

guidelines for classroom behavior. Instructors who state these guidelines early and enforce them at the first appearance of disruptive behavior prevent minor episodes of classroom misconduct from escalating into serious confrontations and help transgressors to avoid the more serious consequences of such actions.

Examples of improper behavior in the classroom (including the virtual classroom of e-mail, chat rooms, telephony, and web activities associated with courses) may include, but are not limited to, the following:

- 1.1. Arriving after a class has begun;
- 1.2. Use of tobacco products;
- 1.3. Monopolizing discussion;
- 1.4. Persistent speaking out of turn;
- 1.5. Distractive talking, including cell phone usage;
- 1.6. Audio or video recording of classroom activities or the use of electronic devices without the permission of the instructor;
- 1.7. Refusal to comply with reasonable instructor directions;
- 1.8. Employing insulting language or gestures; and
- 1.9. Verbal, psychological, or physical threats, harassment, and physical violence.

## **2. Policy**

- 2.1. When confronted with disruptive, but non-threatening behavior, the instructor should issue a general word of caution to the class as a whole rather than to a particular student so as not to exacerbate the problem.
- 2.2. If a general caution directed to the entire class does not stop the disruptive activity, the instructor should endeavor to meet in private with the disruptive student. The resulting discussion should include a description of the problem, the reason it is disruptive, and the consequences of continued violations of classroom behavior guidelines.
- 2.3. If the disruptive behavior is preventing further instruction, the instructor is authorized to ask the disruptive student to leave the class immediately for the remainder of the class session. Removal from the classroom for more than one class period, for an extended period, or on a permanent basis normally requires the instructor to file charges of a violation of the Auburn University Discipline Code with the Dean of Students. The department head/chair or dean may negotiate a withdrawal from the course or a transfer of the disruptive student to a different course section or course, if, in his or her opinion, a different instructor and different classmates would diffuse the situation and provide the disruptive student with a new learning opportunity.
- 2.4. If threats have been made or physical violence is imminent, the instructor should notify the Auburn University Department of Public Safety immediately. The instructor should also notify the course department head/chair or dean promptly, followed by a memo to the department head/chair or dean documenting the incident and actions taken.

*Instructors and administrators must maintain records related to all material disruptive incidents and any actions taken concerning them. Nothing in this policy is intended to infringe or restrict the educational process or the academic freedom of Auburn students or instructors.*

## **EASY GUIDE TO REPORTING OF HONESTY CASES BY FACULTY MEMBERS**

If you have evidence of someone cheating, you should report it to the Academic Honesty Committee. This is the only way sanctions can be consistent and the only way multiple offenders can be caught. Here are the steps to take:

1. Try to meet with the student and tell him or her that you plan to report the incident. Assume the student is innocent and allow the student to attend class and take exams.
2. Within 15 days of detection, send the student a letter with copies to:
  - 2.1. The Office of the Provost/Vice President for Academic Affairs;
  - 2.2. The student's Dean;
  - 2.3. Your Dean; and
  - 2.4. Your department head.

This letter should pinpoint the date and describe the alleged violation, but details of your evidence may be omitted. The letter to the student should also describe the sanctions, if any, that you are recommending.

3. Send all incriminating evidence, plus a full description of what happened, to the Office of the Provost/Vice President for Academic Affairs. You may recommend sanctions.
4. If the student elects to have a hearing, you will be asked to appear, with the student, before the committee. You may bring witnesses.
5. You will be informed by the Office of the Provost/Vice President for Academic Affairs of his/her decision, and you have the right to appeal his/her decision to the President. (For further information, contact the Office of the Provost.)

## **FACULTY RESPONSIBILITIES IN THE INSTRUCTIONAL PROGRAM: THE UNIVERSITY'S CONCERN FOR GOOD TEACHING**

### **1. Introduction**

Auburn University recognizes that the classroom experience represents something of a partnership between student and professor. For the partnership to be successful, each has a right to expect certain things of each other; just as the professor may expect students to meet their responsibilities, which he/she has made explicit in his/her statements on such matters as instructional objectives and evaluations procedures, so the student should expect the professor to meet his/her obligations also. The University believes that each

faculty member in conducting his/her classes should exhibit high standards of professional behavior through his/her scholarship, personal integrity, and enthusiasm for the profession of teaching.

More specifically, each professor has a responsibility to himself/herself and to his/her students:

- 1.1. To state, at any early meeting of the class, specific course objectives and the manner in which they are to be attained;
- 1.2. To exercise care in the organization and presentation of all materials toward the end of achieving the stated instructional objectives;
- 1.3. To state, in writing and at an early meeting of the class, grading and evaluation procedures including:
  - 1.3.1. The grading system and method of determining the final grade;
  - 1.3.2. The relative importance of assigned papers, quizzes, examinations, and class preparations and participation;
  - 1.3.3. The approximate schedule for examinations (other than final exam); and
  - 1.3.4. The policy of unannounced quizzes;
- 1.4. To arrive promptly at all scheduled classes (if absence is anticipated, the class should be informed in advance of contingency arrangements);
- 1.5. To maintain regular posted office hours each week for conferences with students; and
- 1.6. To grade and return examinations within a reasonable period of time.

## **2. Classification**

Each undergraduate student will be classified according to the number of semester credit hours he/she has earned at Auburn University and other institutions as follows:

**A sophomore is a student who has completed 30 hours and is in his or her 31st to 60th credit hour; a junior has completed 60 hours and is in his or her 61st to 90th credit hour; and a senior has completed 90 hours and is in his or her 91st hour or higher.**

A student who has been awarded one baccalaureate degree and pursues another course for a second baccalaureate degree will be classified as an undergraduate student.

A student whose load in any term is less than 12 hours is a part-time student. Students taking 12 hours or more pay full fees. Part-time students will pay a part-time registration fee, plus a fee per credit hour, when registering for less than 10 hours per term. Full-time students who register for 12-15 credit hours will pay full tuition and fees. An additional fee will be assessed for each hour over 15 hours. Veterinary Medicine students and Pharmacy students should see the University Bulletin or call the Office of Financial Services for special fees associated with these programs.

## **3. Resignation**

After the designated date of mid-semester, no student may resign from school and escape the penalty of failure in a subject. After this date, the dean shall contact the

student's instructors to determine his/her scholastic standing at the time of resignation and report such standing to the Office of the Registrar.

When a student, through illness or physical disability, is forced to resign after mid-semester, and when his/her condition has been the main factor in causing scholastic deficiencies, discretionary power in determining whether a scholastic penalty is to be assigned shall rest with the student's dean.

#### **4. Announced Tests**

Announced tests in undergraduate courses will be administered at a regularly scheduled meeting of the course. Exceptions to this regulation may arise in specialized courses requiring performance or oral tests, and in multiple-sectioned laboratory classes requiring practical laboratory test. Faculty having some reasons for scheduling tests at times other than regularly scheduled meeting times are to obtain approval from the department head prior to the beginning of the term and are to present a written schedule of these changes to the class during the first few days of the term. Rescheduled tests are not to interfere with other scheduled academic endeavors and an appropriate reduction in regularly scheduled class time is to be given to compensate for the rescheduled test periods.

#### **5. Make-Up Exam Policy**

Arrangement to make up missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences shall be initiated by the student within one week from the end of the period of the excused absences. Normally, a make-up exam shall occur within two weeks from the time that the student initiates arrangements for it. Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations. The format of make-up exams and opportunities for students to make up work other than major examinations are at the discretion of the instructor, whose make-up policies should be stated in writing at the beginning of the term.

#### **6. Final Examination Policy**

A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects, or other forms of evaluation appropriate to the objectives of the course may be substituted for a final examination with the approval of the department head, who will report his or her action to the dean and Office of the Provost/Vice President for Academic Affairs. Faculty members not giving a final examination are to present to the class at the beginning of the term a written description of how final grades will be determined.

Final examinations should be administered during the hours specified in the semester examination schedule. Due to the specialized nature of many small upper-level undergraduate courses and graduate courses, deviation from this requirement is sometimes warranted. Such deviations are to be approved by the Office of the Provost/Vice President for Academic Affairs, and rescheduled examinations must not interfere with the scheduled academic activities of the

students involved. The professor teaching a 6000-level or above course shall determine whether a formal final examination is appropriate.

## **7. Special Examination Period**

The student must obtain a permit from his/her dean to make up missed examinations. A grade of "IN" will be changed by the Registrar upon written notice from the instructor. Grades of "IN" must be cleared during the six months following when the "IN" was awarded, or they will be recorded as permanent failing grades.

## **8. Cheating**

Auburn University expects students to pursue their academic work with honesty and integrity. Violations of this principle may include:

- 8.1. The possession, receipt, or use of any material or assistance not authorized in the preparation of any essay, laboratory report, examination, or class assignment to be submitted for credit as part of a course or to be submitted in fulfillment of a University requirement. The possession, receipt, or use of unauthorized material while an exam or quiz is in progress, or cheating of any other nature, will be a violation of the Code;
- 8.2. Knowingly giving assistance to another in such preparation;
- 8.3. Selling, giving, lending, or otherwise furnishing to any other person any material that can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor;
- 8.4. The submission of themes, essays, term papers, tests, design projects, similar requirements, or part thereof, that are not the work of the student submitting them. When direct quotations are used, they should be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged. Almost every student has heard the term "plagiarism." Nevertheless, there is a danger of failing to recognize either its full meaning or its seriousness. In starkest terms, plagiarism is stealing—using the words or ideas of another as if they are one's own. If, for example, another person's complete sentence, syntax, key words, or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes;
- 8.5. Altering or attempting to alter an assigned grade on any official University record. This violation may also be subject to review and action by the Student Disciplinary Committee; and
- 8.6. An instructor may delineate in advance other actions he or she considers a violation of the Code. For example, the teacher may consider it dishonest or unethical to submit the same paper for credit in more than one course unless specific permission has been given in advance.

## **9. Dean's List**

The criteria used in designating students for the honor of appearing on the Dean's List because of their academic achievements are published by each separate school or college and are available in the office of each academic dean. The honor

attained by each student designated for the Dean's List will be recorded on the student's permanent record.

## 10. Class Attendance

Unresolved problems may be referred to the Office of the Provost and Vice President for Academic Affairs, 208 Samford Hall.

- 10.1. Effective Fall 2001, registered students who do not attend the first class period (lecture, lab, studio, or other class format) may be dropped from the class. To avoid being dropped, students must provide the department with a valid University-approved excuse documenting the reason for the absence. If possible, the student should notify the department prior to the first class period.
- 10.2. Students are expected to attend all their scheduled University classes. College work proceeds at such a pace that regular class attendance is necessary to receive proper instruction. Specific policies regarding class attendance are the prerogative of individual faculty; policies regarding the effect of absences on the determination of grades should be stated in writing at the beginning of the course.
- 10.3. The student shall be expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction of grade, except as provided in paragraph 4 below.
- 10.4. Instructors shall determine the policy regarding grading that they feel is best for the course. This policy shall be presented to the class, in writing, at the beginning of the term and will govern the actions of the instructor in the course.
- 10.5. Arrangements to make up missed major examinations (e.g. hour exams, mid-term exams) due to properly authorized absences (as defined by the *Tiger Cub*) shall be initiated by the student within one week from the end of the period of the excused absence. Normally, a make-up exam shall occur within two weeks from the time that the student initiates arrangements for it. Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final major examinations. The format of make-up exams and opportunities for students to make up work other than major examinations are at the discretion of the instructor whose make-up policies should be stated in writing at the beginning of the term. Instructors will be expected to excuse absences for:
  - 10.5.1. Illness of the student or serious illness of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.
  - 10.5.2. The death of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.
  - 10.5.3. Trips for members of the student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request

formal notification from appropriate University personnel to document the student's participation in such trips.

- 10.5.3.1. Field trips will be authorized by the department and dean of the school or college in which the course is taught. The instructor will issue an official excuse to each student participating in the field trip. Any student may decline participating in a given field trip and receive an appropriate compensating assignment if, following consultation with his or her instructor, it appears that the field trip would adversely affect his or her other academic work.
- 10.5.4. Religious holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays.
- 10.5.5. Subpoena for court appearance.
- 10.5.6. Any other reason the instructor deems appropriate.
- 10.6. The regularly accepted time for class to begin shall be on the hour or half hour. If the instructor does not appear within 10 minutes after the designated class hour, it may be assumed that the class is cancelled. All classes shall be dismissed promptly.
- 10.7. It is University Policy that all classes will meet as scheduled on the last day before and first day after holiday periods designated by the University.
- 10.8. Unresolved problems regarding class attendance and/or procedures should be referred to the University Student Grievance Committee.

## **11. Grade Adjustment/Course Repeat Policy**

Effective Fall 2000, all currently enrolled, regularly admitted undergraduate students, except Veterinary Medicine and Pharmacy students, may delete a maximum of three (3) course grades of "D" or "F" (including "FA" and "U") associated with their undergraduate degree program from the computation of their cumulative grade-point average. Deletion of grades is only available to currently enrolled, regularly admitted undergraduate students (with the exception of Veterinary Medicine and Pharmacy students) and is not available to former students. Grades and credit considered as transfer credit, courses earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy.

This policy does not offer exemption from academic requirements for Auburn University degrees; adjustment only applies to grades in individual course. All core and major requirements must be met for graduation. Students should be aware that a "D" or "F" (including "FA" and "U") grade in a required course may be deleted from the computation of the cumulative grade-point average prior to a repeat, but that course must be repeated at an Auburn University campus before graduation. Where a specific course is required for the core or a major, that course must be repeated to replace the deleted grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may be replaced, subject to the approval of the academic dean, by any course accepted for that requirement, where applicable.

All courses for which a grade is awarded at a campus of Auburn University will remain on the transcript. Courses for which a grade has been deleted from the cumulative grade-point average will have the grade recorded and a notation on the transcript that the grade has been excluded from the earned hours and the cumulative grade-point average. However, all grades will be used for determining all academic honors. Students may submit a written request for grade deletion to their academic dean's office at any time prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative grade-point average, the grade and credit cannot be restored.

## **12. Typical Workload**

In general, a credit hour during an academic-year semester should correspond to a total student effort of approximately 3-3.5 hours of total work per week (including in and out of class time) related to the associated course. For example, a student taking 15 credit hours in an academic-year semester (as opposed to a summer term) would correspond to a total workload of 45-53 hours of work per week for the typical student.

## **13. Academic Program Assessment**

Auburn University is committed to fostering the academic achievement and personal development of its students. To carry out that commitment, the University continuously gathers information about the effectiveness of its academic programs, about the progress of its students toward educational and personal goals, and about the achievements and perspectives of its alumni. This information is used to monitor program effectiveness, to recognize educational trends and opportunities, and to develop a sound, factual basis for academic planning.

Each Auburn student is expected to participate in the University's assessment efforts. Academic programs use various means to gather assessment information, including portfolios, performances, achievement tests, comprehensive examinations, surveys, interviews, focus groups, evaluation forms, and other methods. While enrolled, a typical student can expect to take part in one or more of these assessment activities. The total time spent on assessment activities is not likely to exceed 15 hours over the course of four years of enrollment. Participation in these activities may be a completion requirement for some degree programs.

## **14. Privacy Rights**

The University recognized that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for University research and policy formulation. The University recognizes its obligation to exercise discretion in recording and disseminating information about students to ensure that students' rights of privacy are maintained.

The University will furnish annual notification to students of their educational records; the right to request amendment of educational records considered by

them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the University decline to amend such records. This annual notice will be published in the University Bulletin.

Students have the right to be provided a list of the types of educational records maintained by the University that are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the University to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and, if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

### **15. Public Posting of Grades**

Grades on examinations or in courses may not be publicly posted using students' names or social security numbers. If a faculty member wishes to post grades, it must be done in such a manner that an individual student cannot be personally identified by others.

## Academic Calendar

### Summer 2008 Mini-Semester I Extended

May 16	Classes Begin
May 22	5th class day *
May 26	<b>Memorial Day (Holiday)</b>
June 6	Mid Semester **
June 27	Classes End
June 28	Final Exam Period

### Summer 2008 Mini-Semester II

June 30	Classes Begin
<b>July 4</b>	<b>Independence Day (Holiday)</b>
July 7	5th class day *
July 17	Mid Semester **
Aug. 4	Classes End
Aug. 5-7	Final Exam Period

### Fall Semester 2008

Aug. 15	Pre-term Preparation
Aug. 18	Classes Begin
<b>Sept. 1</b>	<b>Labor Day</b>
Sept. 8	15th Class Day*
Oct. 6	Mid Semester (37th Class Day)**
<b>Nov. 24-29</b>	<b>Thanksgiving Break</b>
Dec. 8	Classes End
Dec. 9	Study/Reading Day
Dec. 10-16	Final Exam Period
Dec. 19	Commencement

### Spring Semester 2009

Jan. 6	Pre-term Preparation
Jan. 7	Classes Begin
<b>Jan. 19</b>	<b>M. L. King Day (Holiday)</b>
Jan. 28	15th Class Day*
Feb. 27	Mid Semester (37th Class Day)**
Mar. 16-21	Spring Break
Apr. 29	Classes End
Apr. 30	Study/Reading Day
May 1-2, 4-7	Final Exam Period
May 9	Commencement

## Football Schedule

*(subject to change)*

### 2008-2009 SEASON

<b>08/30/08:</b>	<b>vs. Louisiana-Monroe</b>
<b>09/06/08:</b>	<b>vs. Southern Miss</b>
09/13/08:	at Mississippi State*
<b>09/20/08:</b>	<b>vs. LSU*</b>
<b>09/27/08:</b>	<b>vs. Tennessee*</b>
10/04/08:	at Vanderbilt*
<b>10/11/08:</b>	<b>vs. Arkansas*</b>
10/23/08:	at West Virginia
11/01/08:	vs. Ole Miss*
<b>11/08/08:</b>	<b>vs. Tennessee Martin</b>
<b>11/15/08:</b>	<b>vs. Georgia*</b>
<b>11/29/08:</b>	<b>at Alabama*</b>

**bolded = home games**

\* = SEC games

