of classes the following semester. Changes, if approved, must be completed and filed with the Office of the Registrar within six weeks from the first day of classes.

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

GRADING

RECORDING OF AN INCOMPLETE GRADE

To provide students with an opportunity to successfully complete a course.

Procedures:

- An “I” may be recorded in lieu of a final grade when a student fails to complete a course requirement because of conditions beyond the student’s control.
- The awarding of an “I” requires approval of the Dean AND completion of an Incomplete Contract Form.
- The Incomplete Contract Form must clearly identify the specific assignments to be completed and the date by which these assignments must be completed. If no date is specified, the requirements must be completed by the end of the following semester.
- The student is responsible for obtaining the instructor’s and the appropriate Dean’s signatures on the Incomplete Contract Form. The Dean will keep a copy and forward the original to the Office of the Registrar.
- The Incomplete Contract Form must be submitted with the course roster at the time final grades are filed with the Registrar. The Office of the Registrar will record the “I” on the student’s transcript.
- The “I” will remain on the student’s transcript until the completion of the Contract requirements or conclusion of the following semester, if a specific completion date is not designated. It is the student’s responsibility to review his or her grades and to complete the assignments on the Incomplete Contract. If a passing grade is not submitted by the due or designated date, the Registrar will change the incomplete to a grade of “F” without further instruction.
- Adjunct faculty members are not permitted to enter into Incomplete Contracts because of the temporary nature of the appointment.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC ACHIEVEMENT

HONOR ROLL POLICY

Recognition of academic honors and distinction.

Procedures:

Honors and distinctions are granted to students based on academic accomplishment evidenced by grades in all work. Notation of accomplishment is recorded on the official transcript of the student.

Academic distinction honors for graduation are based upon the following cumulative GPAs and are granted for both the associate and baccalaureate degrees.

Summa Cum Laude	3.95 to 4.00 cumulative GPA
Magna Cum Laude	3.50 to 3.94 cumulative GPA
Cum Laude	3.00 to 3.49 cumulative GPA

- President's Honor Roll

Students who achieve a semester grade point average of 4.00 in a minimum of twelve college-level credit hours and who have no incomplete grades will be placed on the President's Honor Roll. Students whose grade point average depends upon inclusion of grades earned in pre-college courses shall not qualify for this honor.

- Vice-President for Academics' Honor Roll

Students who achieve a semester grade point average of 3.50 in a minimum of twelve college-level credit hours, have no grade lower than a "B", and no incomplete grades will be placed on the Vice-President for Academics' Honor Roll. Students whose 3.5 grade point average is dependent upon inclusion of grades earned in any pre-college courses shall not qualify for this honor.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

EVALUATIONS

STUDENT/FACULTY COURSE EVALUATION

To provide students an opportunity to provide feedback on faculty effectiveness.

Procedures:

An evaluation of student learning and instructional effectiveness is a priority of Academic Affairs. Assessing the teaching/learning process must be systematically conducted and reviewed. Evaluative criteria include: student evaluations of faculty, grade reports, retention strategies, student feedback, and performance evaluations.

- At the end of each semester, including summer school, each student will complete a Student Evaluation of Course form approved by the Faculty Senate for each class.
- Course evaluations will be completed online through Blackboard, with a copy of the summary report being submitted to their Dean.
- Summary Blackboard results are provided to the Dean who will review and discuss the results with the instructor. The results are to be used as a means of improvement and reinforcement of strengths and to assist faculty that may be experiencing difficulties. Recognizing that student evaluations often reflect the student's anticipated grade, these evaluations alone may not serve as the basis of the faculty performance evaluation.
- For online completion of surveys, the instructor will provide the Dean a copy of the evaluation results and maintain a copy to review during the performance and feedback sessions.
- The survey results from Blackboard can be used for areas of improvement for the following semester.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ATTENDANCE

ATTENDANCE POLICY

To maximize the educational opportunities for students.

Procedures:

Regular class attendance is crucial to the development of student knowledge and skills.

- Students are expected to attend all classes for satisfactory academic progress. Class attendance is a student responsibility. Instructors will record attendance and provide it to the Financial Aid Office if it is needed to calculate a refund and repayment of financial assistance.
- At the beginning of each semester, instructors will inform students of the attendance policy, including policies on grades for late assignments, tardiness, make-up work, and referral to counseling or the Haskell Success Center in 131 Sequoyah Hall. This information is to be included in the course syllabus that all students must receive.
- Absences for officially documented illnesses, emergency situations, school sponsored activities, or participation in significant cultural responsibilities in the student's community may be helpful in assessing reasons for absences, but are not considered to be excuses from exams, class material, or assigned work. A documented illness requires a signed doctor's statement and does not include appointments that may be made at other times. Emergency situations and cultural responsibilities are verified by the Counseling Center only.
- Students should be informed of the academic consequence of absences and failure to complete assignments, and the potential loss of housing, loss of financial aid, and ability to represent the University. Information should be given early enough to change behavior.
- A student dismissed for excessive absences, according to the stated policies, will receive an "F" in the course.
- Students may appeal a dismissal to the instructor (recording error) and then to the Dean.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ATTENDANCE

ATTENDANCE POLICY- EMERGENCY LEAVE

Successful academic performance depends in large measure on regular attendance. Because Haskell expects students to be successful, the University expects students to attend all meetings of their classes. Faculty will inform students of their individual policies regarding penalties for excessive absences, tardiness, and make-up work in the course syllabus.

Students dismissed for excessive absences will receive an "F" for the course. Students may appeal a dismissal from a course to the instructor and the Dean.

- Emergency Leave
 1. Students who require emergency leave should first notify the Counseling Center prior to leaving, whenever possible. Requests for emergency leave are granted for major life adversity, such as a death in the family, terminal illness of a family member, victim of sexual assault, family hardship, etc. The student is responsible for providing appropriate documentation and/or a contact person to verify the situation.
 2. If the emergency occurs on the weekend or "after hours," the student must notify residential hall staff. The following morning, the residential hall staff will notify the Counseling Center, and then counselors will complete the process.
 3. Each instructor determines whether the absence will be excused or unexcused.

- Emergency Medical Leave
 1. A student absent from class due to medical reasons is responsible for providing the instructor with one of the following medical documents, upon return:
 - Medical Absence Form
 - Patient treatment verification form
 2. Appointments are not considered medical excuses because students can schedule at a time they are not in class.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

DISMISSALS

DISMISSAL FROM CLASS FOR NON-COOPERATION, AGGRESSIVE, THREATENING OR DISRUPTIVE BEHAVIOR

To provide clear expectations for acceptable behavior in an academic setting.

Procedures:

- It is the intent of the university to establish a learning environment which promotes critical inquiry, opportunities for collegial discussions and engagement in learning processes, to differ in opinion professionally, to ask questions and to differ in opinions respectfully.
- A student who refuses to cooperate or is so disruptive that the learning of other students is severely and adversely affected, may be requested to leave the class by the instructor, and under certain conditions be dismissed from the class.
- The instructor must have clearly laid out the class expectations for acceptable classroom behavior in a syllabus distributed to all students.
- The instructor is to attempt to discuss the behavior with the student outside of class informally, have a formal meeting with the student about classroom behavior concerns, refer the student to the Counseling Center, and/or request the student leave the class immediately for the day. A student can be dismissed from class if the instructor is not seeing subsequent change in their identified behavior after it has been addressed by at least one of these methods. Faculty members need to document all incidences and discussions with the student.
- The behavior must have occurred more than once or be so egregious in a single incident that concern for the safety of students or the instructor becomes a primary concern. If an incident occurs that rises to this level, the instructor should immediately leave the classroom and request colleagues to notify the Haskell Emergency Response Team (HERT) (Facilities) or the Lawrence Police Department (call 911).
- The instructor is to immediately notify the Dean of any incidents and to submit an Incident Report to the Student Conduct Office, as appropriate. The Incident Report form is located on the X drive.
- When dismissing the student from class, a Course Dismissal Form is submitted to the dean. Each department may additionally establish policies dismissing a student engaging in unacceptable classroom behavior from continuing in the academic program. If such a policy is adopted, notice that a student may be dismissed from an academic program for unacceptable classroom behavior must appear in the department syllabi and include an appeal process.
- The student will receive written notice of the dismissal action taken.
- A copy of the notice will be sent to the Office of the Registrar and a grade of "F" will be recorded.

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

Approved Division of Instruction September 1997. Vice-President for Academics and Faculty Senate Academic Standards Committee, 2011.

COMPLAINTS

RESOLVING STUDENT COMPLAINTS ABOUT TEACHER'S GRADES AND/OR CLASSROOM PERFORMANCE

The management of student complaints about an instructor.

- Students should make an attempt to resolve complaints with his/her instructor.
- If the student is afraid to approach the instructor or fails to resolve the matter after meeting with the instructor, the student should schedule a meeting to discuss the complaint with the supervising Dean.
- A detailed summary of the student complaint will be obtained by the Dean in this meeting, preferably with a written statement from the student.
- The Dean will immediately inform the instructor of the complaint and arrange for a meeting with the instructor. The instructor will be provided the opportunity to respond to the complaint and requested to identify possible solutions.
- The Dean will attempt to resolve the complaint at this level. If the complaint cannot be resolved at this level, the student will be informed of his/her right to proceed with a formal appeal to an Appeals Panel.
- Students may file a written complaint with the Dean, and an Academic Appeals Panel will be convened within the department/school to review the matter.
- The panel will have thirty (30) days to investigate the complaint and make a recommendation to the appropriate Dean.
- The presiding Dean will issue a decision within 10 days after receiving the panel's recommendation.

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CLASS SCHEDULE

CLASS SCHEDULE CHANGE—DROP/ADD A COURSE

To provide an opportunity for a student to change a class during the add/drop time period.

Procedures:

- Students may change courses before late registration closes and before the add/drop deadline by completing a Change in Schedule form. The add/drop deadline is listed on the Academic Calendar.
- The Change in Schedule form may be obtained from the Office of the Registrar or on the Haskell homepage.
- The student must fill in the following information: his/her name, ID number, course number, course title, and number of credit hours. After review, the academic advisor will sign and date the form.
- If a student is adding a course that is full, the student must seek permission from the instructor of that course and the receiving instructor of that course must initial the form in the appropriate space.
- After obtaining the necessary signatures, the student will take the Change in Schedule form back to the Registrar's Office for processing. The Registrar or academic advisor will record the change in the Comprehensive Academic Management System and initial in the top right hand corner of the form.
- Students who fraudulently initial for an instructor are subject to a violation of the Academic Integrity and Misconduct Policy.

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

COURSE LOAD

FRESHMEN REQUIREMENTS

To ensure the freshmen experience is successful, including sequencing and enrollment in required courses for freshmen.

Procedures:

Freshmen are required to enroll each semester in English and Math until these general education requirements have been met.

Freshmen and faculty advisors share the responsibility for successful academic advising. Best practices recommend that freshmen and advisors meet at least once a semester.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

OFFICIAL WITHDRAWAL FROM CLASS/UNIVERSITY

To provide a systemic way of officially withdrawing students from a course or the University.

Procedures:

Students who are considering withdrawing from classes or the University should meet with their academic advisor, the Counseling Center or staff in the Haskell Success Center in 131 Sequoyah Hall before making this decision. Every effort should be made to identify resources to assist students when possible. If unsuccessful in retaining a student, the following steps are taken to officially withdraw.

- The Fall/Spring Summer Academic calendars will list the withdrawal dates. Calendars will be posted throughout campus and each student, staff and faculty member, Admissions and Registrar staff, and Dean will receive a copy.
- Students withdrawing from a course up to and including the 10th week of the semester will use the Change of Schedule Form (drop/add). The form may be obtained from the Registrar's Office.
- Haskell transcripts will record a "W" when a student has officially withdrawn from a course up to and including the 10th week of the semester. A "W" is not calculated into the grade point average.
- AFTER THE 10TH WEEK, a failing grade of an "F" will be recorded on the transcript. HOWEVER a student may request a hardship withdrawal.
- Students may request a hardship withdrawal using the following steps:
 - Provide a written request to the Vice-President for Academics (VPA) explaining the hardship and provide documentation.
 - The VPA will make a decision to approve or not to approve the withdrawal request.
 - Notification of the decision will be sent to the Office of the Registrar.
- Factors to be considered in the hardship withdrawal review and determination will include student's class attendance, quality of coursework, and academic history.
- Requests for hardship withdrawals at the end of the semester or after grades are given will not be considered unless documentation of significant extenuating circumstances is provided.
- Once a hardship withdrawal is determined, the Office of the Registrar will be notified and the grade will be recorded as a "W".
- The Counseling Center facilitates withdrawals for those students that cannot initiate the action or who encounter extreme hardships making continued attendance at the University impossible. This covers any time during the semester.
- If a student is on academic probation and withdraws from the University, the student will be placed on academic suspension by the Office of Registrar.

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC CLASSIFICATION

ACADEMIC CLASSIFICATION

Identification of student academic classification within the University.

Procedures:

Academic classification is based upon the student's accumulated earned credit hours. These credit hours indicate the progression toward an associate degree or toward a baccalaureate degree. Only college-level credit hours are used to determine academic classification:

Credit Hours Earned	Academic Classification
0-29	Freshman
30-60	Sophomore
61-90	Junior
91-120	Senior

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ADVISING

ADVISING OVERVIEW

The role of academic advising in student success.

Procedures:

Students and faculty share the responsibilities for successful academic advising. Academic advising requires good planning and accurate identification of coursework that will fulfill degree requirements. At a minimum, academic advising occurs during each enrollment period; however best practices suggest that students and faculty meet to discuss academic goals and progress more frequently.

- Attention should be given to students who are experiencing academic or personal problems that interfere with the ability to be successful; such students should be referred to resources, both on and off campus. The Counseling Center will include the advisors as well in emails regarding emergency leave. Advisors are encouraged to contact their advisees via email or the student's PO Box in Navarre Hall and offer assistance.
- Advising may require providing guidance to students with personal, financial, family, work-related, housing or other concerns and issues as they arise.
- Advisors must be knowledgeable of the various support services within the University and the community at large, including the Counseling Center and Haskell Success Center in 131 Sequoyah Hall.
- The ultimate responsibility for complying with degree requirements rests with the student, so each student must have access to complete and accurate information, particularly in degree checklists, academic calendars, teaching schedules and office hours.
- Advisors provide guidance to students in meeting the responsibilities of this policy.
- Students may want to change from one advisor to another. This is done by completing a Change of Advisor form and submitting the completed form to the Office of the Registrar. The Office of the Registrar is responsible for entering these changes in a timely manner to ensure the correct advisor is receiving information related to their advisees. Forms may be obtained from the Office of the Registrar or the Office of Academic Affairs.
- In the case of a change of advisor, the former advisor is responsible for making certain that the advisee file is transferred to the new advisor.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ADVISING

ADVISING REQUIREMENTS

Haskell Indian Nation University requires that advisors provide consistent services to their academic advisees.

Procedures:

- Each advisor will help students set both short-term and long-term educational goals.
- Each advisor will accurately inform students of all graduation requirements for their degree. Strategic course selection should be made to minimize the number of semesters required for graduation.
- Each advisor will inform students about internship and career opportunities within their field of study.
- Each advisor will inform students on how to change advisors.
- Each advisor will explain the consequences of falling below hours on housing eligibility and financial aid. If the student falls below 12 hours, housing will give a 24-hour notice to vacate the dorm.
- Each advisor will explain the meaning of probationary status and academic suspension.
- Each advisor should also provide information on the process and procedures to follow each semester to enroll in classes, to drop or add classes and the academic deadlines for the semester.
- Each advisor should have reasonable office hours and flexibility to schedule appointments with students for an adequate period of time to make curricular choices and career choices.
- Each advisor should refer students to various campus resources as needed. This may include, but is not limited to, university counseling services, student activities, and career and employment services.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ADVISING

STUDENT ADVISING RESPONSIBILITIES OF FACULTY

All undergraduate students with declared majors are assigned advisors in their first semester. Additionally, new students are assigned advisors based on the overall advising load of faculty to ensure equity in this responsibility. To the extent possible, students will be assigned within departments of academic interest. Students work with their advisors to explore and accurately identify majors, to select courses to fulfill degree requirements and to enroll in classes each semester consistent with a degree plan for that major. It is recommended that students make appointments to visit and consult with their academic advisor at least twice over a semester.

The Haskell Success Center also provides academic advising, job placement and retention services to students. The Haskell Success Center is located in Sequoyah Hall, Room 131.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC CLASSIFICATION

STUDENT CLASSIFICATION

- New Student: a first-time freshman student who has not previously attended college
- Transfer Student: a student who attended another college and has been admitted as a transfer student to the University
- Re-Admitted Student: a student whose last college attended was Haskell
- Continuing Student: a student who maintains consecutive enrollment at Haskell
- Full-time Student: a student taking 12 or more credit hours
- Part-Time Student: a student taking 11 or less credit hours

Approved July 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

AUDITING

AUDITING COURSES

Students admitted to the University who have paid fees and wish to audit a class instead of registering for it must obtain written approval of the instructor to attend the class. No grade is recorded for the audit; however, a designation of “AU” will appear on the academic transcript. Students with approved audits will be permitted to check out textbooks for the class if taken at the freshmen or sophomore level.

CREDITS

CREDIT HOURS

One credit hour is earned for every 750 minutes of instruction provided.

1 credit hour class = 50 minutes X 15 meeting times

2 credit hour class = 50 minutes X 30 meeting times

3 credit hour class = 50 minutes X 45 meeting times

Some classes requiring laboratory, studio time or skill practice meet for more hours per week than the number of credit hours conferred. Credit hours earned in a course must be used as a single block to fulfill a requirement; each block of credit hours may be used only once to satisfy a requirement.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

COLLEGE CREDIT

College credit courses offered in academic programs shall satisfy all of the following requirements:

- The course is consistent with the practices within general education.
- The course is an accepted discipline or field of study.
- The course counts toward the completion of a two-year associates or four-year baccalaureate degree program.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

COMPLETED COURSE HOURS

Credit hours in courses for which grades of “A”, “B”, “C”, or “D” have been earned are officially recognized as completed hours, along with “credit by special examination” and “credit for military service.”

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

CREDIT BY SPECIAL EXAMINATION / COURSE CHALLENGE

Students may receive credit for a course by passing a comprehensive challenge examination but cannot receive credit by examination for courses that they have failed or from which they have withdrawn. Students can challenge no more than 10 credit hours in pursuit of an associate degree and no more than 20 credit hours in pursuit of a baccalaureate degree. Students must obtain the approval of the appropriate dean, department chair and course instructor in order to challenge a course by examination.

Procedure:

- The student requests approval to receive credit by Special Examination from the course instructor and the Academic Dean for the department in which the course is offered.
- The course instructor identifies or develops a comprehensive examination for the course and identifies with the student a date for this exam.
 - English Department policy has two members of the Department grade the course, other than the instructor of record. If the two faculty members asked to grade do not agree on the outcome, a third faculty member is asked to grade the exam to break the tie. Also, for a more advanced course, more than one exam is required.
- On the date of the exam, the student completes the comprehensive exam which is graded by the instructor within a reasonable period of time.
- The student has the option of refusing to accept the credit hours and grade after learning the results of the examination. The student has the responsibility to contact the instructor to find out the results and arrange a meeting to sign the challenge that the grade is either accepted or rejected.
- The grade for the challenge exam is submitted to the Office of Registrar by the course instructor after the student has signed that the grade is accepted.

The transcript notation "Credit by Examination" or a letter grade for the course will be awarded for creditable performance on the examination, subject to the policy of the department awarding credit. No official record of unsuccessful challenges is kept.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

CREDIT FOR MILITARY SERVICE

The University may grant elective credit for courses completed in military service schools and training provided such credit is baccalaureate level as recommended by the American Council on Education in "A Guide to Evaluation of Educational Experiences in the Armed Services." Based on a review of an official transcript, elective credit may be awarded for general military training. These credit hours will be assigned provided the applicant's duration of military service exceeded one year.

Procedures:

- Veterans must provide a certified copy of their form DD-214 or DD-2384 (separation papers) to the Registrar, ATTN: VA coordinator as proof of military service.
- The Registrar completes verification in order to receive credit.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

MILITARY SERVICE

MILITARY SERVICE

Students serving in the National Guard or Reserves who are called to active duty training or service for periods less than 2 weeks will be excused from class.

- It is the student's responsibility to work with the instructor to make up assigned work and tests in a timely manner.
- Students who are called to active duty training must furnish a copy of their letter (orders) to the Office of the Vice-President for Academics, who will notify instructors of the active duty training or service and the length of training, if the letter so states.
- In the event a student is called to active duty for longer than 2 weeks or deployed during an academic semester at any time, such students may withdraw with "W" for all classes regardless if the deadline for doing so has passed.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

REPEATING A COURSE

Students may repeat for credit only those courses in which the earned grade is a “D” or “F”. All repeated course grades appear on the transcript along with the “D” or “F” previously earned.

Only the latest grade may satisfy part of the hour requirements for a degree, but both grades will be calculated in the cumulative grade point average.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

RESIDENCY CREDIT

Residency credit is awarded for courses taken on the Haskell campus, approved off-campus sites, courses taught by approved adjunct faculty, or courses directed by Haskell faculty.

Procedures:

- Students must enroll in at least 3 credit hours at Haskell for residency credit to be granted.
- Students in the associate degree programs must complete 15 credit hours in residence.
- Students in the baccalaureate degree programs must complete 30 credit hours in residence.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

CREDITS

TRANSFER CREDIT

The Registrar, with assistance from academic departments, will determine the transferability of credits. Acceptable transfer course credit must carry a grade of "C" or higher (2.0 on a 4.0 scale).

Procedures:

- A written evaluation of transfer credit will be made available to students and to their advisors after they are accepted for admission. The evaluation of course credits will indicate which courses have transferred and which courses fulfill general education requirements and Haskell graduation requirements.
- Students who have earned credits elsewhere which do not fulfill Haskell degree requirements may take a comprehensive challenge examination or request a review by the appropriate academic department to validate that level of achievement.
- Transfer credits are included in the calculation of the student's cumulative grade point average upon graduation.
- Students in the associate degree programs must complete 15 credit hours in residence.
- Students in the baccalaureate degree programs must complete 30 credit hours in residence.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC DISCIPLINARY ACTION

ACADEMIC DISMISSAL

The University may dismiss a student for unsatisfactory progress, failure to maintain academic standards, failure to meet the terms of academic probation, failure to demonstrate academic integrity, failure to meet program requirements, or failure to meet other University requirements.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC DISCIPLINARY ACTION

ACADEMIC INTEGRITY AND MISCONDUCT

Haskell Indian Nations University requires that every student consistently demonstrate academic integrity.

Thus, to avoid charges of plagiarism, students must acknowledge all words and ideas taken from other sources. Students must credit all sources of information they use to produce every course assignment, including, but not limited to, written and oral examinations, quizzes, essays, research papers, and lab reports, as directed by their course instructors. Students who fail to give credit for such use are guilty of plagiarism.

Any violation of Haskell's policies against plagiarism or any other form of academic misconduct, as defined below, may result in the following severe penalties, depending upon the specific violation:

- A grade of F on an assignment
- A grade of F in the course
- Dismissal from the University with a notation of the offense on their transcripts

Academic misconduct includes (a) cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism as noted above, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and (b) assisting others in any such acts. For information concerning student appeals of academic misconduct penalties, refer to Academic Review.

ACADEMIC DISCIPLINARY ACTION

ACADEMIC PROBATION

Academic probation is an advisory warning that improved performance is necessary for a student to continue at the University.

Procedures:

- The Office of the Registrar places student on academic probation if their semester or cumulative GPA falls below 2.00.
- Academic probation is not subject to appeal.
- Students on academic probation who withdraw from the University will automatically be placed on academic suspension.

Approved October 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

COURSE LOAD

AVERAGE COURSE LOAD AND OVERLOAD PERMISSION

The average course load for undergraduate students for fall or spring semester is 12 to 15 credit hours. To remain eligible for on campus housing and financial aid benefits, a student must maintain a minimum of 12 credit hours each fall or spring semester. Students who fall below 12 credit hours will receive a 24-hour notice to vacate residential housing.

Academic loads during summer sessions will vary given the duration of the courses. The normal full-time load allowed in summer sessions is 6 credit hours, with overload permission required for additional courses.

Procedures:

- Fifteen credit hours is the recommended academic course load for full-time students. Students must maintain at least 12 credit hours per semester to be eligible for housing and full financial aid.
- During the enrollment process, faculty will assist enrolling students according to recommended course sequence and degree plans.
- Students taking 17 or more credit hours for a fall or spring semester or 7 or more credit hours during the summer require a GPA of 3.00 or higher and the approval of the appropriate dean.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC CLASSIFICATION

CONCURRENT UNDERGRADUATE STUDENTS

Students who are enrolled in high school and wish to take courses as a part-time student should not enroll in more than 9 credit hours per fall or spring semester or more than one course in a summer session. Any exception would need to be approved by the Vice-President for Academics and appropriate dean(s).

Procedure:

- Persons wishing to enroll as a concurrent undergraduate student may obtain the appropriate application form from the Admissions Office.
- The potential student will submit a Special Status application for admission.
- Financial aid and on campus housing are not available for concurrent students.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC CLASSIFICATION

FULL-TIME STATUS

A minimum course load of 12 credit hours is considered a full load for tuition and fees and meets eligibility requirements for on campus student housing, although 15 credit hours is recommended. A minimum of 12 credit hours for undergraduate students is considered a full load for financial aid. The normal full-time load for summer session is 6 credit hours.

COURSE LOAD

REDUCED COURSE LOAD

Requests for reduced course loads for disabled students are submitted to the Disability Support Services Coordinator with supporting documentation.

Procedures:

- Students must submit an application for reduced load to the Disability Support Services Coordinator.
- This documentation must include a recent diagnostic evaluation form from an appropriate professional to evaluate the impact of the disability.
- A recommendation from the Disability Coordinator, upon evaluation of the material, will be forwarded to the Vice-President for Academics who will make the final decision.
- A denial of such request may be appealed through the accommodation grievance procedures.
- No student applying for reduced course load with a full-time status will be approved for less than 9 credit hours per fall or spring semester and summer course loads will be decided on a case-by-case basis. At the agreed upon credit load, the student will be considered as full-time and entitled to all those services, benefits, rights and privileges of full-time status.
- However, students with reduced course loads may not be eligible for grants, scholarships, or financial aid which require full-time enrollment.
- The Vice-President for Academics shall make any decisions regarding the extension of time limits for degree completion as a result of a reduced course load.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC FORGIVENESS

ACADEMIC FORGIVENESS

The forgiveness policy provides students the opportunity to have their academic standing reflect increased maturity and improved level of academic performance.

Procedures:

- Academic forgiveness allows a student to remove up to 18 credit hours of “D” or “F” from their Haskell GPA, and will be granted only once in their career at Haskell. Academic forgiveness is available once to undergraduates who meet these requirements:
 - Have had a break in attendance of at least two years from Haskell.
 - Have earned at least 12 credit hours since return.
 - Have an overall current GPA of 2.5 since returning. All grades earned at Haskell since the student returned are used to make this grade point average calculation.
- Courses approved for academic forgiveness will continue to appear on student transcripts and will be identified as “no grade” (NG).

However, students should recognize that in some cases, Haskell’s academic forgiveness may not transfer to other institutions. Haskell students who plan to transfer to another college or university should consult with the admissions office of that institution to determine the transfer of course credits and grade point average. Haskell cannot determine or guarantee student eligibility for financial aid or admission to other colleges and universities.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 REGULATIONS

ACCESS TO STUDENT RECORDS

Students have a legal right under the Family Educational Rights and Privacy Act of 1974 (FERPA) to view their educational records. FERPA restricts the information to only those with a legitimate need and right to know. Educational records are official records, files, documents, and other materials which contain information directly related to the student and are monitored by the University or by a person acting for the University. The following records are not considered educational records: personal notes from faculty and staff, employment records, medical and counseling records, records of police and safety office, financial records and confidential letters.

DISABLED STUDENT ACCOMODATIONS

ACCOMMODATIONS FOR DISABLED STUDENTS

Any disabled student that wishes to self-identify and request special accommodations in the classroom must see the Disability Coordinator.

Procedures:

- It is the responsibility of the student to request special accommodations. However, if a faculty or staff member becomes aware of the need, they can refer students to the Disabilities Services Coordinator.
- The Disability Coordinator will assess the level of accommodation(s) needed and issue written recommendations to the instructors of the disabled student.
- Each request for special accommodations will be handled on a case by case basis and will require documentation of the condition that requires the specific special accommodations.
- It is the responsibility of the student, each semester, to seek assistance from the Disability Coordinator in a timely manner.
- Generally, requests for accommodations will not be honored after the final day to withdraw from a class has passed.

WITHDRAWAL

ADMINISTRATIVE WITHDRAWAL

Whenever a student, because of his/her mental or physical condition, exhibits behavior that constitutes a danger to himself/herself, other persons or property, or when that behavior is disruptive to the normal educational processes of the University (including activities in University housing) or renders him/her incapable of achieving academic goals, that student may be temporarily withdrawn from the University. A student whose behavior meets the conditions as outlined above, and who does not agree to a voluntary withdrawal, may be withdrawn by administrative action.

Procedures:

An Administrative Withdrawal policy may be activated by the Vice-President for Academics or the Vice-President for University Services in consultation with the Director of Student Housing.

- A determination must be made that protects the health, safety, and welfare of the student and the University community.
- To the extent possible, this withdrawal seeks to safeguard the student's privacy, to avoid inappropriate punitive sanctions, and to engage in an expeditious response to the concerns addressed.
- The withdrawal will be immediate and shall be for a reasonable length of time.
- There is no appeal to this policy, since it is invoked only in response to imminent concerns.

At or near the time of withdrawal, the student shall be given information and the conditions of withdrawal in writing that will include the following:

- Notice of intent to withdraw the student from classes and University housing and the reason(s) for this action;
- Information regarding the student's eligibility for any fee refund;
- Information regarding any impact this action may have upon the student's current grades and academic progress;
- Other re-enrollment conditions as deemed appropriate, including the earliest date at which the student may re-enroll providing all conditions are met;
- Information regarding the student's presence on campus or use of University services/facilities.

The written plan outlined above may be subject to amendment as determined by the Vice-President for Academics or Vice-President for University Services. After compliance with the any recommendations provided, the student must reapply for admission to the University in order to continue her/his studies. Although this policy is not intended to be punitive, invoking the policy does not imply that the student will necessarily be exempt from regular disciplinary action according to the policies governing the University community as printed in the Code of Student Conduct.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

Approved Division of Instruction September 1997. Vice-President for Academics and Faculty Senate Academic Standards Committee, 2011.

ACADEMIC ASSESSMENT

ASSESSMENT

The academic assessment program at Haskell has been developed to provide a systematic approach to determine the success of courses, programs and departments in accomplishing the mission and vision of Haskell. The assessment program and approaches have evolved since the mid-1990's to provide the University information about 1) what a student should learn in a given class, a given major or emphasis, or a given degree, and 2) the extent to which a student actually achieves what the University states they should know.

The purpose of assessment is to evaluate whether students are learning, but also to integrate the findings of assessment into curriculum for continuous improvement. Academics has identified course and program outcomes and objectives for General Education, as well as the associate and bachelor's degree programs.

Students are required to participate in assessment activities and faculty are required to ensure agreed upon assessment outcomes are linked to the courses and programs in which they teach. Faculty are also responsible for inputting assessment data into assessment software, which will be shared by Program Assessment Leaders with the University Assessment Coordinator, Vice President of Academics, and the campus community. Multiple points of data may be collected, including when students enter the University; additional data may be gathered each semester, prior to graduation, and after graduation. Assessment activities include surveys, essays, tests, and portfolios.

Student responses are confidential and do not affect grades. Faculty are required to implement and engage in assessment activities for their courses, programs and departments, as well as attending ongoing assessment training, including requesting assistance as required. The focus of assessment activities may change over the assessment cycle based on findings from the results. Faculty are required to include Course Outcomes/Objectives in the syllabus for each course taught.

GOVERNING AUTHORITY

AUTHORITY

Haskell Indian Nations University is authorized by Congress and, as a result, is subject to federal law, applicable federal statutes and regulations. The University President is vested with full authority for the implementation of the University's academic, educational, and administrative responsibilities. Federal law has further sanctioned and approved a National Haskell Indian Nations University Board of Regents for the University. Additionally, university employees are represented by the Federation of Indian Service Employees (FISE). By practice, policies and procedures for matters that affect the entire campus are approved by the University Council.

FACULTY WORKLOAD

FACULTY WORKLOAD POLICY

Twelve credit hours shall be considered a standardized teaching load for all fulltime permanent faculty members; however this workload may be subject to change, with notification to Federation of Indian Service Employees, as required.

Procedures:

- No faculty member with a 12 credit hour teaching load should have more than three separate class preparations during a semester.
- With the exception of required courses in a baccalaureate degree program, classes with less than five (5) students enrolled are subject to cancellation and replacement by courses with higher demand.
- Faculty whose class has been cancelled for low-enrollment in which a higher demand replacement course is not feasible may be assigned to a .20 appointment in the Haskell Success Center.
- Cancellations, in this instance, will be subject to a case-by-case review by the Dean and Vice-President for Academics. In the case of significant low class enrollments a supervisor may question faculty members' 12-credit hour limit.
- Only when the faculty member disputes his/her immediate supervisor's determination in the matter would the Vice-President for Academics be consulted. Deviation from this standard may be approved based upon the following conditions:
 1. A faculty member serving as a coordinator/chair of an academic area may be given release time of one course to carry out these responsibilities.
 2. On a case-by-case basis, release time may be given based on enrollment numbers (class size) when there is concurrence between faculty member, chair, Dean, and the Vice-President for Academics. As an example and clarification of this, see guidelines below that specifically deal with instruction of an internship, but can be guiding standards for all courses:
 - a. For a faculty member to be granted release time due to the instruction of an internship, that faculty member must detail the content of the course and the scope of the instruction as part of his/her goals in his/her yearly evaluation.
 - b. For a faculty member to be granted release time due to the instruction of an internship, he/she must justify that the internship, in enrollment size and scope of instruction, constitutes a semester's work. For example, if the internship's enrollment meets or exceeds the minimum course enrollment (see catalog) and the contact hours meet or exceed a semester's standard for a three-credit hour course (45 hours), then release time may be granted.

3. Faculty members may request a course release when pursuing terminal degrees, subject to concurrence by the Dean and the Vice-President for Academics, under these conditions:

- a. The faculty member requesting release time from instruction for the pursuit of a terminal degree must have achieved acceptance into a program of study at an accredited institution.
- b. Achievement of the terminal degree can justifiably benefit Haskell Indian Nations University.
- c. The faculty member's academic area will not suffer from the loss of his/her instruction from the semester's curriculum.
- d. The faculty member requests release time the semester prior to the semester when he/she plans to enroll in terminal degree seeking courses, before the relevant semester's schedules are submitted.
- e. Release time for pursuit of a terminal degree will not require use of the Division of Instruction funding for personal fees or replacement faculty's salary.

4. A faculty member who coordinates a grant or contract, which allows funds to hire a replacement instructor, may receive one course release time, under these conditions:

- a. Release time will not be approved unless a replacement part-time instructor is hired.
- b. Funds from a grant or contract must be used to hire a replacement instructor to cover the course from which the faculty member is released.
- c. Release time will not be approved if the funds from a grant or contract are not used to hire a replacement instructor.

5. A faculty member who is asked to perform work deemed critical to the overall operation of the University may be approved release time by the President of the University or the Vice-President for Academics, under these conditions:

- a. This reduction of teaching load does not exceed more than one semester for any one faculty member.
- b. Generally, no permanent full-time faculty member may teach less than six (6) credit hours with approved release time granted under the condition described above.
- c. A full-time permanent faculty member may be approved release time from one course per semester when serving as President of the Faculty Senate.

d. A full-time permanent faculty member may engage in curriculum development, grant writing, or research projects that relate to and promote the University's four year programs and receive release time when such work is determined critical to a program, school, or the University's needs.

6. A full-time permanent faculty member who instructs and supervises labs or studio courses that significantly exceed 12 student instructional hours per week may warrant a reduced load at the discretion of his/her academic Dean or the Vice-President of Academics.

FACULTY WORKLOAD

FACULTY WORKLOAD VARIANCE PROCEDURES

Procedures:

- Faculty members should submit their request to their Deans prior to the semester from which they require release time, unless otherwise specified in the preceding release time policy conditions. Faculty members should notify the colleagues within their departments, programs, or schools as part of their written justifications before presenting requests to the Deans.
- Deans shall then approve the requests for release time, unless there should be instances when the academic Deans have knowledge concerning instructional needs that the faculty members do not.
- If a determination is made to not grant a faculty member's request for release time, the Dean shall confer with the faculty member to entertain discussion of justification and negotiation.
- If a consensus cannot be reached between the Dean and the faculty member concerning a request for release time, the Vice-President for Academics shall make the final determination, after hearing from both parties.

TRANSCRIPTS

OFFICIAL ACADEMIC TRANSCRIPT

An official transcript is one that has been received directly from the issuing institution. It must bear the college seal, date, and an appropriate signature. Transcripts that do not meet these requirements are not considered official. Facsimiles (faxes) of transcripts are not official transcripts.

ADMISSION – BACCALAUREATE DEGREE

PROGRAM ADMISSION FOR BACCALAUREATE DEGREE

Specialized admission is required in the following baccalaureate program for the following degrees, as well as a separate application for admission to the University:

Bachelor of Arts Degree

- Indigenous and American Indian Studies (Bachelor of Arts)

Bachelor of Sciences Degree

- Business Administration (Bachelor of Science)
- Elementary Education (Bachelor of Science)
- Environmental Science (Bachelor of Science)

In order to be admitted to the University, students must first submit the required application and supporting documentation to the department/college/school in which the bachelor degree program of interest is offered and meet the requirements for admission into that program.

A decision on admissions into the bachelor programs is made by admissions committees within these departments and if admitted, a letter of notification of admission to the bachelor program is sent to the Office of Admissions, the Office of Financial Aid and the applicant.

Students must also apply to the University and submit the standard application for admission to Haskell Indian Nations University through the Office of Admissions. Decisions for admission to the University are based on decisions made by the bachelor degree program.

Students who return after an absence must reapply for admission to a baccalaureate program and are subject to following the program of study for the degree in effect at the time of readmission.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ADMISSION

PROVISIONAL STATUS

Provisional status for enrollment may be extended to entering freshmen students who were unable to submit complete credentials by the beginning of the semester for which they have requested admission.

Procedures:

- The Vice-President for Academics may approve the freshmen student's provisional status for admissions in consultation with the Office of Admissions.
- Decisions about admitting students into the bachelor degree programs are made within the department/college/school in which the bachelor's degree is offered.
- Students enrolled in this status must have all credentials on file in the Office of the Registrar and the Office of Admissions no later than the end of their first semester of enrollment at Haskell.
- In accordance with federal regulations, students on provisional status may not have any federal financial aid disbursed to them until all credentials have been received and evaluated to determine whether they meet satisfactory academic progress.

TRANSFER STUDENTS

TRANSFER STUDENTS

Transfer students who have completed an associate degree, but who have not completed the requirements for admission into a baccalaureate program may be admitted to Haskell on a provisional basis for two semesters. Upon successful completion of required courses, applications for admission into a baccalaureate program will be re-considered. Students who have used up financial aid eligibility in an associates program will not be eligible for financial aid until admitted into a baccalaureate program.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

ACADEMIC REVIEW

ACADEMIC APPEAL

Students may initiate an Academic Appeal for decisions affecting their grades, enrollment, readmission, or academic status if they are not satisfied with of the decision reached by Departmental Review or Admissions Review Boards.

Procedures:

- Students are guaranteed confidentiality and appropriate due process in all matters of appeals.
- Students who file written Academic Appeals are responsible for submitting and reporting all information pertaining to their situation.
- Academic Appeals will involve sharing, gathering, and discussing information with the members of the Academic Review Board and if warranted, other pertinent faculty or staff.
- All appeals must be in writing and must be addressed to the Academic Review Board. The request must include full name, current address, phone, and e-mail account (if available). The completed appeal request should be sent to the Vice-President for Academics (VPA) office.
- The deadline for submitting an Academic Appeal is 30 calendar days after the student was notified of the adverse decision of the Departmental Review or Admissions Review Board.
- Appeals must clearly identify and explain why they believe the academic decision in question should be reversed or changed.
- Students are responsible for documenting extenuating circumstances which may have affected academic performance. Students are responsible for providing all documentation that they wish to be considered for review.
- The appeal, which may contain recommendations from instructors, if appropriate, should clearly state the student's academic and career intentions and provide a strong educational rationale. Students successful in appealing admission or academic status may be subject to special conditions imposed by the Academic Review Board.
- A decision will be issued within 30 calendar days after the Academic Appeal was submitted to the VPA. In certain cases, if needed, the VPA may reasonably increase the timeline for making a decision.

ACADEMIC REVIEW

ACADEMIC REVIEW BOARD

Students requesting a review of academic decisions adversely affecting their grades, enrollment, readmission, or academic status may submit an appeal to the Academic Review Board. The Vice-President for Academics (VPA) will convene this body as necessary. The Academic Review Board will consider the original appeal and the rationale for the decision of the Departmental Review Board. The decision of the Academic Review Board is binding and will be forwarded to the VPA. The VPA will notify students and the appropriate college or school in writing concerning the Board's decision.

ACADEMIC REVIEW

ADMISSIONS REVIEW

The Director of Admissions will convene an Admissions Review Board to review denied new applications and applications for readmission to the University. Membership consists of three faculty members with input from student services as necessary.

This board reviews all readmission applications and recommends acceptance or denial based on both the academic and social history of applicants. Social history includes information on student conduct violations and incident reports within residential housing programs. Students may appeal the decision of the Admission Review Board by requesting an Academic Appeal. A decision will be made within 30 days after receiving the appeal.

ACADEMIC REVIEW

DEPARTMENTAL / SCHOOL REVIEW

Students must first appeal grades and any other academic decisions made within the college or school in which they are enrolled to the instructor of record. In the event the student is undeclared and / or not officially in a college or school, the Departmental Review shall be performed by the college or the school that the instructor has been assigned to. Students must request a Departmental Review in writing and include all pertinent information, documentation, as well as the desired outcome. As needed, the dean of each college or school shall convene a Departmental Review Board, composed of faculty from the college or school in question.

The Departmental Review Board will review student appeals and submit its decision(s) and recommendation(s) to the appropriate dean of the college or school. Within 30 calendar days of a student filing for Review, the appropriate dean will notify the student and instructor, in writing, of the decision reached by the Departmental Review Board. In certain cases, if needed, the dean may reasonably increase the timeline for making a decision. After a Departmental Review has been completed the student may further request an Academic Appeal if not satisfied. See the policy on Academic Appeal.

ACADEMIC REVIEW

REVIEW AND APPEAL OVERVIEW

Any student that believes he/she has been dealt with unfairly concerning academic progress will have access to a review and an academic appeal. It is understood that any time limits are the maximum time allowed and that the intent is to move the procedure along as fast as reasonably possible. It is not intended that a review or an appeal should fail or succeed upon a technicality. Therefore, all applications of any part of the Review or Appeal Policies shall be equitable and reasonable.

ACADEMIC CLASSIFICATION

ACADEMIC GOOD STANDING

The Office of the Registrar grants academic good standing to entering students who meet certain admission standards.

New students attain academic good standing when their first semester GPA is 2.00 or higher. Students maintain academic good standing when both their semester and cumulative GPAs are 2.00 or higher. Part time and special students are expected to meet the same academic standards as full-time students. Special students status is designated for students who want to take courses without declaring a formal degree at Haskell. Students enrolled at another institution who wish to enroll in a course at Haskell may opt to apply as a Special Student; however they will not have access to all the facilities and services, including financial aid or housing.

Students are advised that baccalaureate programs require a 2.50 or higher cumulative GPA or higher. The Office of the Registrar reviews academic performance at the end of each semester and determines each student's academic standing. Letters notifying students of changes in academic standing are mailed to each student by the Office of the Registrar, with a copy to the faculty advisor.

Students are responsible for ensuring the University is advised of all address changes to ensure timely receipt of official correspondence.

INTERCOLLEGIATE ATHLETICS

ACADEMIC ELIGIBILITY—Intercollegiate Athletics

Students who wish to participate in varsity sport at Haskell need to contact the Faculty Athletic Representative and Registrar to determine eligibility. Most academic requirements are mandated by an outside governing athletic institution or league and are not determined by Haskell.

PLACEMENT

ACADEMIC PLACEMENT TESTING

Placement examinations in English and mathematics are mandatory for the following students:

- New students over the age 25 years old who do not have ACT scores
- Transfer students who do not have transferable English and mathematic courses.

Academic Placement Testing will take place during orientation and before enrollment. Students requiring academic placement testing will be allowed to enroll in college level English and Math courses only if the testing warrants it.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

PLACEMENT

ENGLISH AND SPEECH REQUIREMENTS

New and transfer students placed in English I are normally required to complete English I and II (ENGL 101 and 102), and either Speech Communications (COMS 131) or Public Speaking (COMS 151) by the end of the third semester of enrollment. Students who begin their English composition sequence with Basic Composition (ENGL 090), a remedial course, must maintain continuous enrollment in the sequence and must complete ENGL 102 and COMS 131 or COMS 151 by the end of their fourth semester. Students failing to meet these completion requirements are placed on academic probation and are subject to academic suspension and eventually dismissal if they fail to satisfactorily complete the courses. Students who strongly wish to take a course lower or higher than their initial placement must sign a waiver excusing the University from any advisement responsibilities relating to their placement in English. Students may withdraw once from ENGL 101, ENGL 102, COMS 131, or COMS 151 within the prescribed time limit without being placed on academic probation.

GRADES

GRADING SYSTEM

Haskell uses letter grades to evaluate academic performance in a course. Each credit hour in a course receives a numerical value corresponding to the course grade. A letter grade of “A” is worth 4 points, a “B” worth 3 points, a “C” worth 2 points, a “D” worth 1 point and “F” or “WF” worth zero points. For example a three credit hour class with a grade of “A” is worth 12 points (3 credit hours X 4 points for each credit hour). A student’s grade point average is determined by adding all points earned in a single semester and dividing by the number of credit hours taken that semester.

PLACEMENT

MATHEMATICS REQUIREMENTS

Beginning students will be placed into a specified level of mathematics based on a review of their ACT scores, placement examinations, and previous mathematics coursework. Students are required to begin the mathematics sequence with the course in which they are placed and to remain in a math sequence until required courses are completed.

A beginning student may be moved to a different level at the mutual discretion of the instructor and student within the first three weeks after instruction begins. Students who strongly wish to take a course lower or higher than their initial placement must sign a waiver excusing the University from any advisement responsibilities relating to their placement in mathematics.

Students are required to remain enrolled in the mathematics sequence until satisfactory completion of their general education math requirement. Students may repeat mathematics courses a maximum of three times.

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS

Students are considered to be making satisfactory academic progress if they have completed the minimum number of hours that will permit them to graduate with an associate degree in 6 semesters or with a baccalaureate degree in 12 semesters. The 12 semester limit for completing a baccalaureate degree includes semester course work taken to complete their associate degree. Summer sessions count as part of the spring semester. Satisfactory academic progress for part-time students (those taking fewer than 12 credit hours) will be prorated accordingly. Students in baccalaureate programs requiring additional semesters may appeal to the respective departments, schools, and Academic Review Board. Student Financial Aid eligibility may be adversely impacted if a baccalaureate degree is not completed in 12 semesters.

Resources from the Haskell Catalog

Federal regulations specify that the timeframe may not exceed 150 percent of the published length of the program measured in credit hours attempted. For example, if the length of an academic degree program is 60 credit hours, the maximum timeframe for program completion may not exceed 90 attempted credit hours (60 X 1.50). (pg. 29)

Students are considered to be making satisfactory academic progress if they have completed the minimum number of hours that will permit them to graduate with an associate degree in 6 semesters (pg. 41)

ACADEMIC FREEDOM

ACADEMIC FREEDOM

The purpose of this statement is to promote public understanding and support of academic freedom and agreement upon procedures to ensure academic freedom exists at Haskell Indian Nations University. Institutions of higher education are conducted for the common good and not to further the interest of either individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. It carries with it duties that are both rights and responsibilities.

Academic Freedom

1. Teachers are entitled to full freedom in research and in the publication of results, subject to adequate performance of their other academic duties; but research for pecuniary return should be based upon and an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of hire.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educators, they should remember that the public may judge their profession and their institutions by their utterances. Teachers should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Taken from American Association of University Professors Policy Documents and Reports (10th edition)

SATISFACTORY ACADEMIC PROGRESS

ACADEMIC PARTICIPATION

At the prerogative of the instructor, students who fail to participate in class may be dismissed from the class. Failure to participate is defined as habitual failure to meet assignment deadlines, to turn in homework, to do reading assignments, to take tests, to complete projects, and to engage in discussion or other class activities. Students dismissed for failure to participate will receive an F for the course. For appeals, see Academic Review.

ACADEMIC CALENDAR

ACADEMIC SESSIONS

The academic year is divided into two semesters of approximately 17 weeks each. Summer sessions, when available, are provided in four week, six week or eight week sessions.

CHILDREN IN THE CLASSROOM

CHILDREN IN THE CLASSROOM

Students with children are responsible for obtaining childcare when attending classes. Children are not allowed in the classroom unless advance permission has been approved by the instructor. The instructor or the University accepts no liability for the actions of the child/children while in the classroom even if permission has been granted. The parents or caregivers assume all such liability and responsibility. If at any time a child creates a distraction or disruption to the class, the student and child/children must leave the classroom as quickly and quietly as possible.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

SCHEDULE

CLASSROOM SCHEDULING

The scheduling of class meetings after the official enrollment has closed cannot be arbitrarily changed. Any changes to the semester scheduling of class meetings must receive approval from the dean of the school/college and the Vice-President for Academics (VPA).

If the location of the class is permanently changed, the Dean must approve the change through the VPA who will notify the Registrar and will be changed in CAMS.

DISRUPTIVE BEHAVIOR

DISRUPTIVE BEHAVIOR

Students are expected to conduct themselves with accountability, respect, cooperation and honesty. Disruptive, disrespectful behavior which poses a threat to the student or others may result in a dismissal from a course with a final grade of “F” or dismissal from the University. For appeals, see Academic Review.

FACULTY

FACULTY ABSENCES / TARDINESS

It is the responsibility of each faculty member to meet all assigned classes and other academic groups punctually and to instruct such classes and groups for the scheduled period.

Procedures:

- If the faculty member cannot meet those obligations, the school/college dean must be notified prior to the class meeting.
- In emergency situations, notification of absence should be made as soon as possible.
- Prior arrangements should be made for another person to be in charge of the class or an appropriate assignment should be developed.

FACULTY

FACULTY OFFICE HOURS

Each faculty member is required to establish regular office hours and make these known to students. Regular office hours mean a faculty member will ordinarily be available during those scheduled hours. Office hours for adjunct faculty members will normally be right before or after class times and will be limited in nature. All faculty members will post office hours near/around their office and submit a copy to the dean of their college/school.

CLASSROOM GUESTS

GUESTS IN CLASS

A guest is considered a person who is not enrolled, pays no fee and typically wishes to attend only a part of the class meetings. With permission from the instructor, a person may be admitted to a class as a guest for not more than 5 class meetings or 1/3 of the total, whichever is less.

COPYRIGHT LAWS

GUIDELINES FOR COMPLIANCE WITH COPYRIGHT LAWS

This policy is intended to guide the reproduction of copyright protected work and to ensure Haskell Indian Nations University is not liable for any suit, demand, claim, or liability arising from a breach of copyright protection on the basis of copyright infringement.

Copyright infringement of a copyright owner occurs when a protected work is used in a manner that violates the exclusive right of the copyright owner (when such use is neither authorized by the copyright owner, nor within the scope of one of the limitations applying to the copyright owner's assertion of that exclusive right).

NOTICE OF COPYRIGHT

Copyright protected material must contain a notice of copyright and a statement of copyright permission, unless an exception or limitation under Fair Use Guidelines to copyright applies. Notice of copyright must clearly identify the owner of the copyright, and permission for use must state the conditions of use, e.g., "Copyright of the articles contained in this journal is held by the (Name of Copyright Owner). Permission is granted to reproduce and distribute copies of the work in its entirety for nonprofit educational or library purposes, provided that copies are distributed at or below cost, that the copyright notice is included on each copy, and that no alterations or modifications in the text are made."

FAIR USE GUIDELINES

Fair Use Guidelines may provide an exception or limitation to copyright permission based on:

- The purpose and character of use, including whether the use is of a commercial nature or is for nonprofit educational purpose;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use on the potential market for or value of the copyrighted work. Fair Use exceptions or limitations to copyright:
 - Do not include copies of the same item made by the same teacher from term to term;
 - Will not apply to the reproduction and distribution of more than nine instances of multiple copying for one course during the class term;
 - Materials do not replace use of a text for the course.

MATERIALS SUBMITTED FOR COPIES UNDER FAIR USE GUIDELINES

Materials submitted for copies under Fair Use Guidelines must contain a notice of copyright and use the following guidelines to determine whether fair use applies:

- The brevity of the work being copied;

- Spontaneity, which means the copying is done at the request of the individual faculty and the decision to reproduce is made so close in time to when the faculty member wants to use the work that it would be unreasonable to expect timely reply to the copyright owner for permission;
- The cumulative effect limits the copying of particular material to one course and places limitations on what can be copied, e.g. one article or two excerpts per author, three per periodical volume, or other collective work during the class term.

RECORDING CLASSES

USE OF RECORDING INSTRUMENTS IN CLASS

Students may use recording instruments in class with the permission of the instructor.

CONFLICT OF INTEREST (pending: unknown source)

CONFLICT OF INTEREST

Conflicts of interest include actual, potential, and perceived conflicts. Conflicts of interest occur when faculty do not demonstrate and adhere to their proper roles as intellectual guides and counselors. Conflicts of interest also occur when faculty does not make every reasonable effort to foster honest academic conduct, and ensure that their evaluation method reflects each student's true merit. Conflicts of interest generally arise from faculty-student relationships that exist outside the classroom.

FACULTY

Faculty includes any University employee or volunteer who supervises, evaluates, selects, advises, counsels, or exerts control over students. All faculty members are subject to this policy. Examples of employees subject to this policy include, but are not limited to, full-time faculty, adjunct instructors, athletic coaches, advisors, counselors, residence personnel, and club sponsors.

STUDENTS

Students include those who are currently enrolled at Haskell, those in the process of applying for admission to the University or one of its programs, or those enrolled, enrolling, or likely to enroll in university courses and programs.

DISCLAIMER

This policy does not replace the applicability of existing federal law or University policy that may apply to improper relationships, such as, but not limited to, Title VII of the Civil Rights Act or the University Policy on Sexual Harassment.

FACULTY-STUDENT RELATIONS

The foundation of the faculty-student relationship requires mutual respect between the student and the faculty, and the respect of both for the academic process. For an effective learning environment, students must be assured that they will be judged in a fair and equitable manner and on equal footing with their peers. Inherent in the faculty-student relationship is a disparity of authority, with faculty holding potentially extensive authority over students, both in terms of current grades and in future academic and employment opportunities. To assure student trust in the academic process and to foster the necessary confidence in the basic fairness of the academic environment, faculty and other members of the University community with authority over students must conduct their affairs with students in a manner that is free from actual, potential, or perceived conflicts of interest.

RELATIONSHIPS THAT ARE CONFLICTS OF INTEREST

Conflicts of interest include actual, potential, or perceived conflicts. Relationships that may give rise to conflicts of interest include, but are not limited to:

1. Family relationships, including relationships with parents, spouses or spousal equivalents, in-laws, grandparents, siblings, or other close relationships.
2. Sexual or romantic relationships

3. Financial relationships, in which the parties are involved in business or other financial dealings, or one party provides or has the ability to provide a financial, employment, or other monetary benefit to the other.

POLICY OUTLINE

Because the existence of close relations between faculty and students has the potential to create either actual or perceived bias, relationships between faculty and students should remain on a professional level. Faculty bears the burden of creating and maintaining working relationships with students, while limiting actions, activities, or behavior that may be viewed as actual, potential or perceived conflicts of interest.

- In the event that such a relationship develops or is pre-existing, the faculty member has the responsibility to immediately disclose the conflict to their immediate supervisor.
- When a supervisor is informed about a conflict of interest, they must inform the Vice-President for Academics.
- Failure to disclose a potential or existing conflict of interest will subject the Dean or faculty member to disciplinary action, with the potential for suspension with or without pay or dismissal from employment. Student complaints of conflict of interest that are investigated and supported will also subject the faculty member to disciplinary action.
- Students who believe that they are being unfairly treated due to a conflict of interest may file a complaint with the appropriate dean / supervisor or the Vice-President for Academics.

PROCEDURES

When a dean/supervisor or the Vice-President for Academics becomes aware of a conflict, steps will immediately be taken to alleviate the conflict.

- A faculty member who discloses a conflict of interest or a faculty member who has a complaint filed by a student may be temporarily reassigned to avoid the conflict.
- If no feasible alternative exists for temporary reassignment, the dean / supervisor or the Vice-President for Academics must ensure that a fair and unbiased mechanism of evaluation is put in place. This will normally require peer review of all materials submitted for evaluation, review of grades assigned, and report of whether those grades are reasonable.
- To assure that this policy is enforced, deans are to submit an annual report on conflicts of interest at the end of each academic year. These reports will state the number and nature of conflicts dealt with over the year, the resolution of each conflict, any continuing difficulties, and suggested revisions to these procedures or this policy.

THIRD PARTY COMPLAINTS

The harm arising from conflicts of interest may impact not only the student participant, but may also impact other students who believe that student involved in the relationship is receiving preferential treatment. Third parties may bring the alleged conflict of interest to the attention of the dean/supervisor or to the Office of the Vice-President for Academics. Any third party who has raised the issue of a conflict will be notified that the conflict has been addressed. The third party complainant is not entitled to receive specific information on the manner in which the conflict is addressed.

COURSE NUMBERING

COURSE NUMBERING

Pre-college courses are numbered 000-099. Lower division college courses are numbered 100 to 299. Upper courses are numbered 300 to 499. Generally, freshman courses are 100 to 199; sophomore courses are 200 to 299; junior courses are 300 to 399; and senior courses are 400 to 499.

Freshmen and sophomores who have satisfied the prerequisites or equivalents and have consulted with their academic advisors may enroll in upper division courses not restricted by program entry requirements.

PRE-REQUISITES

COURSE "PRE-REQUISITES" AND CO-REQUISITES

A prerequisite is a requirement, usually successful completion of another course, which must be met before a particular course can be taken. A co-requisite is a requirement that one course must be taken at the same time as another course. Pre-requisites must be clearly identified in the University catalog and on all degree plans.

Students are responsible for fulfilling prerequisites and co-requisites. The instructor and academic division have the authority to waive specific prerequisites and/or co-requisites for students who have successfully completed equivalent courses at another institution, who have had equivalent experience (such as work experience), or who possess the requisite skills to proceed with the work of the course. Students should consult the instructor before registering to determine whether the course(s) or experience they present will justify waiver of the stated prerequisite(s) and/or co-requisite(s).

DIRECTED STUDY

DIRECTED STUDY

Directed study is designed to benefit students who show academic promise and interest in a certain discipline. Students may enroll in directed study to earn elective credit in their major fields of study. Students may enroll in directed study if the following conditions are met:

- The student is in good academic standing and currently enrolled;
- The course curriculum is under the supervision of a Haskell faculty member;
- The complete course syllabus is on file with the chair of the instructional area, the dean of the appropriate school or college, the Vice-President for Academics, and the Registrar;
- The course content does not duplicate a regular course offering listing on the relevant semester course schedule at Haskell;
- The faculty member for the directed study is assigned to the department in which the course is offered and is the instructor of record;
- The college or school dean and the Vice-President for Academics have both reviewed and approved the student's enrollment and credit hours to be awarded for the directed study;
- The course counts only as an elective;
- Enrollment occurs during the regular enrollment period; and
- The directed study agreement, official syllabus, and enrollment form are received by the Registrar before the last day of the add/drop period.

Directed study instruction is considered an addition to the instructor's regular workload and does not preclude regularly assigned teaching responsibilities; hence it is offered at the instructor's discretion.

Students wishing to enroll in a directed study program should initiate the process with their academic advisor and the instructor who will offer the course.

HASKELL-KU COURSE EXCHANGE

HASKELL-KU EXCHANGE PROGRAM

Through a cooperative agreement between Haskell and the University of Kansas (KU), selected courses are offered for credit from either institution to students of the other.

Procedures:

- Applications are available during pre -enrollment each semester from the Office of the Registrar.
- Students must be full-time and in good academic standing in order to participate in the Haskell-KU exchange program.
- Haskell students will be responsible for the purchase of textbooks and parking permits for courses.
- The course taken through the course exchange must not be a regular course offering available at Haskell.
- The Office of the Registrar and the KU Course Exchange Coordinator will make a determination on approval of applications based on a set number of credits available through this exchange.
- Grades are submitted by the KU instructor based on the KU schedule for grade submission which may result in a delay of the grade being entered on the Haskell transcript.
- Further information can be obtained from that office or from the dean of the appropriate college or school.

INTERNSHIPS

INTERNSHIP

Students interested in internships must submit a proposal to the department in which the internship will be completed, prior to approval and enrollment.

Procedure:

- A departmental committee will review all proposals and provide students with the criteria, expectations, and requirements for the internship, including hours required and deliverables, such as a presentation or paper.
- Internships normally consist of 3 credits for 120 hours of work/service.
- Students who wish to enroll in more than one internship per semester must receive approval from internship director or department/program.
- Students may arrange concurrent internships during summer with permission from the departmental committee. Internships are only available to students in baccalaureate programs.
- Documentation of the hours completed at the internship must be submitted by the supervisor of the student intern to the instructor of records prior to the due date for submission of grades.

PLACEMENT

TRANSITION STUDIES

Transition Studies include the following: MATH 010 Pre-Algebra; MATH 011 Introduction to Algebra; MATH 012 Math Fundamentals I; MATH 013 Math Fundamental II; and ENGL 090; Basic Composition; and ENGL 100 College Reading Strategies. Students are not allowed to withdraw from pre-college courses.

EDUCATIONAL RECORDS

DISCLOSURE OF PROTECTED RECORDS

Student educational records protected under FERPA may be disclosed without the student's consent to the following;

School officials with legitimate educational interests. Haskell defines "school official" as any person employed by, working with, or contracting to provide services to the University who has been cleared through the background check process.

A "legitimate educational interest" means that the school official is involved in evaluating admission or placement criteria, evaluating student achievement, providing academic advising, counseling, or providing housing, health, or other services to or for the benefit of the student or the student's family. Disclosure is limited for these purposes only, and school officials that receive the information for one purpose may not use the information for other, unspecified purposes.

- Other schools to which a student is applying or enrolling;
- Designated officials or organizations for auditing, evaluation, or accrediting purposes. For these types of disclosure, information that identifies or is likely to result in the identification of the student is to be omitted from the disclosure or record release.
- School officials involved in financial aid applications and consideration for the student;
- Organizations conducting certain studies for or on behalf of the school;
- Courts or court officials as necessary to comply with a judicial order or subpoena. The student must be advised of the subpoena or order before the University produces the records, unless the order or subpoena prohibits student notification in advance of compliance. (For disclosure of records in court proceedings involving the University and the student, see 99 CFR Part 99.31(a)(9)(iii));
- Appropriate officials in case of health or safety emergencies involving the safety of the student or others. Records of student conduct affecting the health or safety of the student or others may be disclosed to personnel at Haskell or other educational institutions with a legitimate educational interest.
- State and local juvenile justice officials as authorized under State law.
- Record of violation of school or state prohibition of use or possession of alcohol or controlled substances by students under 21 years of age may be disclosed to the student's parents;

- University records of final disciplinary actions against students who are alleged to have engaged in violent conduct may be disclosed to a victim of that conduct. Such conduct includes arson, assault, burglary, murder, manslaughter, destruction or damage of property, kidnapping or abduction, robbery, and forcible or illegal non-forcible sex offenses.
- University records of final disciplinary action against a student alleged to have engaged in violent criminal conduct that violates Haskell rules and regulations. Such conduct includes arson, assault, burglary, murder, manslaughter, destruction or damage of property, kidnapping or abduction, robbery, and forcible and illegal non-forcible sex offenses. Victim and witness names may not be included in the disclosure without their written consent.

FERPA

Federal law protects both a student's right of access to his or her educational records to assure accuracy and the student's right of privacy in those records. The Family Educational Rights and Privacy Act (FERPA), 20 U. S.C. §1232g, 34 C.F.R. Part 99, applies to all schools that receive funding under U. S. Department of Education programs. For more information, see <http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

FERPA NOTIFICATION

Students are notified of their FERPA privacy rights by including the notice on the back of the course enrollment form used each semester and through distribution of Haskell Indian Nations University General Catalog to all new and transfer students, and to continuing students upon request.

INDIVIDUAL RIGHTS UNDER FERPA

The privacy and inspection rights under FERPA are parental rights that transfer to the student who is either 18 years of age or enrolled in college. In some instances, a parent may still have right to inspect a college or 18 year old child's records, such as when the record pertains to alcohol or drug use if the child is under 21, or if the child is a dependent for tax purposes. A parent seeking access to a child's records must either have written consent of the child or provide proof of the child's dependent status under the Internal Revenue Code. Records of all students currently or previously enrolled at Haskell are subject to FERPA requirements.

PRIVACY AND CONSENT FOR DISCLOSURE

Student records are not to be distributed to third parties, except as provided below. A student may consent to the release of student information or records.

Records may be disclosed to third parties only if the student consents for disclosure

1. Is written, signed and dated by the student, and
2. The request specifies

- a. which records are to be disclosed,
- b. the purpose of the disclosure, and
- c. the identity of the party to whom the records are to be disclosed.

If requested, a copy of the disclosed records will be provided to the student consenting to the release or disclosure.

PROCEDURE FOR INSPECTION AND CORRECTION OF RECORDS

Students who wish to inspect their records should make the request to the Office of the Registrar. The Registrar will make the records available to the student for inspection within 45 days from the date of the request as required by law. Students may inspect their records or request copies without cost to the student. The Registrar or designee will provide reasonable explanation of information in the student's record upon request.

A student may request that erroneous, misleading, or inappropriate information contained in the student's record be corrected or omitted by making the request in writing to the Office of the Registrar. The Registrar will make a reasonable inquiry and either make the requested correction, or decline to make the correction. The student will be notified of the result of the Registrar's investigation within 30 days of the request. If the Registrar declines to correct the student's record, the student will be notified in writing of the right to a hearing. A student must request a hearing in writing and directed to the Vice-President for Academics within 15 days of receiving the Registrar's notice. The Vice-President for Academics will refer the matter to an Academic Review Board consisting of one representative from the faculty of each of the schools and college, and administration.

No person interested in the original dispute or with a direct interest in the outcome may serve on the Academic Review Board. The student is to be provided notice of the date, time, and location of the hearing at least seven days in advance of the hearing. The student has the right to representation at the hearing, by an attorney or other person at the student's expense, and the right to present information relevant to the disputed information. The Review Board may consider only evidence presented at the hearing, and must render a written decision, including the reasons for the decision, within 10 days of the hearing. The Board's decision will be forwarded to the Vice-President of Academics, who will notify the student of the outcome within seven days of receiving the Board's decision. If, after review, the Review Board decides that correction of the record is not warranted, the Vice-President will advise the student in writing of the right to submit a written response to the disputed information to be included in the student's file and any subsequent dissemination of disputed information.

PROHIBITED RELEASE OF INFORMATION

No Haskell employee may release information contained in student records without student consent, except as provided by law and this policy. For example:

- A student e-mail request for record information can only be returned through the student's Haskell e-mail address. Release of information to any other e-mail address may be in direct violation of FERPA as it may not be possible to verify that the request is coming from the student whose information is requested.
- Test scores, assignment grades, and final grades may not be posted for viewing, except through Blackboard or other mechanism through which a student has access only to his or her own information. Grades, scores, etc. are student records and cannot be disclosed through use of identifying information, such as SSN or Student Identification Number, without the student's consent. Test scores, final grades, and other student information cannot be posted or distributed in a manner that makes it possible for one student to view any other student's information.
- Student information can only be released to that student. Spouses, relatives, and friends are prohibited under FERPA from receiving student information without that student's consent except as previously described. Parental request for information on a student's attendance, final grades, and academic progress are just a few examples of student information protected from disclosure under FERPA.

RECORDS NOT PROTECTED UNDER FERPA

Certain records are not covered by FERPA, and the student has no right to inspect the following documents or records:

- Any financial information of the student's parents;
- Recommendations for admission, employment or for academic awards or honors, if the student has signed a waiver of right of access to that information and the information is used only for its original purpose. The student must be provided with the names of individuals submitting recommendations if requested. Students may not be required to waive their right to review recommendations as a prerequisite to admission to the University or its programs or access to other University services.
- Notes or records prepared by an individual University employee and not distributed to others (except instructional notes may be used by a substitute instructor);
- Records maintained solely for law enforcement or campus security purposes;
- The employment records of a student employed by the University, unless student enrollment is a prerequisite to employment;
- Records relating to treatment by physical or mental health professionals (but the student may designate a health care professional who would have the right to review these records); and,
- University records containing that person's post-student status at the institution (i.e., alumni records).

RECORDS PROTECTED UNDER FERPA

Education records protected by FERPA include any record which directly relates to the student and which is maintained by the University or authorized personnel. Education records protected under FERPA may be handwritten, typed or printed, computer, magnetic tape, e-mail, data files, programs, network account information, film, or other medium. Records covered include transcripts or other records obtained from a school in which a student has previously enrolled.

RECORDS THAT MAY BE DISCLOSED WITHOUT CONSENT

Student right of record privacy is not absolute. Certain information may be disclosed without student consent. Additionally, specified individuals may also have access to student records without student consent.

Directory information about a student may be disclosed without that student's consent and includes the following:

Name, address, telephone number, and e-mail address.

- Photograph
- Place and Date of Birth
- Major field of study, enrollment status, and academic standing
- Last school attended
- Participation in university sports and activities
- Height and weight of members of university athletic teams
- Dates attended
- Degrees and awards received
- Name and address of parent or guardian in press release or other publicity of student academic or athletic achievement

Students may request to have their directory information omitted from University publication by written request to the Office of the Registrar within two weeks of the start of enrollment each semester. This request for omission will be effective for the academic year in which the request is made. A request for omission must be renewed each academic year.

STUDENT RIGHTS

Under FERPA, students have the right to:

- Inspect and review information the University keeps about the student within 45 days of the student's request;
- Seek correction of those records, present evidence at a hearing if request for correction is denied, and in certain cases to including a rebuttal statement in the disputed record;
- Consent to disclosure of the student's records; and
- File a complaint of noncompliance with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

FACULTY CODE OF CONDUCT*_(pending unknown source)

RESPONSIBILITY TO THE STUDENT

1. Faculty members must engage in reasonable and substantial preparation for the teaching of their courses, appropriate to the educational objectives to be achieved.
2. Faculty members must meet scheduled classes. Classes may be cancelled or schedules altered only for valid reasons and only after adequate notice is given to their supervisor and students.
3. Faculty members must inform students of the general content, requirements, and evaluation criteria at the beginning of any course taught. Faculty members should evaluate student course work promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the course and related to the legitimate academic purposes of the course.
4. Faculty members must not plagiarize the work of students. If a faculty member works together with students, appropriate credit is given to the student's efforts. Faculty members should promote student publication and must not interfere with the student's right to be individually published or pursue independent scholarly activities.
5. Faculty members must not use their position to obtain uncompensated labor or solicit gifts or favors from students. Faculty members must not ask students to perform services unrelated to legitimate requirements of a course. Faculty is strongly discouraged from establishing financial relationships with students outside the University Work Study program.
6. Faculty members must respect the confidentiality of student information, and any matters or issues conveyed by students to faculty, except as required by law or University policy.
7. Faculty members should create and maintain environments in which students are provided the opportunity to do original thinking, research, and writing.
8. Faculty members should avoid the misuse of classroom by preempting substantial portions of class time for the presentation of views on topics unrelated to the subject matter of the course. Faculty may not reward agreement or penalize disagreement with the faculty member's view on controversial topics.
9. Faculty members should avoid engaging students in internal matters of the University; including sharing personal opinions about colleagues; soliciting student support on divisive issues within departments; providing information about personnel matters or soliciting student statements against other faculty; or sharing information students would not ordinarily have access to about issues within the University.

RESPONSIBILITY TO THE TEACHING PROFESSION

1. Faculty members must not plagiarize the work of others or create the appearance of authorship of work not his or her own.
2. Faculty members must not falsify data either by deliberate fabrication or selective reporting with the intent to deceive.
3. Faculty members must not misappropriate the ideas of others.
4. Faculty members must not misuse privileged or confidential information.
5. Faculty members must exercise reasonable care in meeting their obligations to the associates when engaged in joint research or other professional effort.
6. Faculty members must not exploit their positions for personal or financial gain when supervising the professional work of others. Research for financial gain and related to the faculty member's University responsibilities must be approved by the Office of the Vice-President for Academics.
7. Faculty members must exercise reasonable care in meeting their commitments to the institution and to funding agencies, where appropriate, in research, publication or other professional endeavors.
8. Faculty members must keep informed and knowledgeable about developments in their fields and discipline.

RESPONSIBILITY TO THE UNIVERSITY

1. Faculty members conduct themselves in an open, fair, civil, and humane manner, both in general and when making decisions or recommendations concerning admissions, employment, promotion, retention, tenure, and other professional matters.
2. Faculty members do not harass or discriminate against anyone on the basis of race, color, religion, sex, national or tribal origin, age, veteran status, marital or parental status, disability or handicap, or for any other reason impermissible under law or University Policy.
3. Faculty members may engage in outside professional activities which improve their academic skills and which have a legitimate relationship to their academic service.
4. Faculty members must not engage in activities that interfere with their obligations to the University, and must comply with legal requirements for disclosure and approval of outside employment.
5. Faculty members must not exploit the institution's name or their relationship to the institution for personal reasons unrelated to their legitimate academic or professional activities. Faculty members must avoid creating the impression that they are representing the institution in public appearances or statements, unless, in fact, they are.

6. Faculty members must not purposely engage in activities, or incite others to engage in activities that result in the destruction of institutional property, disruption of institutional programs, or inflict physical injury or threat of injury to other persons on the University campus. Prohibited activities do not include:

- Nonviolent reaction from members of an audience at a meeting or program, unless the reaction occurs for the purpose of preventing the continuation of the program and has a reasonable likelihood of succeeding.
- Mere advocacy or expression, unless the advocacy or expression constitutes a clear and present danger of imminent destruction, disruption, injury or interference.

7. Faculty members must not misappropriate institutional property or knowingly use it in violation of state or federal law or University policy.

8. Faculty members must not knowingly mislead the institution by falsely asserting facts relevant to the qualifications as faculty members or their eligibility for institutional benefits.

9. Faculty members must adhere to all relevant university policy and federal laws when conducting official university business or paid activities

Pending policy as of October 2011. Unknown source.

GRADUATION INFORMATION

COMMENCEMENT

A commencement ceremony is held in December and May of each academic year. Students are eligible to participate in the ceremony if graduation requirements for a selected degree program are completed and if a "Petition to Graduate" form is submitted by the published deadline during the semester prior to the expected date of graduation.

COMPLETION AND CONFIRMATION OF DEGREE

Student transcripts are checked each semester to identify those students nearing completion of degrees. Those students, whose official records indicate the completion of a degree will be awarded the degree and the confirmation date of the degree will be noted on the official transcript. The Registrar normally does this at the end of each semester.

GRADUATION REQUIREMENTS

A minimum of 120 hours of credit in courses numbered 100 and above are required to graduate, 60 of which must be taken from a 4 year college or university. Of the 120 hours, at least 40 hours of course work must be numbered 300 or above. A minimum number of resident credit hours may be required. At least 48 hours of general education credits are required. A cumulative grade point average of at least 2.00 must be achieved on all work taken and at least a 2.00 GPA must be achieved for all credits taken. Students are required to achieve satisfactory academic progress while attending the University.

PETITION TO GRADUATE AND DEGREE CHECK

The academic advisor must submit a signed copy of the degree checklist along with the student's written request for a formal degree check to the Office of the Registrar. A formal degree check is required of all students the semester before the expected graduation date to ensure that all degree requirements will be met. A completed Petition to Graduate form must be submitted by the student to the Office of the Registrar by the date indicated. The Petition to Graduate must be submitted and approved before the degree is awarded and the student is allowed to participate in the spring commencement ceremony.

Approved May 2011: Faculty Senate Academic Standards Ad-hoc Committee and Vice-President for Academics.

INDEX

ACADEMIC CALENDAR	4
ACADEMIC SESSIONS AND CALENDAR.....	5
SYLLABI.....	6
COURSE SYLLABI.....	6
DEGREE PLANS	7
DEGREE PLANS	7
ACADEMIC COMMUNICATION.....	8
DEANS AND DIRECTOR MEETING DAY AND DEPARTMENT FACULTY MEETINGS.....	8
MAJORS.....	9
DECLARING A MAJOR.....	9
DELEGATION OF AUTHORITY	10
DELEGATION OF AUTHORITY	10
FACULTY SENATE.....	11
EXAMINATIONS.....	12
FINAL EXAMINATIONS.....	12
COURSES	13
NEW AND REVISED COURSES.....	13
SCHEDULES.....	Error! Bookmark not defined.
SCHEDULES—SEMESTER & SUMMER SCHOOL.....	14
TEXTBOOKS	15
TEXTBOOKS	15
ACADEMIC SUSPENSION	17
ACADEMIC SUSPENSION	17
GRADING	18
GRADING SYSTEM AND GRADING REPORTS.....	18
GRADING	19
GRADE CHANGE	19
GRADING	20
RECORDING OF AN INCOMPLETE GRADE	20

ACADEMIC ACHIEVEMENT	21
HONOR ROLL POLICY.....	21
EVALUATIONS	22
STUDENT/FACULTY COURSE EVALUATION	22
ATTENDANCE	23
ATTENDANCE POLICY	23
ATTENDANCE	24
ATTENDANCE POLICY- EMERGENCY LEAVE	24
DISMISSALS	25
DISMISSAL FROM CLASS FOR NON-COOPERATION, AGGRESSIVE, THREATENING OR DISRUPTIVE BEHAVIOR	25
COMPLAINTS.....	26
RESOLVING STUDENT COMPLAINTS ABOUT TEACHER’S GRADES AND/OR CLASSROOM PERFORMANCE	26
SCHEDULE	27
CLASS SCHEDULE CHANGE—DROP/ADD A COURSE	27
COURSE LOAD	28
FRESHMEN REQUIREMENTS	28
Freshmen and faculty advisors share the responsibility for successful academic advising. Best practices recommend that freshmen and advisors meet at least once a semester.....	28
WITHDRAWAL.....	Error! Bookmark not defined.
OFFICIAL WITHDRAWAL FROM CLASS/UNIVERISTY	29
ACADEMIC CLASSIFICATION.....	30
ACADEMIC CLASSIFICATION.....	30
ADVISING	31
ADVISING OVERVIEW	31
ADVISING	32
ADVISING REQUIREMENTS	32
ADVISING	33
STUDENT ADVISING RESPONSIBILITIES OF FACULTY	33
ACADEMIC CLASSIFICATION.....	34
STUDENT CLASSIFICATION	34

AUDITING	35
AUDITING COURSES	35
CREDITS	36
CREDIT HOURS	36
CREDITS	37
COLLEGE CREDIT	37
CREDITS	38
COMPLETED COURSE HOURS.....	38
CREDITS	39
CREDIT BY SPECIAL EXAMINATION / COURSE CHALLENGE.....	39
CREDITS	40
CREDIT FOR MILITARY SERVICE	40
MILITARY SERVICE	41
MILITARY SERVICE	41
CREDITS	42
REPEATING A COURSE.....	42
CREDITS	43
RESIDENCY CREDIT	43
CREDITS	44
TRANSFER CREDIT	44
ACADEMIC DICIPLINARY ACTION	45
ACADEMIC DISMISSAL.....	45
ACADEMIC DISCIPLINARY ACTION	46
ACADEMIC INTEGRITY AND MISCONDUCT	46
ACADEMIC DISCIPLINARY ACTION	47
ACADEMIC PROBATION	47
COURSE LOAD	48
AVERAGE COURSE LOAD AND OVERLOAD PERMISSION	48
ACADEMIC CLASSIFICATION.....	49
CONCURRENT UNDERGRADUATE STUDENTS	49
ACADEMIC CLASSIFICATION.....	50

FULL-TIME STATUS.....	50
COURSE LOAD	51
REDUCED COURSE LOAD.....	51
ACADEMIC FORGIVENESS	52
ACADEMIC FORGIVENESS	52
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 REGULATIONS	53
ACCESS TO STUDENT RECORDS	53
DISABLED STUDENT ACCOMODATIONS.....	54
ACCOMMODATIONS FOR DISABLED STUDENTS.....	54
WITHDRAWAL.....	55
ADMINISTRATIVE WITHDRAWAL	55
ACADEMIC ASSESSMENT	56
ASSESSMENT	56
GOVERNING AUTHORITY	57
AUTHORITY	57
FACULTY WORKLOAD.....	58
FACULTY WORKLOAD POLICY	58
FACULTY WORKLOAD.....	61
FACULTY WORKLOAD VARIANCE PROCEDURES	61
TRANSCRIPTS	62
OFFICIAL ACADEMIC TRANSCRIPT	62
ADMISSION – BACCALAUREATE DEGREE	63
PROGRAM ADMISSION FOR BACCALAUREATE DEGREE	63
ADMISSION	64
PROVISIONAL STATUS	64
TRANSFER STUDENTS.....	65
TRANSFER STUDENTS	65
ACADEMIC REVIEW	66
ACADEMIC APPEAL.....	66
ACADEMIC REVIEW	67
ACADEMIC REVIEW BOARD	67

ACADEMIC REVIEW	68
ADMISSIONS REVIEW	68
ACADEMIC REVIEW	69
DEPARTMENTAL / SCHOOL REVIEW	69
ACADEMIC REVIEW	70
REVIEW AND APPEAL OVERVIEW	70
ACADEMIC CLASSIFICATION.....	71
ACADEMIC GOOD STANDING.....	71
INTERCOLLEGIATE ATHLETICS.....	72
ACADEMIC ELIGIBILITY—Intercollegiate Athletics.....	72
PLACEMENT	73
ACADEMIC PLACEMENT TESTING	73
PLACEMENT	74
ENGLISH AND SPEECH REQUIREMENTS.....	74
GRADES	75
GRADING SYSTEM	75
PLACEMENT	76
MATHEMATICS REQUIREMENTS	76
SATISFACTORY ACADEMIC PROGRESS.....	77
SATISFACTORY ACADEMIC PROGRESS.....	77
ACADEMIC FREEDOM	78
ACADEMIC FREEDOM	78
SATISFACTORY ACADEMIC PROGRESS.....	79
ACADEMIC PARTICIPATION	79
ACADEMIC CALENDAR	80
ACADEMIC SESSIONS	80
CHILDREN IN THE CLASSROOM.....	81
CHILDREN IN THE CLASSROOM.....	81
SCHEDULE	82
CLASSROOM SCHEDULING.....	82
DISRUPTIVE BEHAVIOR	83

DISRUPTIVE BEHAVIOR	83
FACULTY	84
FACULTY ABSENCES / TARDINESS	84
FACULTY	85
FACULTY OFFICE HOURS	85
CLASSROOM GUESTS	86
GUESTS IN CLASS.....	86
COPYRIGHT LAWS	87
GUIDELINES FOR COMPLIANCE WITH COPYRIGHT LAWS.....	87
NOTICE OF COPYRIGHT	87
FAIR USE GUIDELINES	87
MATERIALS SUBMITTED FOR COPIES UNDER FAIR USE GUIDELINES	87
RECORDING CLASSES	89
USE OF RECORDING INSTRUMENTS IN CLASS	89
CONFLICT OF INTEREST(pending: locate source).....	90
CONFLICT OF INTEREST	90
FACULTY	90
STUDENTS	90
DISCLAIMER.....	90
FACULTY-STUDENT RELATIONS.....	90
RELATIONSHIPS THAT ARE CONFLICTS OF INTEREST	90
POLICY OUTLINE.....	91
THIRD PARTY COMPLAINTS.....	91
COURSE NUMBERING	92
COURSE NUMBERING	92
PRE-REQUISITES	93
COURSE PRE-REQUISITES AND CO-REQUISITES	93
DIRECTED STUDY.....	94
DIRECTED STUDY.....	94
HASKELL-KU COURSE EXCHANGE.....	95
HASKELL-KU EXCHANGE PROGRAM	95

INTERNSHIPS	96
INTERNSHIP	96
PLACEMENT	97
PRE-COLLEGE COURSES.....	97
EDUCATIONAL RECORDS.....	98
DISCLOSURE OF PROTECTED RECORDS.....	98
FERPA	99
FERPA NOTIFICATION.....	99
INDIVIDUAL RIGHTS UNDER FERPA.....	99
PRIVACY AND CONSENT FOR DISCLOSURE	99
PROCEDURE FOR INSPECTION AND CORRECTION OF RECORDS	100
PROHIBITED RELEASE OF INFORMATION.....	100
RECORDS NOT PROTECTED UNDER FERPA	101
RECORDS PROTECTED UNDER FERPA	102
RECORDS THAT MAY BE DISCLOSED WITHOUT CONSENT.....	102
STUDENT RIGHTS	102
FACULTY CODE OF CONDUCT (pending locate source)	103
RESPONSIBILITY TO THE STUDENT.....	103
RESPONSIBILITY TO THE TEACHING PROFESSION.....	104
RESPONSIBILITY TO THE UNIVERSITY.....	104
GRADUATION INFORMATION	106
COMMENCEMENT	106
COMPLETION AND CONFIRMATION OF DEGREE.....	106
GRADUATION REQUIREMENTS.....	106
PETITION TO GRADUATE AND DEGREE CHECK	106