

Table of Contents – Notes for Chairs – August 2009

I.	Access to information	
1.	The systems.....	2
2.	Access	2
3.	Instructor access.....	2
4.	Advisor access.....	2
5.	New instructors	2
6.	Training	2
II.	Department issues	
1.	Class scheduling.....	3
2.	Curriculum policy	3
3.	Course fees.....	3
4.	Registration and drop/add period.....	3
5.	Final exam policy	3
III.	Instructor Issues	
1.	Grading – policy and procedures	5
2.	Repeat policy	7
3.	Report Non-attendance.....	8
4.	FERPA.....	8
IV.	Issues related to students	
1.	General Advising.....	9
2.	Graduation procedure	9
3.	Graduation deadlines.....	9
4.	Dismissed students.....	9
5.	Student status	10
6.	Resources for students	10
7.	Student Concern form.....	11
8.	Late add	12
9.	Grade and Dismissal Appeals (GAPDAC)	12
V.	Policies	
1.	Academic Conduct Policy	13
2.	Academic Forgiveness Policy	13
3.	Academic Honesty Policy	13
4.	Academic Standing Policy.....	18
VI.	What’s new.....	19
VII.	What’s coming.....	20

Appendix

Policy on Scheduling Independent Study Courses in Banner

Policy on Assigning Instructors of Record

Faculty and Advisor access to Banner

Active Duty Policy and Procedures

Classroom Fix-it

Registrar’s Office staff and contact information

I. Access to Information

1. The systems

Banner – the student information system

INB – internet native banner, for scheduling, registration, assigning instructors

SSB – self-serve banner, for course offerings, student schedules, student transcripts.

Cognos – the reporting environment

Image now – student imaged files

2. Access

- Access is through security officers assigned the task of granting access.
- Forms and more information on the Faculty menu in GoWMU

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

Class lists

Grading – submitting final and midterm grades

Instructions - <http://www.wmich.edu/registrar/pdf/GradeSubmissionInstructions.pdf>

Instructors of record – assigned by department

<http://www.wmich.edu/registrar/faculty-staff/instructors/InstructorofRecord.pdf>

4. Advisor access to SSB through GoWMU

Given by Department

Access only given on a ‘need to know’ basis

Access granted by checking ‘advisor’ box on SIAINST in banner.

5. New instructors

Access to self-serve Banner is through GoWMU; all instructors need to have a Bronco NetID and password. As new faculty are hired through the Provost’s Office, a copy of the paperwork comes to the Registrar’s Office so that a record for this new faculty member can be created in Banner. As departments hire part-time instructors, a copy of the I-9 form should be sent or faxed to the Registrar’s Office, again, so that a record can be created in Banner. Once this record is created, the new instructor can get an ID card, a WMU email address will be created, as well as a Bronco NetID.

To assist new instructors, information that new instructors often need has been compiled on:

<http://www.wmich.edu/registrar/pdf/FAQ-instructors.pdf>

6. Training

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

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

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

II. Department issues

1. Class Scheduling

Department staff and/or Chairs are responsible for creating class schedules for each Fall, Spring, Summer I and Summer II session each year. Class times are dictated by the class scheduling rules and the matrix which can be found on the Registrar's website: <http://www.wmich.edu/registrar>.

The schedule process involves an initial timeframe for scheduling, then a time during which rooms are assigned, followed by a review by Dean's Offices, then a second round of scheduling before the schedule for that semester is published to the web.

Important dates: <http://www.wmich.edu/registrar/faculty-staff/calendars/ID-09-10.html>

During round two of scheduling, and at any time after this point, any schedule changes must be submitted on pink sheets, signed by the Chair and then the Dean's Office, then forwarded to the Registrar's Office for implementation. An electronic copy of the pink sheet can be found on: <http://www.wmich.edu/registrar/WordDocs/PinkSheetMaster.doc>

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

2. Curriculum Policy

All curricular changes are governed by the curriculum process, details on the process as well as all related forms can be found on: http://www.wmich.edu/facultysenate/policy_and_forms

All curriculum change forms involving course or program changes, after final approval, end up in the Registrar's Office for implementation into the Student Information System and in to the WMU catalog.

Questions on the curricular process should be directed to **Dave Reinhold**. Questions regarding implementation of course restrictions, prerequisites, or other issues related to course registration should be directed to the Registrar's Office. Issues related to items in the catalogs should be directed to Michele McLaughlin, in the Registrar's Office.

3. Course fees

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

4. Registration and drop/add period

- **Students can drop/add courses thru the first 5 days of the semester through GoWMU.**
- **Department staff can make changes in students' schedules through clean-up day, also census day. After this date, all changes go through the Registrar's Office.**
- **Students can change the grade mode of a course, or the credit hours, ONLY through the first 5 days of the semester, also through GoWMU.**

- **A late add fee of \$100 for each course a student adds after the drop/add period if the student is not registered for any other course at that time.**

5. Final Exam Policy

From the 2008-2011 AAUP contract:

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

III. Instructor issues

1. Grading – policy and procedures

Midterm grades

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

Final grades –

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

Change of grade –

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

Grading scale –

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

The 'E' and 'X' grades:

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

The 'I' grade:

From the 2009-10 undergraduate catalog:

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

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

Withdrawals

A grade of 'W' does not affect GPA and does **not** count as a repeated course.

There are three time frames for student withdrawals:

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

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

The student must complete this form and return it to the Registrar's Office.

The instructor form, also found on the Registrar's website, is sent to the Chair to be forwarded to the instructor. The instructor of record may no longer be at WMU, in these cases the Chair needs to relay this information back to the Registrar's Office.

Credit/No Credit and Audit

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

2. Repeat policy – for undergraduates -

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

for graduate students –

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

3. Report Non-attendance

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

4. FERPA

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

What you need to know about FERPA:

➤ **Posting of grades**

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

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

➤ **Return of assignments**

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

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

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

WMU has defined Directory Information as:

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

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

IV. Issues related to students

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

Undergraduate students receive their major and minor advising at the department level. Completed major and minor slips are then sent to the College Advising Office, where staff will enter the major and minor codes into the Banner system. The College Advisors meet with students regarding general education requirements and all other requirements of the University. General Education requirements can be found on: <http://www.wmich.edu/registrar/faculty-staff/advisors/gened/GenEd-F2009>.

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

2. Graduation – procedure to apply

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

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

3. Graduation deadlines

Deadlines for the graduation audit are:

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

4. Dismissed students

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

Graduate students who have been academically dismissed must apply for re-admission with their department. If the graduate student has been out the required time, (One 15-week semester or two 7 1/2 week sessions) the department can make the re-admit decision. If the graduate student has not been out the required time, the department makes a recommendation to the Graduate College; the Graduate College makes the final decision. Graduate non-degree students appeal to the Graduate College for re-admission.

5. Student status

Fall – Spring

12 hours = full-time for undergraduates

6 hours = full-time for graduate students

Summer I – Summer II

6 hours = full-time for undergraduates

3 hours = full-time for graduate students

6. Resources for students -

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

7. Student concern form

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

8. Late Add form

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

9. Course Grade and Program Dismissal Appeals (GAPDAC)

Course Grade Appeals

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

The accepted bases of course grade appeals are:

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

For more information and the late withdrawal appeal form go to:

<http://www.wmich.edu/registrar/pdf/forms/latewithdraw.pdf>.

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

The steps to be taken in appealing a grade are:

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

1. Written appeal and conference with the academic unit chair/director: A student must submit a letter requesting an appeal to the academic unit chair/director. This letter must be received by the academic unit chair/director within sixty business days of the last day of the semester or session in which the grade was recorded on a student's record. The Provost or designate may grant an extension should a genuine hardship arise (e., illness, death in the immediate family). The letter must identify the basis of the appeal and must state in detail why the student believes that the grade should be changed.

2. Following a conference with the student, the chair/director must respond in writing to the student with a copy to the instructor, their dean, and the GAPDAC Committee within twenty business days. In this letter, the chair/director should confirm the meeting with the student, recap their discussion, and state whether the student has an appeal which meets the established criteria (A,B, C, or D above). The chair/director cannot change the student's grade without the instructor/s agreement.

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

3. Appeal to committee: After the chair/director has completed the response to the student's appeal, the student may appeal to the Grade and Program Dismissal Appeal Committee (GAPDAC). This appeal must be initiated within twenty business days of the completion of step #2. If the student has requested a meeting with the academic unit chair/director and has not been granted such a meeting within forty business days of the student's request, the student may then initiate an appeal to GAPDAC.

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

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

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

Program Dismissal Appeals

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

The accepted bases of course program dismissal appeals are:

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

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

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

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

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

V. Policies

1. Academic Conduct Policy

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

2. Academic Forgiveness Policy

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

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

3. Academic Honesty Policy

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

Cheating

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

Clarification

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

Fabrication, Falsification, and Forgery

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

Clarification

- 1. "Invented" information shall not be used in any laboratory experiment, report of results or*

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

Multiple Submission

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

Clarification

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

Plagiarism

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

Clarification

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

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

Complicity

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

Clarification

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

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

Computer Misuse

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

Academic Integrity Process – charging a student with academic dishonesty

Guidelines for Instructors

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

Academic Integrity Process at a Glance

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

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

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

ADDITIONAL INFORMATION:

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

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

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

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

CHECKLIST OF ITEMS TO BE FORWARDED TO OSC

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

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

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

Good Standing

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

Warning

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

Probation

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

Extended Probation

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

Final Probation

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

Dismissal

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

Admitted on Probation

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

VI. What's new?

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

Now included is a search feature allowing searches by general education area.

2. Textbook information

Beginning with Spring 2010, students will be able to see all required and recommended course materials in the schedule of courses. Both the public online class offering list and the course offerings in GoWMU will include this information. This is in compliance with the Higher Ed Opportunity Act of 2008 which requires us to provide students with textbook information.

3. Policy on Assigning Instructors of Record

This policy is new, approved in May of 2009, it is attached to this document and available on the Registrar's website, <http://www.wmich.edu/registrar/faculty-staff/instructors/InstructorofRecord.pdf>.

4. New policy on Accelerated Degree Programs (ADP's)

Departments will find the approval form, for students in ADP's on the Registrar's Office website, http://www.wmich.edu/registrar/pdf/forms/app_ADP.pdf. This form identifies the courses to be counted in both the bachelors and masters degrees.

5. The cost of attendance calculator

To assist students and their families with cost estimates, a calculator is now available on <http://www.wmich.edu/registrar/tuition/coa>.

6. No Worker Left Behind program

WMU is a participant in this state program, see <http://www.wmich.edu/noworker> for details and a list of the programs at WMU.

And Reminders -

1. Authorized User access and information for parents

In recognition that parents of our students often want more involvement in their students' college career, and that many students want this parental involvement, several changes have been made to accommodate these interests.

First, students now have the ability to grant access to certain academic and financial information to those we are calling 'authorized users'. The authorized user can be anyone the student wishes, parents, spouse, grandparent, guardian, etc. All that is required is that the authorized user does have an email address. The student can grant different access to different people and this access can be revoked at any time. Information that a student may grant access to includes:

- Enrollment Verification
- Midterm grades (not mandatory and not given in all classes)
- Final Grades

- Schedule of Classes – concise schedule view
- Unofficial Transcript
- Progress to Degree
- Financial Aid Requirements
- Financial Aid Awards for the Aid Year
- Financial Aid Payment Schedule

In addition, a new Parent and Family Programs office has been established, lead by Director Shari Glaser. See the website, <http://www.wmich.edu/parents> for more information.

We have also added a parent section to the Registrar's website, listing contact information as well as answers to frequently asked questions, see: <http://www.wmich.edu/registrar/parents>.

2. **Cognos reports - capacity and other error messages**

These reports are in the Registration Audit folder in Cognos.

- Closed sections – enter the term and the subject
This report will give a list of all students who have tried to register for the sections and received a closed section message. Use this report to monitor demand for your courses during registration periods.
- Registration audit – enter the term and the subject
This report will give a list of all students who have tried to register for the sections and have received any error message, including prereq and test score errors, duplicate course errors, link errors, closed class errors, time conflict errors, etc. Use this report to review curricular issues involving prerequisites.

3. **Change of grade/removal of incomplete forms**

This form is located on the faculty menu in GoWMU. Instructors can use this form to remove an incomplete grade. After completing the form, it will be emailed to the Registrar's Office and we will make the change. Instructors can also use this form to initiate a change of grade by completing the form, signing it, getting the chair's signature and then submitting it to the Office of the Registrar.

4. **ATYP students now in Banner**

Students in the Academically Talented Youth Program are now listed in Banner, under their own specific level, AT. These are middle school students taking courses on our campus, however the courses are not college level courses, and these students are not receiving college level credit for them. These courses will have the 'ATYP' prefix.

VII. What's coming in 2009-2010 ????

1. Banner 8 – to be implemented in late January 2010.
2. The Higher Learning Commission self-study visit for our accreditation is scheduled for October 2010.

Recommended Policy on Scheduling Independent Study Courses in Banner

Presented to the Academic Forum, September 21, 2004

Purpose:

To implement departmental course scheduling practices that accurately reflect faculty work, so that reporting of faculty work will be accurate. Recommendation: All independent studies, 700-level courses, supervised field experiences, supervised practica, and internships, should show the name of the actual instructor of record. Thus, departments will have multiple sections of each of these courses, assigned to faculty as appropriate. By census date, the course schedule should accurately show these assignments. The provost's office agrees that these sections will not be counted as under enrolled. These courses must be appropriately coded as to section type in Banner.

Example: If Professor Jones is supervising two Master's theses and one undergraduate internship, she will be the instructor of record for one section of COM 700 (with two students registered) and one section of COM 499 (with one student registered).

Current Problem:

Presently, departments vary in how these courses are set up in ISIS. Some departments create 10-15 "empty" sections of each course, give each section a capacity of 5-10 seats, and then assign a faculty member to a section, into which the faculty member's students are enrolled. Thus, ISIS might show 10 sections of COM 700, but only some sections have any students enrolled. This gives the appearance of having several classes with zero enrollments and the appearance of having a course capacity of 100 seats, with only a few seats actually being used. To avoid this situation, some departments now create only one section of the course, list the department chair (or someone else) as the instructor of record for the section, and then have the faculty turn in the grade to the department chair at the end of the semester. This method has the advantage of accurately representing capacity, but it has the disadvantage of not accurately recording instructional responsibilities of the faculty.

Given this inconsistent practice in scheduling, it would be difficult to determine and report faculty workload from Banner, the replacement student information system.

Discussion:

Sections of these courses should be created to identify the faculty who are supervising this student work. To insure that these sections are appropriately counted when reporting data, it is essential that they be properly coded in Banner. The appropriate codes are "5—Independent study" and "6—Supervision or Practicum," as listed on the university's curriculum change form. This coding should be updated by review of the courses to be completed by October 1. This change in how these courses are scheduled in Banner is not intended to result in any change as to how departments account for faculty workload under the contract or departmental policy statements.

MOA-09/04, Assignment of Instructor of Record in Banner

1. Instructors of record are assigned by the department chair/director in accordance with this policy and in accordance with university collective bargaining contracts, where applicable. Departments should have all instructors of record entered in Banner three weeks prior to the start of a semester or session. Thereafter, the instructor assignments should be updated daily by the departments. Assignments as of census constitute the official record for reporting purposes. Any exception requires approval by the college dean and the registrar and by the graduate dean if a graduate course is involved.
2. All instructors of record are assigned according to the same rules. The policy applies to tenured and tenure track faculty, term faculty, adjunct faculty, retired faculty, part-time faculty, staff members, graduate teaching assistants, and undergraduate teaching assistants.
3. Instructor of record assignments in Banner should reflect who has **primary** or **secondary** responsibility for (a) designing the course syllabus, (b) meeting class regularly, and (c) deciding student grades. Instructor of record assignments should be made according to the following table, depending on the section type:

Section Type	Assignment Criteria	Rule for Assigning the Primary Instructor of Record	Rule for Assigning the Secondary Instructor of Record
Stand Alone Credit-Bearing Section	(a) Designs syllabus. (b) Meets class regularly. (c) Decides student grades	Primary instructor must meet 2 of the 3 criteria.	Include others in team taught sections. Should include any graduate assistant who is assisting the primary instructor.
Credit-Bearing Lecture (with subordinate labs or recitations)	(a) Designs syllabus. (b) Meets class regularly. (c) Decides student grades	Primary instructor must meet 2 of the 3 criteria.	TAs assigned to subordinate zero-credit labs may be assigned as secondary instructor of record for lecture, at department discretion.
Subordinate zero-credit labs or recitations	Meets class regularly	Primary instructor is the person who meets class regularly.	Faculty member who teaches main lecture may be listed as secondary instructor.

Note: Only one primary instructor of record can be assigned. If there are two who meet the criteria for primary instructor, one must be entered as primary and the other as secondary, as determined by the department chair.

Faculty and Advisor Access to Banner

Instructors of record have faculty self-service access. Instructors of record are assigned by departmental class schedulers and must be given a faculty role by the department chair before they can be assigned to classes. This role allows for viewing student information, but not for updating any information. Instructors of record include full-time faculty, graduate teaching assistants, part-time faculty, and adjunct faculty who are assigned to teach or assist in the instruction in classes.

- Instructors of record (1) can see class lists for their classes only, (2) have WMU email addresses of their students (3) see the student WIN numbers, and (4) see minimal demographic information (major, for example). Student academic history will not be available. Instructors of record must turn in grades on-line. Access will only be through single sign-on in GoWMU. This access fulfills the promises made about product functionality.
- Undergraduate students should not be listed as instructors of record, nor should they be assigned faculty roles in Banner.

Self-service advisor roles are assigned by the department class schedulers, as directed by the department chair, using the same form that is used to assign faculty to teach classes. As a consequence, this role is also determined at the departmental level, rather than by the University Registrar. This role allows for viewing information, but not for updating any information. Access will be through the self-service channel in GoWMU.

- Those with the Advisor role in self-service will have access to view academic history of all WMU students.
- Those with the Advisor role in self-service will include departmental class schedulers, advisors in the college advising offices, and others in departments who have advising roles, as determined by the department chair.

Internet-Native Banner (INB) access is controlled by the Banner security system. Access can be given for the functions of “lookup, update, or delete,” according to the roles and profiles in the Banner security system. Effective use of INB requires considerable training and practice. INB access will be granted to those who schedule classes, assign faculty to teach classes, and to those who register students or override registration restrictions. All of these functions require INB. All college advising directors and departmental class schedulers will have this access.

- INB access for department chairs must be approved by the appropriate College Dean.
- INB access for faculty must be recommended by the Department Chair and approved by the appropriate College Dean.

Active Duty Policy and Procedures

Students who are called to Active Duty will need immediate attention to a number of academic, financial, and record concerns prior to their departure from campus. The federal government and the university have modified numerous regulations and policies to assist these students. The items below have been identified as issues that need special attention.

1. **Dropping of all classes:** Classes will be dropped for students who are activated to duty. Depending on the time of the semester and individual circumstances, this could mean one of the following:
 - The student can drop all classes and nothing will appear on the transcript, or depending on the time of the semester, the student can meet with the professor to see if he/she could receive an "I" in the course;
 - The students who receives an Incomplete will have up to two years to complete.
2. **100% Refund:** If the student chooses to withdraw from all classes, a 100% refund of tuition and fees will be provided to the student.
3. **Housing Contracts:** There will be no penalty imposed for terminating the housing contract prior to the end of the term. The refund will be based on the remaining time left of the term for a refund calculation.
4. **Parking Fees:** A 100% refund to the parking fee is available. The student will need to provide as much of the sticker in tact as possible. If no sticker is submitted, there is no refund available.
5. **Books:** The Bookstore will provide 100% refund on returned books.
6. **Student Loans:** Contact Financial Aid. Administrative forbearance and deferment benefits are available for active duty call-up, per the federal government regulations.

Procedures

We have established a single point of contact because there could be very little time available for the student to make all the necessary contacts themselves.

1. A single point of contact has been established at the Registrar's Office.
2. A copy of the Activation Papers will be required from the student.
3. Student needs to contact the Registrar's Office and bring in their paperwork.
4. The Registrar's Office will be responsible for providing the student with pertinent information about potential refunds, academic affects, and overall impact.
5. The Registrar's office will be responsible for ensuring enrollment is adjusted, VA Certification is terminated, and for maintaining a list and count of all activated students. The Registrar's Office will maintain a list of student who request incomplete grades. The Registrar's Office action will automatically trigger an action by Financial Aid for one of two items:
 - a. If there is no financial aid, the Financial Aid office will implement the tuition refund process.
 - b. If there is financial aid, the Financial Aid office will complete the calculation for the return of federal financial aid funds. Once completed, AR and Financial Aid will follow current procedures.

Upon Returning:

The student will need to fill out a WMU Re-admit Form. The student can get the form online at www.wmich.edu/admissions. To expedite the process, please state on the form that you are a returning veteran.

The student will also need to come to the Registrar's Office to fill out some paperwork with the Veteran Affairs Representative. If the student has a DD-214, they should bring it in with them.

If you have more questions, please contact Brenda Hamlyn, Veteran Affairs Representative, Registrar's Office, 269-387-4115 or email bhamlyn@wmich.edu.

Classroom Fix-it Poster



Contact us, we can help:

Classroom Technology


- Media Carts (all but CEAS): On the touch panel, press HELP, choose a topic, then press the PANIC button. This will send an alert to the technology specialist for your building.
- Contact the classroom technology Helpline
CHHS:387-7309, after 5pm 387-7312
CEAS:276-3283
all others 387-5041 Mon—Fri 7am to 5:30pm
- Contact the helpdesk via phone 387-HELP (387-4357)

Locked Classroom

- Contact the building coordinator from 8am to 5pm
< <http://www.pp.wmich.edu/bldgcoord.html> >
- Call DPS at 387-5555
Physical Plant or DPS staff will be dispatched

Non-emergency classroom maintenance services

- Submit a maintenance request via the web
< <http://broncofixit.pp.wmich.edu/classroom.html> >

 Is your service request a maintenance emergency?
If it is, please call the appropriate number listed below.

Maintenance Emergencies	
Mon—Fri 7am to 5pm	Call Maintenance Service Center at 387-8514
After hours	Call DPS at 387-5555

What is a Maintenance Emergency?
Conditions such as; no power, noisy heating unit, water flooding, space temperature outside of the University setpoint policy, etc.

Physical Plant ©2017

Registrar's Office Staff

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