

University of Cincinnati Adjunct Faculty Handbook Revised March 2012
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University of Cincinnati Adjunct Faculty Handbook

Revised September 2012

Welcome to the University of Cincinnati

As underscored by its official mission statement, the University is dedicated to creating “the highest quality learning environment.” By serving countless students and assisting in the delivery of diverse curricula, the adjunct faculty plays a particularly vital role in the University fulfilling this teaching mission. Recognizing this critical function, the Provost Office is committed to provide improved working conditions along with fair and competitive salaries and easier transition to annual and represented status for its adjunct faculty. I encourage you to become active members of the UC community and your home college. Your involvement in the University’s teaching and learning mission is much appreciated and valued.

Lawrence Johnson,
Interim Senior Vice President for Academic Affairs & Provost

Welcome to the College

College Structure and Contact Information

- We are happy to have you as part of our academic team and recognize that you probably have many questions about your new college. Most can be answered by visiting the college’s home page on the UC web site. For a complete list of colleges with links and contact information visit <http://www.uc.edu/academics.html>

University Policies

Academic Fresh Start

- The purpose of the Fresh Start policy is to permit students who performed poorly upon initial enrollment at the University of Cincinnati to have an opportunity for a “fresh” cumulative grade point average. For more information see www.uc.edu/registrar.

Emergencies

- The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the President or a designated

cabinet officer of the University of Cincinnati may issue an announcement of campus status as appropriate to the situation on the University web site, through the University e-mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as University of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specified time period.

1. Such announcement may specify that University of Cincinnati classes, with the exception of the College of Medicine, are canceled until or after a specified time, or for an entire day.
2. Such announcement may specify that all events or programs, including both University events and non-University events held in University facilities, are canceled.
3. Such announcements may specify that certain University offices and facilities are closed, except for the following essential offices that never close under any circumstances:
 - Hoxworth Blood Center
 - University Police
 - Office of Residence Life/Housing Units
 - Utility Plants
 - Emergency Maintenance Operations
 - College of Medicine and Medical Sciences Library
 - Any research unit where the integrity of the research must be preserved
 - Service units that routinely operate on a seven day per week, twenty four hour per day service schedule

Upon hearing the nature of the emergency, all occupants should leave their classrooms and/or offices, go where instructed, and not return until notified that it is safe to do so. Classes should then resume.

Equal Opportunity/Affirmative Action

- The University of Cincinnati actively supports University Rule 3361:10-13. Discrimination on the basis of race, color, religion, national origin, sex, sex orientation, age, physical or mental disability, or status as a disabled veteran or veteran of the Vietnam era will not be practiced or tolerated in any of its activities. Also, where past or present discriminatory

behavior continues to have an adverse effect upon University community members, the University will take affirmative measures to eliminate that effect. For more details, see www.uc.edu/equalopp. Questions regarding this policy should be directed to the Office of Equal Opportunity, 250 University Hall, ML 0214 (556-5503).

Disability Services

- The University of Cincinnati is strongly committed to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities, and facilities.

In order to comply with the regulations of the Health and Human Services Department, the following are necessary:

1. No student may be excluded from any course or any course of study solely on the basis of disability.
2. Modifications in degree or course requirements may be necessary to meet the requirements of some persons with disabilities.
3. Prohibitive rules, such as those banning tape recorders from the classroom, must be waived for some persons with disabilities.
4. Auxiliary aids must be permitted in the classroom when they are required to ensure the full participation of students with disabilities.
5. Alternative testing and evaluation methods for measuring student achievement will be necessary for students with impaired sensory, manual, or speaking skills (except for when those skills are being measured).
6. Special equipment or devices used in the classroom (and in some cases teaching techniques that rely on sight, hearing, or the mobility of students) may require adaptation in individual cases).
7. It is discriminatory to counsel students with disabilities for more restrictive careers than students who are not disabled, unless such counsel is based on strict licensing or certification requirements in a profession.

Students with disabilities who need academic accommodations or other specialized services while attending the University should contact the Disability Services Office. Qualified students will receive reasonable

accommodations to meet their individual needs as well as advocacy assistance on disability-related issues.

- In order to ensure timely implementation of academic accommodations, requests for accommodations or services should be made at least eight weeks in advance of the beginning of each semester or as soon as possible after a disability has been confirmed. Requests for interpreters or real-time captioning for special education-related programs or events should be made at least two weeks prior to the event. See <http://www.uc.edu/aess.html> for details. Disability Services is located in 210 University Pavilion, LM 0213 (556-6823).

Judicial Affairs

- The Office of Judicial Affairs can help you with matters related to the Student Code of Conduct. Students at the University of Cincinnati are expected to abide by the Student Code of Conduct. If and when a grievance arises from a student's action or actions, you should use your best efforts to informally resolve the matter. If the matter cannot be resolved informally, you should follow the procedures outlined at <http://www.uc.edu/conduct.html>.

Sexual Discrimination/Harassment

- The University of Cincinnati is committed to a professional and academic environment free of discrimination. Any form of discrimination, including sexual harassment is illegal and will not be tolerated.

It is the policy of the University that no member of the University community, faculty, staff, or students, may sexually harass any person. Anyone who violates this policy will be subject to disciplinary action including suspension or termination. See http://www.uc.edu/hr/equal_opportunity/harassment.html for further details.

Questions about this policy, requests for information about sexual harassment, or information on how to initiate a complaint of sexual harassment, should be directed to the Office of Equal Opportunity, 340 University Hall, (556-5508).

Smoking

- Smoking is prohibited in all University buildings and within 25 feet of any building.

Students' Right to Privacy

- The Family Educational Rights and Privacy Act of 1974 (FERPA) protects student privacy rights.

A common violation of privacy occurs in the practice of posting grades. Under FERPA, student grades cannot be released or made available to third parties. Therefore, instructors are restricted from posting grades in classrooms, with exceptions, or on websites and/or course management systems unless the student's identity is concealed by a secure student identifier and password entry interface. Grades should not be posted by SSN/UC ID/username. For a helpful guide, see the "FERPA Reference Sheet for Faculty" at

http://www.uc.edu/content/dam/uc/registrar/docs/FERPA/FERPA_for_faculty.pdf

Questions regarding the legal restrictions on the release of student information should be directed to UC's Office of the General Counsel at **556-3483**.

University Rules

Many matters not specifically mentioned under one or more of the categories above are addressed by the University Rules. For the complete list, see www.uc.edu/trustees/rules.

Adjunct Faculty at UC

Adjunct Liaison in Provost Office

- The Vice Provost for Academic Personnel in the Provost Office serves as a liaison in the ongoing effort to provide an improved professional environment for adjunct faculty. Adjuncts may contact the Vice Provost (**556-3944** or john.bryan@UC.edu) with any questions or concerns.

Adjunct Appointments, by type

- **Term Adjuncts** are appointed on a semester basis to teach one or two courses; their workload does not exceed 49% FTEs annually.

- **Annual Adjuncts** are appointed on an annual basis to teach the equivalent of three courses per semester; their workload does not exceed 64% FTEs.
- **Represented Adjuncts** are appointed for up to five years and have a workload that exceeds 64% FTEs. They are represented by the AAUP (American Association of University Professors), which also represents the full-time faculty. You can review the appointment terms at http://www.uc.edu/provost/units/academic_personnel/faculty_guides.html

Adjunct Governance

- Two part-time faculty members serve as voting members of the University Faculty Senate.

Under the rules of the Faculty Senate these representatives must be “elected from that group of part-time faculty who are teaching, on the average, a minimum of two semester courses or the equivalent per year (up to 65% of a full-time faculty position as defined by the collective bargaining agreement) and who have taught as part-time faculty in the University of Cincinnati for three years or more.” Senators serve a two-year term. All term and annual adjuncts are eligible to vote for the adjunct representatives.

Adjunct Promotions & Hiring Process

Promotions

- Members of the adjunct faculty are hired primarily for their expertise in their field and/or in the classroom. These are not tenure track positions. Most tenure track positions require national searches, and qualified adjuncts may apply for these positions. However, upon recommendation of your academic department, you are eligible to be promoted through the ranks of assistant, associate, and full professor once you meet the criteria for promotion of adjunct faculty that have been approved by the departmental faculty. All promotions are accompanied by a 10% increase in salary. Find out how the promotion process works at <http://www.uc.edu/content/dam/uc/provost/docs/facultyaffairs/adjunctpromotion2.pdf>

Hiring Process and Forms

- **A-126 Form**
The Requisition to Fill Faculty Position or Academic Related Positions, the A-126 Form, is used to obtain approval for all part-time faculty positions. This form is completed and signed by the academic unit head and submitted to the college business office for approval.

- **Search Process**
All positions should be filled giving due consideration to the University's commitment to affirmative action. An affirmative action search is to be conducted for available positions, which includes, but is not limited to, individuals who are in a position to assist the University in attracting minority group members and women.
- **A-900**
The A-900 is the Affirmative Action/Personnel Activity Form. (PAF). The A-900 form with the candidate(s) selected must be approved before an offer can be made to the preferred candidate.
- **The Letter of Offer and Pre-Employment Forms**
The dean sends a letter of offer after the A-900 is approved. Enclosed with the offer letter are the tax-withholding forms and STRS enrollment forms.
- **Submitting the PAF**
The hiring department is responsible for the following:
 1. Preparing the PAF
 2. Completing the I-9
 3. Obtaining the signed Appointment/Workload Certificate
 4. Forwarding the appointment documents to the College Business Office

Personnel Files

- Adjunct faculty personnel files are public records. For guidelines on access to personnel files see http://www.uc.edu/content/dam/uc/provost/docs/facultyaffairs/other_personnel_issues/guidefacpersonnel.pdf

Benefits & Services

Administrative Support

- Colleges and academic units provide administrative and clerical support to all adjunct faculty members. The University strives to provide offices, computers, orientation, mentoring, and handbooks for all adjuncts as well. For specific information, contact your college office.

Athletic Facilities

- Stay in shape outside the classroom. Find out about UC's athletic facilities at <http://www.uc.edu/reccenter.html> or call **556-0604**.

Bookstores

- Take advantage of your discount at the UC Bookstore (15%), Dubois Bookstore (10%), and Lances Art Supplies (20%). Shop online at www.uc.edu/bookstore

Communication

- Clear channels of communication between adjuncts and the University, among the adjunct faculty, and between adjuncts and their students is vital. Please be certain that your department has a current e-mail address for you (see “E-mail Accounts” below for information on how to obtain a free University e-mail account) as well as your current telephone and mailing address information.

Communiversit

- Visit <http://www.uc.edu/ce/commu.html> for details on non-credit courses on everything from jewelry making to the Lincoln and Kennedy assassinations to low carb diets offered because knowledge is its own reward.

Direct Deposit

- Complete the online authorization form to have your payroll check deposited directly into your bank account at www.ucflex.uc.edu

More information can be found at

<http://www.uc.edu/af/controller/payroll/faq.html#Payroll>

E-Currents

- *E-Currents* is the weekly electronic faculty and staff newspaper that allows you to stay on top of announcements and events from around the university. To subscribe click on www.uc.edu/news/subscription. All faculty are invited to submit items of interest such as publications, presentations, grants, activities, and honors to *E-Currents* at Mail Location 0065.

E-mail Accounts

- University policy requires that adjuncts have and regularly check an email account and that they make this email address available to their home college. There are several options for setting up an email account. As an

adjunct faculty member, you have free access to UC email accounts by contacting helpdesk@uc.edu and providing your name and social security number. For information regarding Microsoft Exchange, visit <http://www.uc.edu/ucit/email/ucmail.html>.

For information regarding other UC supported accounts or to activate your own account, visit <http://email.uc.edu>. Please note that different colleges within the University use different email systems. For specific information please contact the IT department of your college or branch campus.

Faculty Club

- Come enjoy a quiet lunch with your friends and colleagues at the Faculty Club, located on the 7th and 8th floors of the Richard E. Lindner Center in the Varsity Village complex. Dining room is on the 7th floor. Banquet rooms are on the 8th floor. Convenient parking is available in the Varsity Village Garage, Calhoun Garage, or the CCM Garage.

For information on how to become a member, visit <http://www.uc.edu/facultyclub.html> or to reserve the Faculty Club for special events call **556-4154**

Health Insurance

- All bargaining unit adjuncts (65% or more FTE) have full medical benefits as defined in the UC/AAUP agreement. The University pays 50% of the cost of health care coverage for annual adjuncts (50-64% FTE), and provides assistance with purchasing individual health care coverage for term adjuncts (3-49% FTE) through the Greater Cincinnati Consortium of Colleges and Universities (GCCU). For a more detailed explanation see the online manual at http://www.uc.edu/hr/benefits/choice_benefits/healthcare.html

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

Holidays

- The University of Cincinnati observes the following holidays: Labor Day, Veterans' Day, Thanksgiving Day and the following Friday, Christmas Holiday (two days), New Year's Day, Dr. Martin Luther King's Birthday, Memorial Day, and the Independence Day. You can check the exact dates of these observances and other important dates on the University calendars at http://www.uc.edu/content/dam/uc/hr/benefits/choice/other_choice/holiday_schedule_bot.pdf.

ID Card

- A UC ID card identifies you to the world as University of Cincinnati adjunct faculty and documents your entitlement to valuable benefits, such as your bookstore discount, use of the University athletic and library facilities, and ticket purchases. ID cards can be obtained 7:00 a.m. to 6:00 p.m., Monday through Thursday, 7:00 a.m. to 5:00 p.m. from the Department of Public Safety located in Edwards 4 on the west campus. For more information call **556-4925** or visit <http://www.uc.edu/publicsafety/Keys-Badge-Access.html>.

Keys

- Keys to offices and classrooms can be obtained from the Department of Public Safety, located at Edwards 4. Regular business hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m. and Friday, 7:00 a.m. to 5:00 p.m. For more information visit <http://www.uc.edu/publicsafety/Keys-Badge-Access.html>.

Libraries and Library Policies

- As part of the UC community, you and your students have both physical access, while on campus, and electronic access from your home or office, to the millions of resources in the catalog of the University Libraries. Books, articles, and databases are all at your fingertips, and in the unlikely event you cannot find what you need on our campus, you can have it sent to the nearest UC library through Ohio Link. Schedule a library visit for your class or just find out more about everything that's available by visiting www.libraries.uc.edu or calling **556-1424**.

Copyright: The University Library will not knowingly violate copyright laws in its own copying or place on reserve

photocopies made elsewhere which appear to be in violation of copyright laws. A copy of the policy on copyright is available on request from the Langsam Library office.

Loans: Loans of library materials to undergraduate students are for three weeks and may be renewed if not requested by another borrower. Faculty and graduate student loans are extended for a longer period. All loans are subject to recall after three weeks. Materials requested for reserve use are subject to immediate recall. Fines accrue after the sixth day of notification for recall.

Interlibrary Loan: The primary purpose of the Interlibrary Loan Service is to locate, borrow when possible, and otherwise assist instructors and students in using outside library resources.

Reserve: The Langsam Library maintains a special collection of books that are in demand because of class assignments. Such books may be put on a “not to circulate” loan with the right of two-hour use within the building, or they may circulate overnight, or for use from one to seven days. Requests must be submitted on the special multi-copy request forms supplied by the Reserve Room.

Maps

- Maybe this is your first time teaching at UC or maybe it's just been a while since you've been on campus? Either way, if you're not certain how to get where you need to go, you can obtain directions and maps to east and west campus, Blue Ash College and Clermont College at <http://www.uc.edu/visitors.html>.

Medicare

- Federal law extends the hospital insurance portion of the FICA tax (Medicare) to employees of state and local governments hired after 31 March 1986. However, all employees of the State of Ohio continue to be exempt from Social Security tax, the retirement segment of the FICA tax.

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

Ombuds

- The office of the University Ombuds responds to the concerns of university students, faculty and staff by investigating complaints, referring problems to the appropriate university office, and the provision of mediation and conflict resolution services. For more information about this valuable service or to initiate an inquiry, contact the Ombuds at www.uc.edu/ombuds or **556-5956**.

Parking Decals

- Don't risk being late to class because you can't find a place to park. Park close by in a campus lot or garage. To obtain a parking decal, contact the parking office at www.uc.edu/parking

Public Safety

- UC's Department of Public Safety is comprised of four divisions: University Police, Emergency Preparedness, Parking Services, and Support Services. The University Police is the primary law enforcement agency for all UC campuses. Emergency Preparedness is responsible for fire safety and prevention and for the University's emergency operations plan. Parking Services operates and maintains all UC parking lots and garages on the main and branch campuses. Support Services provides business, emergency communications, and special events planning and coordination support for the Department. Each of the four divisions maintains its own web site.

The Department of Public Safety has installed blue HELP phones throughout the campus that are distinguished by an overhead blue light. These connect the caller directly to the dispatcher. You are encouraged to use these phones for any type of assistance (e.g. keys locked in car, dead battery, or emergencies). Police vehicles are equipped with jumper cables to assist faculty, staff, or students whose cars will not start. If the police are unable to provide the assistance needed, they will put you in contact with the proper office. Call **556-1111** for non-emergency help, or **911** for emergency help, or use the blue HELP phones to report a need for assistance. For more information or links to the separate web sites visit www.uc.edu/pubsafety

Impact Solution

- Impact Solution is the University of Cincinnati's employee assistance program. The purpose of Impact Solution is to provide all UC faculty, staff, and their families with confidential assistance in finding appropriate ways to cope with, and eventually resolve, personal problems. The program offers problem assessment, short-term counseling and referral. To access Impact Solution visit http://www.uc.edu/hr/benefits/choice_benefits/eap.html or call **556-6381**.

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

Restaurants and Vending

- There are many fine places both on and near campus where hungry faculty and students can grab a bite to eat before or between classes and there are vending machines located in all campus buildings. Check out the great restaurants you'll find on UC's *Main Street* at <http://www.uc.edu/mainstreet/shopdine.html>

Salary

- Paychecks are issued on a monthly basis. Normally, adjunct faculty members may expect their paychecks to begin the month after the beginning of classes and to continue for two additional months. Paychecks are distributed on the first of each month, unless it falls on a weekend or a holiday. In this case the check is available on the Friday prior to the first.

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

Sick Leave

- Bargaining unit adjuncts accumulate sick leave at the rate of 15 days per year pro-rated on a monthly basis while in active pay status up to a maximum of 300 days. Find out about more about your benefits as a member of UC's adjunct faculty at

http://www.uc.edu/hr/benefits/choice_benefits/ben_summaries.html

Anytime you must miss a class because of illness, you must contact your department head or department office to give advance notice so that arrangements can be made for a substitute or for announcements to be made to your students about how to proceed with assignments.

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

State Teachers Retirement System (STRS)

- As part of the adjunct faculty at the University of Cincinnati you will be providing for your retirement years through an account in the State Teachers Retirement System. Contributions will be deducted automatically from your compensation and may be refunded upon request if your Ohio public service ends prior to retirement. Get all the details at www.strsoh.org.

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

Tuition Remission

- By teaching a three-credit-hour course part-time you are entitled to take a comparable course without paying tuition. It's just one of the benefits offered to UC adjunct faculty. Earned or unused credit hours may be accrued up to a maximum of 11 credit hours, but must be used within 12 months of accrual. All the details and necessary forms are at www.uc.edu/hr/benefits/tuition_remission.html#eligibility.

If you're having trouble finding the answer to a benefits question online and want some live human advice, contact the Human Resources Service Center, at 556-6381 or by e-mail at hrpeis@ucmail.uc.edu.

Curriculum & Classroom Management & Grading

Blackboard

- Blackboard is an e-Education platform designed to transform the Internet into a powerful environment for the educational experience. A Blackboard site is made available for every course taught at the University of Cincinnati and you and your students are urged to take full advantage of this outstanding learning tool. For more information, you can contact the Blackboard help-line at blackboard@uc.edu or **556-1602**.

Canceling Classes

- As an instructor, should you be unable to attend a class you are scheduled to teach due to a personal emergency, e.g. illness or a death in your family, you should contact your academic unit head or dean as far in advance of the scheduled class as possible to arrange for a substitute or so that your students may be notified that the class is cancelled.

The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the President or a designated cabinet officer of the University of Cincinnati may issue an announcement of campus status as appropriate to the situation on the University web site, through the University e-mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as University of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specified time period.

1. Such announcement may specify that University of Cincinnati classes, with the exception of the College of Medicine, are canceled until or after a specified time, or for an entire day.
2. Such announcement may specify that all events or programs, including both University events and non-University events held in University facilities, are canceled.
3. Such announcements may specify that certain University offices and facilities are closed, except for the following essential offices that never close under any circumstances:

- Hoxworth Blood Center
- University Police
- Office of Residence Life/Housing Units
- Utility Plants
- Emergency Maintenance Operations
- College of Medicine and Medical Sciences Library
- Any research unit where the integrity of the research must be preserved
- Service units that routinely operate on a seven day per week, twenty four hour per day service schedule

Upon hearing the nature of the emergency, all occupants should leave their classrooms and/or offices, go where instructed, and not return until notified that it is safe to do so. Classes should then resume.

Class Attendance

- All faculty members are strongly urged to take attendance in their classes, though class attendance cannot be formally compelled.

Class Lists Online

- The Blackboard site for each course you teach contains a list of those students enrolled in the class annotated with the student's student ID number, home college, class, and major.

Classroom Scheduling

- To schedule or change a classroom call Classroom Scheduling at **556-6500** or fax the office at **556-3838**.

Course Re-take Policy

- Undergraduates may repeat five (5) courses for a total of no more than fifteen (15) credit hours. Under this registration option, only the second grade is used to compute the cumulative GPA.

To have only the "repeat" grade computed in the GPA, students must submit a completed application form no later than the fifteenth (15th) calendar day of the semester.

For more information see www.uc.edu/registrar

Course Syllabi

- The Faculty Senate advises faculty that course syllabi should include the following information:
 - Instructor's Name, Phone Number, Email Address, Office Number, and Office Hours;
 - Short description of the class, including a basic statement of the objectives of the class and the content to be covered;
 - Indication of the Breadth of Knowledge (BoK) area(s) of the University of Cincinnati General Education Program, if any, that the course has been designated as fulfilling;
 - Indication of the Baccalaureate Competencies of the University of Cincinnati General Education Program that the course addresses;
 - Prerequisites and co-requisites;
 - Titles and authors of required texts;
 - Tentative schedule of class meetings with an indication of topics to be considered, assignments and due dates, and examination dates;
 - Course Web Page Address (url);
 - Electronic Communication Policy;
 - Class Attendance Policy;
 - Pass/Fail Option, Audit Policy, and Withdrawal Policy;
 - Class Grading Policy;
 - Academic Integrity Policy;
 - Special Needs Policy;
 - Inclement Weather Policy;
 - Religious Observance Policy
-
- Other information pertaining to the class

Further, the Faculty Senate recommends that:

1. At the discretion of course instructors, complete course syllabi and other course material may be posted on the web in lieu of hard copy distribution. In the event that this option is used, the course instructor should assure that the students in the course can readily access this material.
2. All faculty should review the University of Cincinnati Policy with Regard to Copyright as this policy might relate to the development and presentation of course material.

Drop/Adds (Registration Changes)

- Once a student has completed registration, he/she may alter his/her schedule using Web registration or with a drop/add form that may be picked up in the college office or from the One Stop Student Service Center. The student should complete the form and take it to the Registration Office in University Pavilion for processing.

Drop/adds are used to add or drop classes, to change from credit to audit, graduate to undergraduate, or vice versa. Section changes and credit hour changes in variable credit hour courses are also accomplished using the drop/add form.

The last day to add a course is Friday of the first week of classes. After Day 16 of the semester, a student dropping a course must obtain the signature of the instructor teaching the course. The instructor must indicate the grade of "W" or "F" on the form. The grade is assigned at the discretion of the instructor. For more information see www.uc.edu/registrar

Electronic Classroom Support Services

- Electronic Classroom Support Services (ECSS) provides technical support for electronic classrooms. To report classroom problems or request information for assistance, please call **556-1977** or contact ecss@uc.edu.

Hours: M-F 7:30 a.m. to 10:00 p.m. Saturday 8:00 a.m. to 4:00 p.m. Hours may vary during semester breaks. Call for appointments. **Location:** ECSS is located in 300C Zimmer.

Description of Services

1. Provide support to electronic classrooms
2. Offer training in the use of electronic classroom equipment
3. Provide technical support on an emergency basis
4. Maintain electronic classroom computer systems
5. Provide network support
6. Deliver multimedia equipment to non-equipped classrooms
7. Exam grading
8. Provide analog and digital satellite services
9. Video conferencing

Final Exams, Make up Exams, and Exam Schedules

- Each semester, the University Registrar publishes a final examination schedule. Final exams cover course material from the entire semester. Instructors must give final exams according to this printed schedule and during the designated week at the listed times. Typically, instructors proctor examinations in their regular classrooms.

Instructors cannot deviate from the published examination schedule without notice to the Registration and Scheduling Office and the approval of the Calendar and Examinations Committee. Generally, faculty convenience and unanimous student approval are not considered valid reasons to alter final examination times.

Students with three examinations on one day may reschedule at least one exam. Students with three examinations on a single day may postpone or reschedule one—with an instructor's permission. Students who have difficulty rescheduling examinations should be directed to their College offices.

Exam schedules are available on the web at www.uc.edu/registrar.

General Education (Gen Ed)

- The General Education Program fosters an important intellectual attitude: commitment to and participation in a life of thought and continuous learning. The Program includes three essential parts: a **Baccalaureate Competencies** component, a **Breadth of Knowledge (BoK)** component, and a **Program/Major** component.

Baccalaureate Competencies are the critical abilities shared by all educated persons, and they comprise a major component of the General Education Program. There are four Baccalaureate Competencies: **Critical Thinking**, **Effective Communication**, **Knowledge Integration**, and **Social Responsibility**. Rather than create a set of specific courses to address these, the General Education Program emphasizes the development of these abilities in all undergraduate courses, particularly those that fulfill a BoK requirement.

Breadth of Knowledge includes ten different academic areas. **English Composition** is one, and all students must complete a minimum of two 3 credit-hour English Composition courses. The six areas of **Fine Arts, Historical Perspectives, Humanities, Literature, Natural Sciences,** and **Social Sciences** are identified as the **Distribution Areas**. All students must complete a minimum of eight 3 credit-hour courses selected from a minimum of five of the Distribution Areas. **Quantitative Reasoning, Diversity and Culture,** and **Social and Ethical Issues** are three additional areas, and all students must complete at least one 3 credit-hour course or an equivalent experience in each.

Program/Major Requirements, which comprise the third major component of the General Education Program, includes two items: **Methodology** and **Capstone Experience**.

All baccalaureate degree students entering the University of Cincinnati in the fall of 2001 or later and graduating in 2005 or later must fulfill the General Education Program requirements. Students enrolled in the University of Cincinnati prior to fall, 2001 need not fulfill the General Education Program if they complete their baccalaureate degrees by spring, 2008. Following this date, all candidates for a first baccalaureate degree must fulfill the requirements of the General Education Program. (Exceptions might be made for students who were enrolled prior to fall, 2001 in extended programs.)

For more information see www.uc.edu/gened.

Grade Grievances

- The University-wide student grievance procedure adopted in 1993 provides for student-faculty College Grievance Review Committees (CGRC), which consider complaints of capricious or biased academic evaluation. Either a student grievant or the faculty respondent may appeal a CGRC decision to the College Dean who “shall have the authority to accept and implement or modify the decisions of the CGRC. If the grievance alleges capricious or biased academic evaluation and the CGRC finds in favor of the grievant, the College Dean and may exercise his/her authority to alter the grade.”

A College Dean may only initiate steps to change a grade if the CGRC finds in favor of the student grievant(s). A Dean's authority to alter a grade is governed by College grading policies adopted by the faculty. Some units require that a student's work be reevaluated by professors in the subject area for the final determination of an appropriate grade.

Grade Changes

Principles of academic freedom vest in course instructors the authority to evaluate individual student performances. Only instructors assigned to teach a course may award or change grades for that course. In exceptional cases described elsewhere, a grade may be changed by others if a grievance committee finds arbitrary and capricious evaluation.

For the first year after a course is completed, the course instructor alone has the responsibility to change any grade that was erroneously reported, even if that year extends beyond a student's certification for graduation. After one (1) year and for three (3) additional years or until graduation (whichever comes first), the instructor may change undergraduate grades only with College approval. Any undergraduate grade change after the above deadlines requires the approval of a seven-member appeals panel appointed by the University Grading Appeals Panel. Grades for graduate research credit never require a second signature. For more information see www.uc.edu/registrar

Grading

- Listed below is the undergraduate grading scale used by the University of Cincinnati. For more information about grades see www.uc.edu/registrar/.

A	Excellent	4.0000
A-		3.6667
B+		3.3333
B	Good	3.0000
B-		2.6667
C+		2.3333
C	Satisfactory	2.0000
C-		1.6667

D+		1.3333
D	Poor	1.0000
D-		0.6667
F	Fail	0.0000
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000
I/F	Failure	0.0000
W	Withdrawal (Official)	N/A
WX	Withdrawal (Official) - No Participation	N/A
UW	Unofficial Withdrawal	0.0000
X	Unofficial Withdrawal - No Participation	0.0000
SP	In Progress - Satisfactory Progress	N/A
UP	In Progress - Unsatisfactory Progress	N/A
NP	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

Explanation of Grades

"I" (Incomplete)

Instructors use the "I" when students fail to submit all of required coursework by the end of the semester. Instructors should only award the "I" if it is possible for students to complete the work without class attendance.

I/F (Failure)

If the "I" remains on the student's record at the end of one (1) year after the semester has ended, the "I" will change to the "I/F" (Failure).

P (Passing)

P (Passing) grades reflect coursework attained at a "D-" or better level.

"WX" (Official withdrawal, Non-attendance/participation)

Instructors will record a "WX" for those students who officially withdrew from the class (as denoted on the Online Class Grading roster by either "EW" or "W") but who never

attended any classes and did not submit any assigned work.

"UW" (Unofficial Withdrawal, Attendance/participation)

Instructors will record a "UW" (unofficial withdrawal) only for students who cease to attend a class following some attendance or participation.

"X" (Unofficial Withdrawal, Non-attendance/participation)

Instructors will record an "X" on the final grade roster for students who never attended any classes and did not submit any assigned work.

"SP" (In Progress-Satisfactory Progress) and "UP" (In Progress-Unsatisfactory Progress)

The "SP" and "UP" grades are used only for those courses approved by College committees to have an extended grading period.

"NP" (Not Proficient)

The "NP" is used only for 103-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate College committees.

Petitions

- Students who are closed out of a class may submit a "petition" to enter the course with a registration (add/drop) form that may be obtained from the college or from One Stop Student Service. The decision to add students via this process rests with the individual instructor and should be constrained by instructional objectives and room capacity. Each classroom has a room capacity that may not be exceeded due to fire codes. If you are unsure of the room's "official capacity" you can check the course printout in your department or call Classroom Scheduling at **556-6500**.

Record Maintenance

- Have a question about a student's records or how or what to maintain in your own files? Call Student Records at **556-9900** or fax the office at **556-8000**.

Registration

- Course registration is performed and verified through the University's One-Stop Student Service page on the

University web site www.onestop.uc.edu. Students or faculty who have questions not answered on the site can call the Registrar's Office at **556-6505** or send a fax to **556-6579** or visit the office located on the second floor of the University Pavilion.

Teaching Tips

In addition to the advice and help available to you through your college department and the many other resources of the University of Cincinnati, there are many places on the Internet, such as the Chronicle of Higher Education (www.chronicle.com) where you can find valuable tips that will help you in preparing your course and functioning in the classroom. Here is one to get you started, and don't forget to check their list of links for more: www.adjunctnation.com

- The University of Cincinnati Information Technology Department (UCITS) handles technology issues. For details see www.uc.edu/ucit.html.

Help Desk

The UCIT Help Desk provides first-level support for Data/Phone Communications and all computing concerns for UC faculty, staff, and students. This support includes the mainframe, file servers, e-mail servers (Exchange and UConnect), Blackboard, UC Flex, and wireless access from home. Phone **556-HELP (556-4357)**. Hours: M-F 7:00 a.m. to 9:00 p.m. Saturday and Sunday: 8:00 a.m. to 9:00 p.m. Location: East campus, University Hall, suite 400.

Textbook Orders Online

- You can order textbooks for your courses online through the University of Cincinnati Bookstore at www.uc.edu/bookstore.

Transcripts

- Official copies of student transcripts are available for \$6. A 24-hour recorded message on how your students may obtain a transcript can be accessed at **556-9912** or at www.uc.edu/registrar.

Veterans Educational Benefits

- Veterans in your classes in need of advice on their educational benefits should be referred to **556-6811** or to www.uc.edu/registrar for information and assistance.

Instructional Support

Blackboard

- The University of Cincinnati has adopted Blackboard as its courseware management system. It is a comprehensive and flexible learning software platform that delivers a course management system, as well as a customizable institution-wide portal and online communities.

To find out how to set up with Blackboard, call the UCIT Faculty Technology Resources Center (FTRC) at **556-1602**. See the Blackboard support site at <http://blackboard.uc.edu/support/>.

Center for the Enhancement of Teaching & Learning (CET&L)

- Founded in 2002, the CET&L actively promotes a variety of pedagogy initiatives within a framework that integrates two related areas of concern: student success and student learning, on the one hand, and the goals of faculty development and enhanced teaching, on the other. These initiatives, which include learning communities, service learning, problem-based learning, distance learning first year experience, interdisciplinary studies, and global studies, should reinforce each other in more efficient and collaborative ways. For more information see www.uc.edu/cetl.