



## Contracted Faculty of Practice Instructional Policies

A compendium of CSP faculty policies specific to the role and responsibilities  
of Contracted Faculty of Practice

### MISSION STATEMENT

The mission of Concordia University, St. Paul, a university of The Lutheran Church — Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, for enlightened care of God’s creation, all within the context of the Christian Gospel.

### VISION STATEMENT

The vision of Concordia University, St. Paul is to be a Christ-centered, nationally prominent Lutheran university known for excellence and innovation that fosters success for all students.

### THE CONCORDIA PROMISE

Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits.

These policies are a selected portion of academic policies specific to the role and responsibilities of Contracted Faculty of Practice. Concordia University reserves the right to amend or deviate from the policies or parts of these policies at its discretion.

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## 2. FACULTY POLICIES

### 2.16 SPECIAL APPOINTMENT INSTRUCTIONAL STAFF

Special appointment instructional staff are instructors who hold the status of Contracted Faculty of Practice, Visiting Professor/Lecturer, Professor Emeritus, or Full-time Staff with Teaching Load. They do not normally accrue time toward tenure, promotion, or sabbatical and are usually ineligible for institutional funds allocated for advanced study or faculty development grants while holding this status. The Concordia Plans apply to those meeting eligibility requirements (Section 2.83). Initial appointments are probationary. Special appointments of instructional staff are dependent on adequate enrollment in the proposed instructional load.

#### A. **Contracted Faculty of Practice**

Contracted Faculty of Practice is usually a part-time temporary employee of Concordia University. Appointment is made by the dean of the college upon recommendation of the department chair. Contracted Faculty of Practice:

1. usually have less than a half-time teaching load;
2. meet or exceed the credential criteria required of academic rank faculty members;
3. are screened by the department chairs and interviewed by the dean of the college;
4. may be interviewed by the President, at his request, if a first-time appointment;
5. are appointed on a term basis by the dean of the college;
6. receive a term contract (Section 2.17G1);
7. adhere to university standards of professional classroom practice (Section 2.40);
8. are expected to be available and responsive to student needs;
9. conduct classes at a level appropriate to the level of the assigned course and decide course content and text selection in consultation with the department chair;
10. under certain circumstances may be granted professional development funds. Interested candidates should contact their department chair.

#### B. **Visiting Professor or Visiting Lecturer**

This title is assigned to individuals who hold or who have held academic rank at another institution of higher education or have accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts or in the business and/or professional community). Visiting professors or lecturers are appointed to teach or to teach and pursue other duties at Concordia University for a limited period of time.

All such appointments are on term contracts for full or part-time status. The process of appointment shall be by the president upon recommendation by the department chair to the dean of the college.

#### C. **Professor Emeritus**

This rank may be assigned by special resolution of the Board of Regents to ranked professors who have limited or terminated their responsibilities as a ranked faculty

member due to retirement. A professor emeritus is so designated and appointed by the Board of Regents upon recommendation by the president and the dean of the college(Synodical Handbook 6.53).

**D. Full-time Staff Teaching One or More Courses**

Full-time staff members, (not faculty members), with credentials and experience in a specific area may be invited by the VPAA in consultation with the department chair and the dean of the appropriate college to teach on a course-by-course basis. Contractual arrangements are made by the dean of the college in consultation with the department chair and the VPAA.

POLICY NUMBER: 2.16

POLICY NAME: Special Appointment Instructional Staff

REVISED: June 24th, 2020

COMMITTEE: Faculty Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE:

## 2.31 FACULTY ROLES AND RESPONSIBILITIES

- A. To meet its educational goals, Concordia University is committed to cooperation among the Board of Regents, the administration, the staff, the faculty, and students. The broadest possible exchange of information and opinion is necessary for effective planning and implementation of the university's educational objectives.
- B. Each constituency of the academic community has different initiating and decision-making responsibilities. The responsibility for initiating and formulating recommendations for the appropriate decision-making body is ordinarily exercised through the various committees of the university.
- C. The faculty carries forward its obligations with respect to academic affairs chiefly in the faculty senate meeting and through its representatives on appropriate standing committees of the university. Additional faculty responsibilities are fulfilled by participation on committees of the Board of Regents, the administration and department governance, and/or ad hoc committees.
- D. In general, initiation of educational policy shall rest with the faculty.
- E. No exercise of powers herein conferred on the faculty, which in the judgment of the president of the college involves a major issue in the educational policy of the university, shall take effect without the concurrence of the president of the university and the approval of the Board of Regents. The power of review or final decision in these areas is lodged in the Board of Regents or delegated by it to the president. Only in exceptional circumstances, however, is non-concurrence exercised, and the reasons for the action are communicated to the faculty.
- F. Specifically, the faculty:
  1. is concerned with the enrichment of spiritual life among students, faculty, and academic staff.
  2. develops, constructs, delivers, and evaluates the curricula of the university.
  3. sets standards for extra-class and co-curricular life and activities of the students.

4. reviews policies and regulations that contribute to the maintenance of wholesome conditions of instructional staff service and welfare.
5. requests reports from the various administrative officers.

POLICY NUMBER: 2.31

POLICY NAME: Faculty Responsibilities: University Policies

DATE: May 19, 1999

REVISED:

COMMITTEE: Faculty Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE:

## 2.40 FACULTY PERSONAL CONDUCT

The professional conduct and expectations of Concordia University's instructional staff shall uphold the mission statement of the university. This shall be expected in relationships to the profession, to the students, to colleagues, and to the institution.

### A. Relationships to the profession

1. Develop and improve competence in teaching and scholarly mastery of one's discipline.
2. Engage in one's professional organizations; growing in knowledge of the discipline and/or enhance one's teaching skills.
3. Demonstrate the interrelationships of one's own discipline to other disciplines, thereby promoting a true liberal arts education for one's students.
4. Practice intellectual honesty in respect to one's discipline and recognizing the values of the disciplines taught by others.
5. Review, revise, and update one's teaching materials and methods on a regular basis.

### B. Relationships to students

1. Meet assigned classes promptly and regularly.
2. Provide timely and just appraisal of students' work and recognizes the right of students to review their work and grades.
3. Is available to students for course work assistance and other types of advising as requested by the student.
4. Protects the students' right of academic freedom.
5. Treats in confidence the student's weaknesses, needs, and failures, and reveals them only in a professional manner when necessary for the welfare of the student or the institution.

### C. Relationships to Colleagues

1. Provides support, encouragement and constructive criticism of colleagues and the institution in a professional, and if necessary, confidential manner. Also promotes mutual trust and consideration among faculty, and defends colleagues under unjust attack.
2. Supports each faculty member's right to academic freedom and demonstrates respect for each faculty member's opinions and discipline.
3. Secures permission and gives credit for using the findings of colleagues.

### D. Relationships to the institution

1. Assists the administration as time and ability permit.

2. May serve on committees/boards outside the university, but may not speak in an official capacity on behalf of the university. This authority is the responsibility of the President's Cabinet and/or the President and/or the Board of Regents.
3. Recognizes the primary responsibility of fulfilling institutional assignments and carefully controls the amount and character of work outside the university.

POLICY NUMBER: 2.40  
 POLICY NAME: Personal Conduct  
 DATE: January 19, 2000  
 REVISED:  
 COMMITTEE: Faculty Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE:

## 2.41 FACULTY ETHICAL VALUES STATEMENT

**Faculty are invited to conduct their relationships with other faculty, staff, alumni, students, and administration in a manner that reflects the values of the University. These values include:**

- **Integrity:** We recognize that faculty serve as role models for students and other colleagues and thereby need to exemplify and witness the faith and values of our University.
- **Faithfulness:** We recognize the power of our words and actions to those with whom we speak. We speak positively about the university and its Christian mission to all of our constituencies. Within the University's structure, we engage in responsible discourse and activities that promote growth supporting the University's mission.
- **Patience:** We recognize that success comes from persistent efforts and the belief that relationships and people can be forgiven and restored. We teach and relate in a manner that reflects the belief that all individuals are learning and growing daily.
- **Respect:** We recognize the importance of treating others with dignity. We teach in a manner that is consistent and fair.
- **Accountability:** We recognize that we are responsible for our own actions and the consequences of those actions. We teach with the understanding that students need to be held accountable for their choices.
- **Empathy:** We recognize the importance of having realistic expectations of students and colleagues and recognize the uniqueness of each individual. We understand that each of us has our own strength and weaknesses. We also expect and assume the best from our colleagues.
- **Cooperation:** We recognize that we are in partnership, not rivalry, with our colleagues. We celebrate and rejoice in the success of others while accepting feedback gracefully.

This list is not exhaustive. It suggests the collegial behavior we wish to model as Concordia University faculty. These values grow from the mission of Concordia University, St. Paul, from its understanding that the Christian Gospel proclaims a freedom in Christ for responsible service to each other.

POLICY NUMBER: 2.41  
 POLICY NAME: Faculty Ethical Values Statement  
 DATE: Approved by Faculty Senate May 14, 2003  
 REVISED:  
 COMMITTEE: Faculty Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE:

## 2.71 STATEMENT ON ACADEMIC FREEDOM

- A. Concordia University seeks to develop the whole person. In the pursuit of this purpose and in keeping with Concordia University's mission statement the faculty and students of Concordia are free to investigate, to teach, to learn, and to discuss those things which have interested scholars and other educated men and women.
- B. Members of the instructional staff including faculty members are entitled to all the liberties which are accorded citizens of our country, subject only to the demands of their profession.

POLICY NUMBER: 2.71  
 POLICY NAME: Statement on Academic Freedom  
 DATE: Pre 1997/98  
 REVISED: April 13, 2005  
 COMMITTEE: Faculty Senate  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE:

## 2.781 FACULTY GRIEVANCE PROCEDURE INVOLVING STUDENTS

Students are accountable to behave in accordance with the Code of Student Conduct (Student Handbook, Section 118). In the academic environment of the classroom, any student whose conduct conflicts with the University's stated principles and guidelines may be asked to leave the classroom by the professor. The professor will then follow the guidelines presented in S.H. 118, Disciplinary Procedures. The disciplinary procedure starts with a written report given to the Judicial Officer. Professors may file an incident report for any violation to the Code of Student Conduct and are not limited to the classroom environment. Incident report forms are available in the office of the Vice President for Student Affairs or online in the Student Handbook appendix.

POLICY NUMBER: 2.781  
 POLICY NAME: Faculty Grievance Procedure Involving Students  
 DATE: March 9, 2003  
 REVISED:  
 COMMITTEE: Faculty Senate  
 ADMINISTRATORS: Vice President for Academic Affairs, Vice President for Student Affairs  
 OBJECTIVE:

## 2.782 STUDENT GRIEVANCE PROCEDURE REGARDING FACULTY

### A. Introduction

Concordia University is committed to a policy of treating fairly all members of the University's community in regard to their personal and professional concerns. However, times do occur in which students think they have been mistreated. This procedure is provided in order to ensure that students are aware of the way in which their problems with a faculty member can be resolved informally and to provide a more formal reconciliation process when needed.

### B. Definition



A grievance is defined as dissatisfaction occurring when a student believes that any conduct or condition affecting his or her academic performance is unjust or inequitable. A grievance arises when a student believes, based on established academic policies and procedures (as per the course syllabus), that he or she has been treated in an arbitrary or capricious manner by a member of the university faculty.

### **C. Grievances Covered by this Policy**

A grievance against a university faculty member arises when a student believes he or she has been subjected to inappropriate behavior by a faculty member acting within their role and duty. (Some examples could include: “my professor makes insulting remarks,” “my professor grades males harder than females,” “my professor did not cover the material in the syllabus,” etc.)

### **D. Grievances Not Covered by this Policy**

1. This policy relates to student grievances regarding faculty behavior. It does not relate to those grievances regarding sexual harassment (Faculty Policy Appendix A) or academic grievances (Student Handbook 118E).
2. Title IX Reports – issues of sexual harassment, discrimination or sexual misconduct should be reported to the Title IX Coordinator, Milissa Orchard. An online report may also be made by going to [www.csp.edu/reporting](http://www.csp.edu/reporting) and completing the form.

### **Bringing a Complaint:**

#### **A. Informal Grievance Resolution**

In keeping with the University’s Mission Statement and in following the guidelines presented in Matthew 18:15, a student will first speak directly to the faculty member regarding his/her grievance. (The student is welcome to bring along a support person to the discussion.)

#### **B. Formal Grievance Resolution**

1. Formal complaints by students need to be brought forward within 30 days of the alleged incident.
2. If the complaint is not resolved by speaking with the faculty member, the student will confer directly with the faculty member’s direct supervisor, and in so doing, will initiate the mediation process. If the student has bypassed talking directly with the faculty member, the supervisor will send her/him to talk with that faculty member. At no time will the faculty member be asked to defend charges without knowing who is making the charge.
3. As the first step in the mediation process, the student will present the faculty member’s supervisor with a written complaint. A copy of the complaint will be given to the faculty member at least one day prior to the scheduled mediation. Mediation will involve the supervisor (or a faculty member appointed by the supervisor), faculty member and student. The student may bring a support person with him/her to the mediation meeting.
4. If mediation is unsuccessful, and the supervisor finds the complaint to be substantial, the next step may be taken. The supervisor will take the student’s written statement and, if submitted, the faculty member’s written response to

the next direct supervisor (usually the College Dean or V.P. of Academic Affairs). The two supervisors will first meet with the student and then with the faculty member. If deemed necessary, the supervisors will contact Human Resources to arrange for an investigation into the complaint by a trained arbitrator.\* If there is an investigation, the faculty member will be notified at least 1 day prior to the start of the investigation. The arbitrator's report will be shared with the faculty member and the student. The faculty member's direct supervisor will keep the written report. During the arbitration investigation, any discussions with the student and faculty member may be recorded and must be kept confidential. All parties involved in these proceedings are held accountable for keeping the information confidential.

- If the faculty member is put on leave during the investigation, the faculty member will receive a letter informing him/her of the status of the leave (ex. duration, pay, status etc.).
  - If the faculty member deems it appropriate to seek legal counsel, Concordia University will interpret that choice as a part of the faculty member's due process and not as an act of ill faith.
5. If the grievance is substantiated during any step of the process, the next supervisor (V.P of Academic Affairs or the President) will be involved to determine the appropriate action to take with the faculty member. This resolution is final.

**\*Arbitration:** A faculty person should have fair, unbiased arbitration when a formal complaint is filed and the appropriate resolution process, although followed, has been unsuccessful. The arbitrator will be trained in the arbitration process and its legal ramifications. During the arbitration process, the arbitrator will speak to the person who has made the allegation and then to the faculty member being charged. Each person may submit a list of contact information for people who could give pertinent information and who may be interviewed.

POLICY NUMBER: 2.782

POLICY NAME: Student Grievance Procedure Regarding Faculty

DATE: May 16, 2003

REVISED: April 14, 2015

COMMITTEE: UPC

ADMINISTRATORS: Vice President for Academic Affairs, Vice President for Student Affairs

OBJECTIVE:

## 2.894 INTELLECTUAL PROPERTY RIGHTS POLICY

### Preamble

The parties to this agreement believe that the University's interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the University and its learning communities reasonable access to, and use of, the intellectual property for whose creation the University has provided assistance.

The University supports the development, production, and dissemination of intellectual property by its faculty members.

### **What is Intellectual Property?**

When used in this agreement, the term "Intellectual Property" shall be understood collectively to mean Copyrights, Patents, Patent Applications, and discoveries which are not protectable under the U.S. Patent laws, and Copyrights.

When used in this agreement, the term "Copyright" shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authorship" (including computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. "Tangible media" include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

When used in this agreement, the term "Patent" shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant, including cultivated sprouts, mutants, hybrids, and new found seedlings, other than a tuber propagated plant or plant found in an uncultivated state.

### **Who Owns the Intellectual Property?**

Intellectual property created, made, or originated by a faculty member\* shall be the sole and exclusive property of the faculty member author or inventor, except as he or she may voluntarily choose to transfer such property, in full, or in part, except as provided below:

- A. In accepting grants, fellowships, or other donations for research projects from private business or industry and from the federal government, the University generally must obligate itself to such sponsors under invention and patent clauses in the agreement with such sponsors. In these situations, the sponsor and/or the University may be the owner.
- B. If the University has specifically directed the faculty member to engage in research and a written agreement is entered into between the University and the faculty member, then the resulting intellectual property shall be owned as set forth in such written agreement.
- C. The University shall own copyright in the following three circumstances:
  - D. The University expressly directs a faculty member to create a specified work, or the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement.
  - E. The faculty member author has voluntarily transferred the copyright, in whole or in part to the institution. Such transfer shall be in the form of a written document signed by the faculty member author.

- F. The University (including without limitation natural persons, employees, agents, consultants and contractors of the University) contributed to a "joint work" under the Copyright Act. The University can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such latter arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this policy.
- G. Intellectual property owned by the University may generally be used by faculty members in the performance of their duties at the University; provided, however, that the University may prohibit such use upon written notice to the faculty member (e.g., in the case where a research sponsor has prohibited such use). Any other faculty member use of intellectual property owned by the University must be approved by the University. Faculty members are encouraged to negotiate with the University a contract which clearly delineates the use and dissemination of any of the above work.
- H. Any and all trademarks, service marks, trade names, and other indicia, marks, and designations of the University are the sole and exclusive property of the University. Such marks are not included under the term intellectual property and no rights to any of such marks are granted and/or conveyed to any faculty member hereunder.

#### **WHO MAY USE THE INTELLECTUAL PROPERTY?**

Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the faculty author, but the University shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.

In an agreement transferring copyright for such works to a publisher, faculty authors shall provide rights for the University to use such works for internal instructional, educational, and administrative purposes.

#### **DISTRIBUTION OF ANY FUNDS GENERATED**

Funds received by the faculty member from the sale, licensing, rental, lease, and/or other disposition of intellectual property owned by the faculty member author or inventor shall be allocated and expended as determined solely by the faculty member author or inventor.

Funds received by the University from the sale, licensing, rental, lease, and/or other disposition of intellectual property owned by the University shall be allocated and expended as determined solely by the University.

Funds received by the faculty member and the University from the sale of intellectual property owned jointly by the faculty member and the University shall be allocated and expended in accordance with a specific agreement. If no written agreement is in place, then the parties agree

to submit the issue to the Intellectual Property Policy and Rights Committee. The parties agree to be bound by the determination of that committee.

In the event of multiple creators, the creators will determine the allocation their individual shares when the work is first undertaken. If no written agreement is entered into prior to undertaking the work, then the parties agree to submit the issue to the Intellectual Property Policy and Rights Committee. The parties agree to be bound by the determination of that committee.

## **HOW TO RESOLVE EMERGING ISSUES AND DISPUTES**

The Intellectual Property Policy and Rights Committee will be composed of six members equally apportioned between faculty (elected by the Faculty Senate) and University administration (appointed by the president or his designee). The committee members shall elect a chair from among themselves each year and will convene only when called upon to address issues or resolve disputes regarding intellectual property rights. At the time of initial appointment or election, each member shall be designated as serving a one or two, or three-year term, so that the term of one faculty committee member and one administration member will expire each year and replacements will be appointed or elected each year. After the first appointment subsequent members shall serve a three-year term, commencing on July 1 and terminating on June 30. Committee members may serve one additional three-year term.

A seventh member shall also be included on the Committee each year. The term of the seventh member shall be for one year commencing on or about July 1 and terminating on the following June 30. The seventh member shall not vote except for the purpose of breaking a tie vote among the other members of the Committee. The seventh member may not be a member of the University or faculty. Such seventh member shall be selected by a majority of the Committee as the first order of business by the Committee at the start of each term (e.g., at the first meeting of the Committee subsequent to July 1). It is recognized that the seventh member may not be called upon to attend every meeting of the Committee and that such seventh member will generally be selected from the local or regional community (e.g., an educator, businessperson, academic, politician or other person).

The Committee shall monitor and review technological and legislative changes affecting intellectual property policy and shall report to relevant faculty and administrative bodies, when such changes affect existing policies.

The Committee shall serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

In many cases where ideas, inventions, and discoveries are produced within the University, it is difficult to trace the origin to a specific individual or individuals and often difficult to determine the relative rights of the individuals and organizations, including the University, involved. Therefore, disputes over ownership, and its attendant rights, of intellectual property will be decided by the Intellectual Property Policy and Rights Committee. However, the purpose of this committee is not to address copyright "fair-use" issues.

The Committee shall make an initial determination of whether the University or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. The Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own.

The Committee will review the merits of inventions, and other creations, and make recommendations for the management of the invention, including development, patenting, and exploitation.

If the University and/or the inventors/creators disagree with the determination of the committee, then the University and/or he/she may appeal to binding arbitration. The cost of the arbitration shall be borne equally by the University and the creator(s).

\*Note: This policy is intended to apply to all members of the university community – faculty, staff, administration, and students.

Policy based on suggestions and guidelines created by  
American Association of University Professors,  
1012 Fourteenth Street, NW, Suite #500; Washington, DC 20005

Reviewed by lawyers May, 2002

Recommended to Senate by Faculty Policies Committee May 7, 2002

POLICY NUMBER: 2.894  
POLICY NAME: Intellectual Property Rights Policy  
DATE: May 15, 2002  
REVISED:  
COMMITTEE: Faculty Policies Committee  
ADMINISTRATORS: Vice President for Academic Affairs  
OBJECTIVE:

## 3. ENRICHMENT

### 3.24 CHAPEL SERVICES

Chapel services for students, faculty, and staff are held when traditional classes are in session and at other times as announced. The campus Chapel will be the normal location of services, but other venues may be announced as needed. Regular attendance at chapel is encouraged.

SERVICE NUMBER: 3.24  
SERVICE NAME: Chapel Services  
DATE: November 3, 1999  
REVISED: November 18, 2014  
COMMITTEE: Faculty Policies Committee  
ADMINISTRATORS: President  
OBJECTIVE: To support the faith life of the Concordia University campus

### 3.34 CONVOCATIONS

- A. Concordia University will support, through budgeting and scheduling, an ongoing series of convocations throughout the traditional school year. The frequency of these events will be approximately two per month and will normally be facilitated by the Faculty Scholarship Center Director.
- B. The intent of this Convocation series is to supplement the educational experience of the Concordia community and to provide an atmosphere of lifelong learning beyond the classroom setting.
- C. Convocation attendance may be required of students by their professors in support of coursework.
- D. Like Chapel, classes and other campus activities should not be scheduled in conflict with the announced convocation program schedule.

SERVICE NUMBER: 3.34  
 SERVICE NAME: Convocations  
 DATE: February 2, 2000  
 REVISED: October 21, 2014  
 COMMITTEE: Faculty Senate  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE:

### 3.40 FACULTY MEETING AND COMMUNITY SPACE

- A. Faculty meeting and community space is required for faculty interaction, meetings and community building.
- B. A faculty lounge is located on the third floor of the administration building.
- C. It is open for eating lunches, reading, relaxation, and informal conversation.

SERVICE NUMBER: 3.40  
 NAME: Faculty Meeting and Community Space  
 DATE: October 20, 1999  
 REVISED: March 8, 2013  
 COMMITTEE: Faculty Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE:

## 6. UNDERGRADUATE ACADEMIC POLICIES – CURRICULUM

### 6.12 DEGREE DEFINITIONS

- A. **Credit:** A semester credit is typically 45 hours of engaged time.
- B. **BA Major:** Normally 30 to 44 credits taken in courses in one area or related areas of study.
- C. **BA Independently Designed Major:** Normally 30 to 39 credits constituted by courses from a range of academic disciplines.

- D. **BA General Studies Major:** Constituted as the successful completion of 30 approved credits of which no more than three courses may be applied to the General Education requirement.
- E. **BA Sans Major:** Constituted as the successful completion of two minors in lieu of a traditional major. Only one of the minors may be independently designed.
- F. **BS Major:** Normally 40 to 60 credits taken in courses in one area or related areas of study.
- G. **BS Independently Designed Major:** Normally 40 to 54 credits constituted by courses from a range of academic disciplines.
- H. **BFA Major:** A professional degree in the fine arts, consisting of up to but not exceeding 80 credits taken in courses in one area or related areas of study as recognized by relevant accrediting agencies.
- I. **AA Degree:** A minimum of 60 credits, including completion of the equivalent of the bachelor's degree general education curriculum.
- J. **AAS Degree:** A minimum of 60 credits, which includes a minimum of 20 general education credits and a minimum of 30 program-related occupational or technical credits, and is intended to serve as preparation for employment.
- K. **Emphasis:** An intentional subset of a major consisting of 9 to 14 credits.
- L. **Minor:** 15 to 21 credits taken in one area or in related areas of study.
- M. **Independently Designed Minor:** 15 to 21 credits constituted by courses from a range of academic disciplines.
- N. **Endorsement:** An approved course of study that is added to an education major.
- O. **General education:** A part of the curriculum outside one's major and/or minors that ensures an undergraduate education encompassing a broad range of topics, skills and values reflecting Concordia's mission and purpose.
- P. **Certificate:** A set of courses of at least 9 credits that does not typically fulfill graduation requirements for a major, minor, or emphasis.
- Q. **Church certification:** A course of study that leads to certification for commissioned ministries in The Lutheran Church--Missouri Synod.
- R. **Licensure Program:** A course of study that leads to professional licensure.
- S. **Prospectus:** An abbreviated syllabus, a brief proposal for a newly developed course.



- T. **Syllabus:** A cognitive map or blueprint for a course. Among other things, it includes the learning goals for the course, the means by which the goals are to be achieved, and the assessment procedures for measuring student achievement.
- U. **Semester:** A minimum of fifteen learning weeks of instruction as defined by federal financial aid regulations. A semester consists of two terms.
- V. **Term:** Eight learning weeks.
- W. **Writing Intensive:** Writing-intensive courses are those in which writing is used as a central method of instruction and evaluation of student performance. A central component of writing-intensive course final grades will include an evaluation of the quality of the students' written thought.

POLICY NUMBER: 6.12

POLICY NAME: Definitions

DATE: Approved by Faculty Senate: November 7, 2001

REVISED: Revised by UPC on November 23, 2021

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: Faculty oversight of the curriculum

## 6.65 OFFICIAL OFF-CAMPUS ACADEMIC ACTIVITIES

- A. When official off-campus academic activities conflict with other classes, arrangements must be made by the instructor with the approval of the department chair and dean of the college. The activities should be planned in advance and indicated on the course syllabus which is given to the students at the beginning of the semester.
- B. If students are to be charged, the costs should be included in a special fee for the class and indicated as such in the university catalog and on the course syllabus.
- C. The instructor/event leader is responsible for preparing a written notice which the students will use to communicate their absence to instructors of courses being missed. Missed tests, quizzes, and other class activities are to be made up as announced by the instructors of the classes missed. Every attempt should be made to schedule official activities at times for the least disruption of the regular class schedule.

POLICY NUMBER: 6.65

POLICY NAME: Field Trips and Other Official Off-Campus Activities

DATE: Approved by Faculty Senate December, 2003

REVISED: December 13, 2016 by UPC

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE:

## 6.70 CLASS ROSTERS AND GRADING

- A. Instructors are responsible for managing their course enrollment(s).

- B. All students registered for the course are expected to be in class attendance. If a student on the roster has never attended, the appropriate office must be notified by the end of the first week of the instructional period.
- C. For any student who has attended at least once, each instructor is responsible for taking attendance, establishing the last date of attendance if a student discontinues, and for reporting excessive absences to the Director of Advising.
- D. The current official course enrollment is available online. All changes are updated online. Students are able to make changes to their schedule online according to the posted drop, add, and withdrawal dates.
- E. Grades are entered online by the instructor. Only students on the official roster may receive grades.
  - 1. Each student on the final course roster should receive a grade.
  - 2. A "W" grade may only be entered by the registrar.
  - 3. The P-N grade should be given only when the student has so registered, when the instructor has been so notified by the registrar, or for internships, student teaching, and courses identified as P/N courses.
  - 4. An "I" grade may only be entered by the registrar upon receipt of the Request for an In-Progress Grade. (See Policy 7.301 for more information on In-Progress Grades.)
  - 5. When entering a grade of "F," the last date of attendance must be entered.
- F. The deadline for entering grades online will be announced by the Office of the Registrar.
- G. The registrar is responsible for posting grades in a timely manner.
- H. Grades (A, B, C, D, F, P/N) given in a specific course may not be changed after they have been reported to the Office of the Registrar by the instructor unless it is found that an error has been made in calculation or in recording. Grades earned in a course may not be changed due to work submitted in a later term. Errors in recording or miscalculation must be changed no later than the end of the semester following the error. Academic integrity violations have no time limitations. Grade changes must have accompanying documentation and be approved by the faculty member, the Department Chair and the Dean of the College.
- I. Students who wish to appeal final course grades must do so within 90 days from the date the grade is posted by the registrar.

POLICY NUMBER: 6.70

POLICY NAME: Class Rosters and Grading

DATE: Revisions approved by UPC on June 15, 2017

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: Faculty oversight of the curriculum and assessment

## 6.701 MID-TERM GRADES FOR STUDENTS IN TRADITIONAL PROGRAMS

- A. In addition to a final course grade, course instructors will enter a mid-term grade for full-semester courses through the online grading system.
- B. Mid-term grades will not become part of the student's official transcript. The purpose of the mid-term grade is to provide students with consistent feedback across all courses for use in advising and academic support.
- C. The submission deadline will be included in the Academic Calendar.

POLICY NUMBER: 6.701  
 POLICY NAME: Mid-Term Grades for Students in Traditional Programs  
 DATE: Approved by Faculty Senate October 31, 2008  
 REVISED: Revisions approved by UPC on April 11, 2017  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: Faculty oversight of the curriculum and assessment

## 6.71 EXAMINATIONS THE LAST WEEK OF THE SEMESTER

If a student has more than two exams scheduled on the same day during the last week of classes, the student may seek relief through discussions with their instructors. Conflicts will be resolved by the department chairs of the respective courses. Departments are encouraged to work with departmental colleagues to schedule exams based on common courses that students take within the department.

POLICY NUMBER: 6.71  
 POLICY NAME: Examinations the Last Week of the Semester  
 DATE: Approved by Faculty Senate: January 6, 1998  
 REVISED: Revised by UPC on October 29, 2019  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: Faculty oversight of the curriculum and assessment

## 6.72 COURSE AND INSTRUCTOR FEEDBACK

- A. Toward the conclusion of each undergraduate course, an online feedback tool will be utilized to collect student course and instructor feedback. The University will administer the process of distributing and reporting.
- B. Course feedback will be used for instructional improvement, curriculum development and improvement, as well as in contract renewal, peer review for advancement and tenure deliberations.

POLICY NUMBER: 6.72  
 POLICY NAME: Course and Instructor Feedback  
 DATE: Approved by Faculty Senate January 6, 1998  
 REVISED: Revised by UPC on April 11, 2017  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: Provide anonymous instruments for students to provide feedback about the course and the instructor

## 6.74 CLASSROOM ASSIGNMENTS

- A. Regular classrooms are assigned by the Office of the Registrar when the class schedule is made. Classroom attribute preferences (e.g., SMART Board, capacity, layout) should be reported to the Office of the Registrar for consideration when rooms are being assigned. Technology problems in the classroom should be reported to Conference and Events.
- B. Special and additional classrooms may be requested for one or more periods by contacting Conference and Events. Use of rooms for times outside of regular class hours is arranged by using the facility equipment requisition (FER) form on the website.
- C. Each faculty member is encouraged to consider the successive users of the classroom. Prompt vacating of the classroom is expected at the close of the period. If classroom furniture is moved to facilitate special activities, the faculty member is expected to have the students return the furniture to the posted room configuration and left in good order at the end of each function or class position appropriate for most classes.
- D. Lights are to be turned off at the end of the class session. Windows are to be closed and doors locked by the instructor who uses the classroom during the last hour of the day and after an evening class session. Smoking is prohibited in all campus buildings.

POLICY NUMBER: 6.74

POLICY NAME: Classroom Assignments

DATE: Approved by Faculty Senate January 6, 1998

UPDATED: January 12, 2016

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: Optimizing classroom role in instruction

## 6.75 USE AND DISSEMINATION OF LECTURES AND/OR COURSE MATERIALS

- 1. Students are not permitted to make unauthorized, electronic recordings of lectures unless agreed upon by the instructor and other students do not object.
- 2. Students are not permitted to make copies of course materials without permission of the instructor. This includes taking photos during class and of notes on the board.
- 3. If permission is granted, it is limited to the student's own personal use and for educational purposes, unless agreed upon by the instructor.
- 4. Recorded lectures or copied material must be destroyed at the end of the course or semester, unless agreed upon by the instructor.
- 5. Unauthorized downloading, file sharing, distribution of any part of a recorded lecture or course materials, or using information for purposes other than the student's own learning may be deemed a violation and subject to disciplinary action.

6. In accordance with the Americans with Disabilities Act, students may record and retain classroom lectures and instructional images as part of an accommodation plan coordinated by Accessibility Services in consultation with the student and instructor. Lectures or presentations that include student participation also require consent from other students involved in the class. As stated above, recorded lectures or copied material must be destroyed at the end of the course.
7. Violations of this policy could result in loss of credit or disciplinary action.

POLICY NUMBER: 6.75

POLICY NAME: Use and Dissemination of Lectures and/or Course Materials

DATE: Approved by UPC on January, 23, 2018

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: To provide clarity in what is allowed or prohibited in using recording devices during a lecture or class

## 6.78 FACULTY USE OF COURSE MANAGEMENT SYSTEM

- A. The Learning Management System (LMS) is a mission-critical technology that supports the University's teaching and learning goals.
- B. The Office of Computer Services administers the LMS to ensure optimal performance, manage user accounts, safeguard user privacy and data, develop and administer operational policies, and provide technical support for University faculty and students.
- C. Blackboard Learn is the official LMS supported by Concordia University, St. Paul (CSP).
- D. All CSP courses will use the official LMS to support the teaching and learning needs of CSP by providing virtual space for teaching courses, tracking grades, submitting assignments, and delivering course content.
- E. Faculty will use University-adopted LMS course shells and syllabi templates to help guide course design.
- F. Along with the other course content required within the University-adopted LMS course shell, faculty will post course syllabi, following the University syllabi guidelines, within their courses' LMS sites at least one week before the start date of the course.
- G. Normally entering scores within a week of the due date (unless specifically noted otherwise in the syllabus or communicated with the students under special circumstances), faculty are to maintain the course grade book within the LMS. To help students monitor their grades, faculty should use the LMS grade functions to show the current course percentage and/or letter grade.
- H. When integrating external tools to supplement their courses, faculty should first consult with the LMS team and utilize, as feasible, CSP-licensed and supported tools.
- I. While faculty are to post and track grades for individual course assignments within the LMS, midterm and final grades are reported separately through an Office of the Registrar-managed link within CSPConnect (the university's portal for employees and students).
- J. Delivery and access of copyright materials in the LMS must follow Copyright Law and University policy. Faculty are encouraged to consult the Library for guidance on copyright matters.
- K. All employees who have access to student information in the LMS are required to adhere to Family Education Rights and Privacy Act (FERPA) regulations that protect the privacy of student education records.
- L. In consultation as needed with the LMS team, faculty should ensure that all course content meets ADA accessibility requirements.

POLICY NUMBER: 6.78

POLICY NAME: Learning Management System Policy

DATE: Approved by UPC on March 27, 2018

REVISED: Revised by UPC on January 12, 2021

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: To ensure expectations and grades are consistently provided to the undergraduate students

## 6.87 ACADEMIC INTEGRITY FOR UNDERGRADUATE STUDENTS

### A. Definition of Terms

- a. Academic integrity is essential to any academic institution and is in keeping with the mission of Concordia University. In order to protect the rights of students, the disciplinary procedure for dealing with cases of academic dishonesty follows these broad guidelines. Violations of academic integrity include “cheating,” “plagiarism,” and “recycling” as defined by the university’s Student Code of Conduct (SCC).
- b. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) academic deception (e.g. fabricating data, misrepresenting sources, misleading presentations, lying) in written or oral form.
- c. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- d. The term “recycling” may be new to some. Instructors expect that work submitted in a course is original work done for that course. These are two examples of recycling:
  - i. Submitting your own work, which has been submitted and graded for an earlier course, for a second course.
  - ii. Submitting your own published work as original work for a course.

### B. Implementation of Academic Integrity Policies

- a. The instructor will gather and document all evidence of academic dishonesty in a clear and concise manner.
- b. The instructor will present this evidence to the student.
- c. The instructor may prescribe academic penalties, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or failing grade for the entire course. Any prescribed penalties must be in writing.
- d. The instructor will file an electronic Report of Classroom Incident Form (found on the University Portal.) This file will be shared with the Vice President for Academic Affairs’ Office. The VPAA will forward the incident form to the Dean of the college responsible for the class in which the incident occurred. The Dean will notify the student via email of the charge(s), decision, and appeal process.
- e. If this is a repeated occurrence, the Department Chair, Dean of the College, and the Vice President for Academic Affairs may impose additional penalties, including but not

limited to dismissal from the departmental program, suspension from the university, or expulsion from the university.

- f. A student has the right to appeal the charge and/or academic penalties imposed by the instructor by filing an appeal with the Dean of the college within three university business days
- g. The Dean of the college reviews the form and determines if the appeal should be approved or denied. The Dean will make the decision based on information provided in the appeal; the incident is not reheard. The Dean will email the student and the reporting faculty member with a decision of the appeal and will also include information on the final appeals process to the Vice President for Academic Affairs. This response regarding the appeal is normally received within ten university business days.
- h. A student has the right to a final appeal by emailing the Vice President for Academic Affairs with reasons for appeal within three university business days from the notification send date of the Dean's appeal decision. The Vice President for Academic Affairs will make the final decision and notify the student via email along with the reporting faculty member and Dean. No further appeals will be heard.

POLICY NUMBER: 6.87

POLICY NAME: Academic Integrity for Undergraduate Students

REVISED: May 8, 2018

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: To ensure the academic integrity of the undergraduate experience

## 6.88 INSTITUTIONAL POLICY ON INCLUSIVE LANGUAGE

- A. Concordia University's mission statement commits the institution to preparing students "for dedicated service to God and humanity." In keeping with this mission, Concordia encourages communication that shows respect for all individuals. Therefore, all members of the university community will avoid language and illustrations that reinforce discriminatory attitudes or misleading stereotypes about people. Every official university communication, whether written or oral, shall use inclusive language.
- B. All supervisory personnel will be responsible for assuring that this policy is followed.

POLICY NUMBER: 6.88

POLICY NAME: Institutional Policy on Inclusive Language

DATE: Approved by Faculty Senate January 6, 1998

REVISED: Revised by UPC on April 25, 2017

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: Faculty oversight of the curriculum

## 6.90 FACULTY ABSENCES

- A. Instructors are expected to meet their classes in adherence with the university schedule. The instructor is responsible for planning classes missed in advance of the absence. All such absences and the appropriate accommodations must be reported to the chair of the department in advance.

- B. In case of an unexpected absence (e.g., illness, death in the family, traffic accident) that would cause the faculty member to miss class, the department chair and students should be notified promptly and given alternative accommodations as soon as possible.
- C. If the faculty member will no longer teach the course, the dean of the college in consultation with the department chair will make decisions regarding the teaching of classes and other instructor responsibilities.

POLICY NUMBER: 6.90  
 POLICY NAME: Faculty Absences  
 DATE: Approved by Faculty Senate January 6, 1998  
 REVISED: Revised by UPC on April 25, 2017  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: Faculty responsibility to hold classes

## 6.95 FACULTY AVAILABILITY AND RESPONSIVENESS

- A. Faculty know their teaching schedules and other duties best and are responsible for setting and then communicating their availability and responsiveness standards accurately, clearly, by appropriate means, and in a timely manner. Including standards in course syllabi and/or on course management systems is expected.
- B. Faculty who assume administrative workload as a portion of total workload should also apportion to those duties priority in relation to the proportion of workload allocated by the university but keeping their faculty responsibilities of teaching, research, and service to church and community as a top priority.
- C. **[Rationale for changes (Not part of policy):**
  1. Faculty availability and responsiveness is a key to student success and satisfaction. Over time, there have been advances in electronic means of communication that have altered student and faculty opportunities and preferences for communication. Email, voicemail, electronic course management systems, and online calendars are regularly used and other new forms of electronic communication including social media are becoming more common. New accreditation and governmental standards for student learning have been implemented that update the old notion of seat time for students and standard office hours for faculty.
  2. The goal is for faculty to be reasonably available and reasonably responsive to the needs of students at the university. It is understood that with the wide variety of students, programs, and delivery methods, individual faculty standards will vary by what courses are being taught, what format they use, and what student needs are being served. Administrators and staff should be respectful of faculty teaching loads when planning meetings and other university work.]

POLICY NUMBER: 6.95  
 POLICY NAME: Faculty Availability and Responsiveness (formerly Office Hours) DATE: Approved by Faculty Senate: January 6, 1998  
 UPDATED: Approved by Faculty Senate: April 13, 2012  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs



## 6.98 ACADEMIC ADVISING

In view of the benefit of faculty insight into curricular matters, tenure-track faculty will be involved in the academic advising of students. Particular involvement shall be determined by deans, department chairpersons and advising professionals in a way that serves students well and is equitable to faculty.

POLICY NUMBER: 6.98

POLICY NAME: Academic Advising

DATE: Approved by Faculty Senate on April 7, 1999

REVISED: Approved by Faculty Senate on April 15, 2014

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: To provide service to the students through academic advising.

## 7. UNDERGRADUATE ACADEMIC POLICIES – STUDENT SUCCESS

### 7.26 ADDING AND DROPPING/WITHDRAWING FROM COURSES IN TRADITIONAL PROGRAMS

#### A. Definition of terms

1. Drop without record: No entry is recorded on the student's permanent record.
2. Withdrawal (Drop with record): A "W" grade is entered on the student's permanent record. A "W" grade does not affect a student's grade point average but does count toward credits attempted and may impact the student's satisfactory progress. Standards for satisfactory progress are defined in 7.33 Satisfactory Progress Policy and recorded in the academic catalog.
3. Courses: A "course" is defined as any credit-bearing traditional or web-based class, field experience, internship, or independent study in the traditional programs.
4. Effective dates: The date that the course addition or withdrawal is effective is the date that all required forms with all required signatures are received by the Registrar.

#### B. Deadlines for adding a course

1. After classes have begun for fall and spring semester, students may add half-semester and full- semester coursed within the first five academic calendar days of the course (not including weekends and holidays). Internship and independent study courses may be added within the first ten days of the semester.
2. Students may add a course, internship, or independent study for a summer term through the end of the first days of class of that term. This includes submitting paperwork for an internship or independent study.

#### C. Withdrawal dates and times

1. Dropping without record
  - a. Full-semester courses: Students may drop without record within the first ten academic calendar days (not including weekends and holidays) of full-semester courses.

- b. Half-semester courses: Students may drop without record within the first five academic calendar days (not including weekends and holidays) of half-semester courses.
  - c. Less than half-semester courses: Students may drop without record through the first one-seventh of the class meeting times.
2. Withdrawal (Drop with record)
- a. Full-semester courses: Students may withdraw from full-semester courses anytime from the eleventh-class day (not including weekends and holidays but including class days when the particular course does not meet) through the fiftieth-class day and receive a “W” grade.
  - b. Half-semester courses: Students may withdraw from half-semester courses anytime from the sixth academic calendar day (not including weekends and holidays) through the twentieth fifth-class day and receive a “W” grade.
  - c. Less than half-semester courses: Students may withdraw from less than half-semester courses and receive a “W” through the first five-sevenths of the class meeting times.

POLICY NUMBER: 7.26

POLICY NAME: Adding and Withdrawing from Courses in Traditional Programs

DATE: Approved by Faculty Senate: December 17, 1997

REVISED: May 13, 2011

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

OBJECTIVE: To support the academic success of students

## 7.30 GRADING SYSTEM

<b>A</b>	<b>Superior</b>	<b>4.00</b>
A-	3.67	
B+	3.33	
<b>B</b>	<b>Above Average</b>	<b>3.00</b>
B-	2.67	
C+	2.33	
<b>C</b>	<b>Average</b>	<b>2.00</b>
C-	1.67	
D+	1.33	
<b>D</b>	<b>Below Average</b>	<b>1.00</b>
D-	0.67	
F	0.00	

**P** Pass

**N** No Pass

**X** Continuing registration for more than one term

**V** Audit

**W** Withdrawal: Student officially withdrew from a course during the third through the eighth week of the semester.

**In Progress:** This grade is given to students who have missed part of their assigned work due to circumstances beyond their control, but who otherwise are doing satisfactory work (See Policy 7.301).

POLICY NUMBER: 7.30  
 POLICY NAME: Grading System  
 DATE: Approved by the Undergraduate Policy Committee on March 9, 2005  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: Faculty oversight of the curriculum.

### 7.301 IN-PROGRESS GRADE

- A. In-Progress ("I") grades may be given to students who have missed part of their assigned work due to circumstances beyond their control, but otherwise have done satisfactory work. Students who are unable to finish all the required coursework for a course may request an "I."
- B. Instructors must submit the In-Progress Grade Request by the grading deadline to the registrar's office. It is the student's responsibility to initiate an In-Progress Grade Request. However, instructors may deny an In-Progress Grade Request.
- C. Guidelines:
  1. All course requirements to remove an In-Progress grade and in some cases to remove probationary or disqualification status must be completed within four weeks of the last day of class.
  2. If students are unable to complete the work within four weeks, extensions may be requested from the instructor for a maximum of six months from the last day of the course.
  3. If the work is not completed within the agreed upon time, the instructor will submit a grade, based on course grading procedures specified in the syllabus.
  4. If a grade is not submitted to the Registrar by the agreed upon time, the recorded "I" will become an "F" or "N."

POLICY NUMBER: 7.301  
 POLICY NAME: In-Progress Grade  
 DATE: Approved by Faculty Senate on April 7, 1999  
 REVISED: Approved by Faculty Senate on April 15, 2014  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATOR: Registrar through the Vice President for Academic Affairs  
 OBJECTIVES:

1. To help students successfully complete course work and earn a grade in a timely and effective manner
2. To help students maintain "good standing" status
3. To adopt consistent policies for all university students and faculty

### 7.31 PASS-NO PASS GRADING

#### A. In courses usually graded A-F

1. A course usually graded A-F may be taken P-N by a student if the course is an elective. A course is designated as elective when it is not used by a given student to meet any specific area or course requirement including the general education program, major, minor, or emphasis. To take a course usually graded A-F as a P-N course, a student must file the appropriate P-N form with the Office of the Registrar before the end of the seventh week of the term, or its equivalent for a half-semester course.

2. The “P” grade is equated to the normal “A” to “C-” grade range. P-N courses transferred in by students as required courses (a course is designated as required when it is used by a given student to meet any specific area or course requirement including the general education program, major, minor, or emphasis) are acceptable only from colleges where the grading system is the normal system as described above.
3. There is a four-credit limit of P-N courses per semester for sophomores, juniors, and seniors. Other courses and internships (see below) which are graded by the P-N system do not count towards these limits.

#### **B. In courses only graded P-N**

1. Field experiences such as internships and student teaching, and intercollegiate athletic activities are offered ONLY on a “Pass-No Pass” basis.
2. A student may earn a maximum of eight credits in the combined music/theatre area and one credit in each area of athletics that are applicable to the total credits for graduation requirements. The maximum credit limit applies to students who are not music/theatre majors, minors, or emphases.
3. Although these courses apply toward graduation requirements, they are not calculated into the cumulative grade point average.

POLICY NUMBER: 7.31

POLICY NAME: Pass-No Pass Grading

DATE: Approved by the Faculty Senate: May 11, 2007

REVISED: Revisions approved by Faculty Senate: May 13, 2011

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATORS: Vice President for Academic Affairs

### **7.35 ACADEMIC RECORDS, TRANSCRIPTS AND CREDENTIALS**

- A. A permanent record or file of academic information is maintained in the Office of the Registrar. The registrar is responsible for the maintenance of complete and accurate records.
- B. Faculty members may use academic record files from the registrar for proper academic purposes as defined in FERPA regulations.
- C. Official transcripts are issued only with signed consent of the student and are sent directly to the designee they request. The official transcript carries the signature of the registrar and bears the seal of Concordia University.
- D. Students, in good standing, may have access to an unofficial copy of their transcript.
- E. LCT/DPM/DCO/DCE candidates request credentials from the Department of Theology and Ministry.
- F. Credentials are defined as various references and records (evaluations/recommendations), usually with a transcript of credits.

POLICY NUMBER: 7.35

POLICY NAME: Academic Records, Transcripts and Credentials

Updated 8/10/22

DATE: Approved by Faculty Senate on December 17, 1997  
 REVISED: Approved by Faculty Senate on April 15, 2014  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: To provide students access to their academic records.

### 7.36 OFFICIAL COMMUNICATION BY EMAIL

Concordia University communicates electronically to its students through the University's email system. Students are expected to read all official communications sent by the University to their csp.edu address, and respond appropriately.

POLICY NUMBER: 7.36  
 POLICY NAME: Official Communication by Email  
 DATE: Approved by the Faculty Senate: December, 2003  
 REVIEWED: By UPC on Sept 12, 2017  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs  
 OBJECTIVE: Facilitate effective communication with students

### 7.40 CLASS ATTENDANCE POLICY

- A. Students are expected to attend all class meetings and laboratory sessions for the courses in which they are enrolled.
- B. Excessive absences as determined by the instructor and written in the course syllabus may result in disqualification or failure.
- C. Instructors must include policies for handling absences and make-up work in the syllabus. Instructors may not penalize students who are required to be absent from class because of official university activities. Examples of such activities are intercollegiate athletics, university music tours, theater productions, and so forth. In addition, instructors may not penalize students who are required to be absent from class because of mandatory military training of up to two weeks per semester that cannot be deferred. CSP recognizes exceptions to this policy may be required for nursing clinicals. Students, however, are responsible for informing the instructor in advance of the impending absence (according to a timetable determined by the instructor) and for making up any missed work at a time determined by the instructor. Instructors have the right to contact the appropriate person to determine the legitimacy of the intended absence.
- D. Instructors planning field trips or any other official university activities must secure the appropriate approvals as outlined in Faculty Handbook Policy 6.65.
- E. Instructors must be able to determine the student's last day of attendance.

POLICY NUMBER: 7.40  
 POLICY NAME: Class Attendance Policy  
 DATE: Approved by Faculty Senate December 2003  
 REVISED: Approved by UPC on Dec 5, 2018  
 COMMITTEE: Undergraduate Policies Committee  
 ADMINISTRATORS: Vice President for Academic Affairs

Updated 8/10/22

## 7.44 UNDERGRADUATE GRADE CHANGE POLICY

The grade change policy aims to provide the student with a safeguard against receiving an unfair final grade while respecting the professor's academic responsibility.

- Students have a right to receive a grade assigned upon a fair and impartial evaluation based on neither arbitrary nor careless methods in accordance with the course rubrics or grading criteria.
- Professors are responsible for providing careful evaluation, appropriate and timely grading according to the course rubrics or grading criteria. The course platform and/or syllabus should explain course and project grading methods to students at the beginning of the term.
- Professors have the right to appoint a grade following the designated course rubrics or grading criteria posted within the course or syllabus equally distributed to all students.

### A. Grade Change Guidelines

#### Grades may be changed if:

- A professor miscalculated a final grade (due to the inadvertent omission of an assignment, a missed electronic transmission of a grade or assignment, or a calculation/data entry error).
  - The student believes that their grade assigned was not based on a fair or impartial evaluation in relation to the course rubrics or grading criteria.
1. A student seeking a grade change should first meet with their instructor to discuss and determine missing assignments or if a grading error occurred.
  2. If the instructor agrees that an error was made, the instructor will complete a grade change request form on the CSP website, provide the required student, course, and grade information, and provide a clear explanation for the change. If the department chair and college dean approve, the Office of the Registrar will complete the grade change request.
  3. If the instructor does not agree with the change of grade, the student should email the department chair with a thorough explanation on why the grade should be changed and include supporting documents, such as emails with the instructor. The chair will discuss the request with the instructor and get back to the student within five business days. If the chair determines the request is valid, the instructor or department chair will complete the grade change request form.
  4. If the department chair denies the request, the student may appeal to the college dean with the grade change request including why this request should be granted. This decision is final.
  5. Students who wish to appeal final course grades must do so within 90 days from the date the grade is posted by the Registrar.

POLICY NUMBER: 7.44

POLICY NAME: Undergraduate Grade Change Policy

APPROVED: Approved by UPC on April 13, 2021

COMMITTEE: Undergraduate Policies Committee

ADMINISTRATOR: Vice President for Academic Affairs

OBJECTIVE: Ensure proper evaluation mechanism between the University and students to review exceptions to college policy or procedure when extenuating circumstances have occurred by examining relevant and accumulated documentation supporting requests.

## 9. GRADUATE POLICIES

### 9.11 GRADUATE PRINCIPLES OF ACADEMIC CURRICULAR POLICY

Instructors and others contracted to prepare curriculum are to follow the guidelines in Section 9.12, Definitions, for the preparation of course prospecti and course syllabi. The Dean of the appropriate college has the responsibility to keep all graduate course prospecti and course syllabi current. Each program must have a research course addressing principles of design, primary sources, data collection and analysis, and research ethics within the context of the program's discipline. The DPT program's course will also address evidence-based practice.

Each program must have an ethics course addressing principles and standards for ethical thinking and practice within the context of the program's discipline and the Mission of the University. Each master's program and the Doctorate programs must have a Capstone component or an equivalent approved by the Graduate Policies Committee.

Doctoral Student Capstones (Special Projects and Dissertations) should be planned, executed, and assessed within the parameters of the degree offered. If unclear, reliance on the Classification of Instructional Programs (CIP) codes can provide direction.

Master Student Capstone should be planned, executed, and assessed within the parameters of the degree offered. If unclear, reliance on the Classification of Instructional Programs (CIP) codes can provide direction. Each program should have a Fieldwork or Data Collection project component assessed in the Capstone.

All substantive changes made to Graduate Core courses (research, ethics, and capstone) must be approved by the Graduate School via Graduate Policies Committee.  
The Written Comprehensive.

Ed.S. and Ed.D. students will take a written comprehensive examination (unless they took it in the Ed.S. program). Students completing the Ed.S. and the Ed.D. will take one written comprehensive examination. (Students who take the Ed.S. will take the written comprehensive examination and oral defense of the portfolio; students who take the Ed.D. will take one written comprehensive, defense of the portfolio, and defense of the dissertation.)

DPT students will take written and practical comprehensive examinations at the end of the first and second years of their curriculum. Achieving a passing score is necessary to progress to the second and third years of the curriculum respectively.

Each program must follow the Graduate Policies Committee Student Handbook guidelines.

POLICY NUMBER: 9.11  
 POLICY NAME: Principles of Academic Curricular Policy  
 DATE: Approved by Faculty Senate February 12, 2003  
 REVISED: Approved by Graduate Policies Committee August 13, 2019  
 COMMITTEE: Graduate Policies Committee  
 ADMINISTRATORS: Associate Vice President for Graduate Studies

## 9.12 GRADUATE DEFINITIONS

- A. Master's Degrees: at least 30 credits. Master of Arts (MA) degrees are typically offered in arts, education, and humanities (i.e., communications and education). Master of Science (MS) degrees are typically offered in science and technology (i.e., exercise science and information technology). For situations in which the discipline does not have a clear MA or MS offering, or for situations in which a program desires an alternate offering, supporting rationale for the degree offering should be provided. (see 9.21 for approved list)
- B. Specialization: at least 30 credits beyond the Master's degree. May be earned in:
  - 1. Education – Principal Licensure/Superintendent Licensure (Ed.S)
- C. Doctoral Degree: May be earned in:
  - 1. Physical Therapy (DPT) – 111 credits
  - 2. Education (Ed.D) – at least 60 credits
- D. Certificate is a package of courses available for credit but not typically fulfilling graduation requirements for, e.g., an emphasis.
- E. Emphasis consists of twelve to sixteen credits taken in courses in one area or related areas of study prescribed in the university catalog.
- F. Church certification consists of a course of study that leads to certification for commissioned ministries in the Lutheran Church-Missouri Synod (DCE, DPM, DCO, and LCT).
- G. Credit Hour Definition

Academic units offering courses for Concordia University, St. Paul academic credit must adhere to the federal definition of a credit hour for the assignment of credit hours earned per course. Using this definition, student instruction and out-of-class work will typically not be less than 45 hours per credit hour per course.

### Federal Credit Hour Definition

A credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that -

(1) Reasonably approximates not less than -

(i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or



(ii) At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and

(2) Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels. 34 CFR § 600.2 (July 2021)

- H. Independent study is an educational experience offered for credit outside the regularly scheduled classes.
- I. Cohort is normally a group of 12 – 15 learners who move through the whole course of study in a program together.
  - 1. Each DPT class is 30 students.
- J. Graduate Student status
  - 1. “Full-time Graduate Students” are students who have been formally accepted into a graduate degree program and enrolled in a minimum of 6 credits in a semester.
  - 2. “Half-time Graduate Students” are students who have been formally accepted into a graduate degree program and are enrolled in 3 – 5 credits in a semester.”
  - 3. “Visiting students” are those students who have registered for graduate courses but have not been admitted to a program.
  - 4. Students who have not completed all admission requirements for degree- seeking status may register as visiting students until these requirements have been met.
- K. Offering means that the course or specialization has been approved by the appropriate faculty unit(s) and is taught by Concordia University, St. Paul, faculty.
- L. Licensure Programs are courses of study that lead to teaching, principal, or superintendent licensure or church work certification (DCE, DPM, DCO, Ed.S) or licensure to practice (DPT).
- M. Faculty who meet the following criteria will be designated as graduate faculty, be eligible to serve on the graduate committee, and have voting privileges in plenary meetings:
  - 1. Graduate faculty will annually be designated by the Vice President for Academic Affairs, in consultation with the Associate Vice-President for Graduate Studies, and each of the Collegiate Deans.
  - 2. Faculty not meeting the 3rd criteria (below) for Graduate Faculty status must provide an action plan to the Collegiate Dean and the AVP for Graduate Studies. Upon receipt, the faculty member will be granted one-year probationary status.
  - 3. The procedure to regain Graduate Faculty status is to present evidence of the terminal degree, graduate level teaching workload, and research or scholarship in the field or discipline (curriculum vitae) to the Collegiate Dean and AVP for Graduate Studies.
- N. Designated Graduate Faculty must meet all of the following three criteria:

1. Graduate faculty must hold a terminal degree in an appropriate field of study or at minimum a master's degree or clinical specialization in an appropriate field of study plus a demonstrated minimum of 10,000 hours of professional experience in the discipline and relevant to the course(s) they are teaching. Determination of "demonstrated professional experience" is made by the program coordinator and associate vice president for graduate studies with final approval from the vice president for academic affairs. Graduate faculty are expected to meet the qualifications set up by relevant accrediting bodies.
  2. Graduate faculty will teach graduate level courses on a regular basis, serve on doctoral committees, or be administratively responsible for an approved graduate program (see FH 9.21).
  3. Graduate faculty must be active in research appropriate to the field or discipline. Documentation of research should be submitted to the Graduate School regularly through the scholarship database (See FH 2.72).
- O. Graduate Faculty should meet the following criteria in an ongoing manner:
1. Graduate faculty must have significant professional experience related to degree program or courses of study.
  2. Faculty will possess appropriate current experience in graduate level teaching.
  3. Graduate faculty must advise graduate students and be willing to serve on graduate student capstone committees.
  4. Graduate faculty may serve as members of the graduate Policies Committee.
- P. Service Loads for graduate faculty will normally be computed in the faculty member's regular workload. Service loads and overloads for graduate faculty will be coordinated between the deans of the colleges.
- Q. Prospectus is an abbreviated syllabus, a brief proposal for a newly developed course. The prime objective of the prospectus is to give the rationale and purpose of the course in terms of program and student needs.

The prospectus should include the following information:

1. Course title and number, course description, and number of credits
  2. Prerequisites
  3. Rationale for the course in the specific program or curriculum
  4. Specific objectives of the course and its relationship to the department, college, and university
  5. Outline of units
  6. Course assessment procedures
  7. Bibliography of learning materials: texts, course materials, library resources
  8. Date of prospectus approval by the department and the dean of the college
- R. Syllabus is a cognitive map or blueprint for a course. It is to include the objectives for the course, the means by which the objectives are to be achieved, and the assessment procedures for measuring the achievement of the objectives. The syllabus should include the topics and use the format that follows:
1. The mission of the university: The mission of Concordia University, a university of The Lutheran Church-Missouri Synod, is to prepare students for thoughtful and informed

living, for dedicated service to God and humanity, and for enlightened care of God's creation, all within the context of the Christian Gospel.

2. Course number; section number; course title
  3. Prerequisites/co-requisites
  4. Credit hours
  5. Contact hours per week: number of lectures, laboratories, individualized instruction, conference, clinics, field placements, co-op hours, chat, etc.
  6. Instructor's name, office location, college telephone numbers and instructor's extension number, voice mail, e-mail and fax numbers
  7. Office/contact hours
  8. University catalog course description
  9. Instructor's course description (optional)
  10. Instructional goals and objectives
  11. Student goals and objectives (optional)
  12. Instructor's educational philosophy (optional)
  13. Teaching procedures (optional)
  14. Attendance and tardiness policies
  15. Classroom atmosphere
  16. Required texts (annotated list optional)
  17. Supplementary reading: material on reserve or recommended reading
  18. Assessment. Criteria for student grading; explanation of instructor's evaluation instruments: class participation, quizzes, tests, papers, reports, labs, projects, chat rooms, bulletin boards; policies on late assignments; makeup, work for extra credit, plagiarism; students with disabilities
  19. Support services: libraries; labs, tutors, transfer, career, and personal counseling; Campus Ministry; advisors
  20. Course outline
  21. Extras: grade-recording sheet, student sign-off sheet, letter to students, textbook preview, calendar, maps, timelines
  22. Course Administration Information (e.g., maximum number of students, specific classroom, or other facility requirements)
- S. Course numbering for graduate credit will be indicated by a 500 or higher designation. In courses designated undergraduate/graduate there shall be a section of the syllabus clearly designating graduate requirements.
1. DPT, Ed.S. and Ed.D. program courses will be indicated by a 7000 or higher designation.
- T. Course delivery methods for programs:

**CLASSROOM or ONSITE DELIVERY:** Courses offered in a classroom setting where students and instructors meet face-to-face on published dates. Course management software may be used to supplement resources, report student progress, etc. An online assignment or substitute activity does not constitute a significant portion of course activity.

**DISTANCE or ONLINE DELIVERY:** Courses are specifically designed for and structured around course management software (e.g., WebCT, Blackboard). Students are not expected to meet together for learning activities. (A program residency, even with a course component, does not change the ONLINE nature of the program.)

**BLENDED DELIVERY:** Each course in the program has designated ONSITE and ONLINE weeks of activity. Because of the specialized content of certain courses, a few courses may be entirely ONSITE or entirely ONLINE.

POLICY NUMBER: 9.12  
 POLICY NAME: Graduate Definitions  
 REVISED: By the Graduate Policies September 11, 2018  
 EFFECTIVE DATE: November 11, 2014  
 COMMITTEE: Graduate Policies Committee  
 ADMINISTRATORS: Associate Vice-President for Graduate Studies

## 9.13 PRINCIPLES OF GRADUATE STUDY

Coursework at the graduate level is not just different classes than the undergraduate. It is not simply more information on a particular topic. It is designed to be a qualitatively different experience. Concordia University has accepted these principles as the practical ways graduate education will be delivered at Concordia.

1. **Graduate coursework is more creative.** Students create systems that will help them to be a more effective professional.
2. **Graduate coursework is more self-directed.** In many assignments, students decide how to fashion an assignment to help them apply and synthesize the material more appropriately.
3. **Graduate coursework is more rigorous.** More is expected of the graduate student than of the certificate or undergraduate student.
4. **Graduate coursework is more attentive to epistemological issues.** More attention is given to “how we know what we know,” and to how we prove and support what we know. Skills of discernment and critical thinking are needed.
5. **Graduate coursework is more attentive to research.** Students will be exploring (and conducting) new research. They will read and critique original research.
6. **Graduate coursework is more a community of learners, rather than merely a teacher-student relationship.** Graduate students are assumed to have reached an intellectual maturity that puts them at a place where the role of the instructor is different. Instructors do not have to spoon-feed or hand-hold; instructors need to guide and mentor the mature student in the direction that the student has identified.
7. **Graduate students give careful consideration to research, information, and bibliographic references.** The skills of knowledge navigation are increasingly important in the years ahead, and graduate students know how to find the knowledge they need.
8. **Graduate learning is not just remembering information, it is constructing knowledge.** The community of learners opens new insights and creates new knowledge in the field.

9. **Graduate professors are actively engaged in research and learning.** This helps them maintain a cutting edge in their profession.

“It is the role of graduate education to explore and advance the limits of knowledge and to define the state of the art in every field. Its purpose is to serve society’s needs in specific technical and professional ways, but also to serve the need for intellectual expansion. Graduate education is a major source of future intellectual leaders of society...”

*Adapted from Organization and Administration of Graduate Education: A Policy Statement, Council of Graduate Schools*

POLICY NUMBER: 9.13

POLICY NAME: Principles of Graduate Study

DATE: Approved by the Graduate Council, May 1, 2012

COMMITTEE: Graduate Policies Committee

ADMINISTRATORS: Associate Vice President for Graduate Studies

## 9.15 PROGRAM INTEGRITY AND RESPONSIBILITY TO GRADUATE POLICY

The Graduate Program Department Chair/Coordinator is responsible for:

- The content of the learning outcomes and curriculum for the graduate programs in their respective areas.
- For knowing, understanding, and implementing approved Graduate policies and procedures.
- For demonstrating to the Associate Vice President for Graduate Studies (AVP-GS) how programs meet Graduate policies and procedures. The AVP-GS reports specifically how each program is responding to the approved graduate policies, procedures, and initiatives to the Graduate Policies Committee.

Programs failing to meet approved policies, procedures, and initiatives the following actions may be taken:

1. During this probationary period, the Graduate Policies Committee may propose to the Collegiate Dean the Program Coordinator/Department Chair be placed on probationary status for a period of no less than six months.
  - a. Probationary status will be reported to the Collegiate Dean, VPAA, and the Senior Vice President (SVP).
  - b. Graduate faculty on probation would be ineligible: to teach overload courses; advance in rank; and serve on University committees.
  - c. Probation may include the following actions, dependent upon the extent of the violation: suspension of budgetary resources; removal from Chair/Coordinator position; or University contract not renewed.
2. The graduate program can be suspended from Graduate Policies Committee (GPC) program approval for a period of six months and/or until the requirement(s) is satisfactorily met as determined by the AVP-GS and the Graduate Policies Committee.
  - a. Program suspension will be reported to the Faculty Senate Chairperson, Collegiate Dean, VPAA, and the SVP.
  - b. Once the program has satisfactorily responded to graduate program policies and/or procedures, the lifted suspension will be reported to the Faculty Senate.

3. Persistent failure to support Graduate Policies may culminate in removal from approved graduate program status (FH. 9.21).
  - a. Removal would be reported to the Faculty Senate Chairperson, Collegiate Dean, VPAA, and the SVP.
  - b. The Program Coordinator/Department Chair maybe returned to good standing once the program has satisfactorily responded to graduate program policies, procedures and/or initiatives and has produced sufficient evidence support such.
4. Appeals to program suspension and faculty probation are made in writing to the Collegiate Dean. Appeals are considered by the Graduate Policies Appeals Committee.
5. The Program Coordinator/Department Chair may present evidence of program change(s) reflecting Graduate Policies and Procedures to the Collegiate Dean and the AVP-GS who will verify changes on behalf of the Graduate Policies Committee. The AVP-GS will report confirmed changes to the Graduate Policies Committee.
  - a. Once the program has been approved in meeting the requirements, the probationary period may be ended along with any imposed sanctions.
  - b. The end of suspension and probation will be reported to the Faculty Senate Chair, Collegiate Dean, VPAA, and SVP.
  - c. If a graduate program is placed on probation twice within a three-year period, an external program review will be initiated by the AVP-GS in conjunction with the Graduate Policies Committee as to the feasibility of continuing as an approved graduate program at the University.

#### Definition – Good Standing

1. Programs
  - a. Reflect Principles of Graduate Education
  - b. Have an updated, relevant Graduate Core
  - c. Have synthesized the Graduate School Student Outcomes in the scope and sequence of their curriculum and can show evidence of such in the Capstone
  - d. Are diligent in meeting the annual Graduate School program initiatives
  - e. Eligible for Graduate Assistant support
2. Graduate Faculty
  - a. Be active in research appropriate to the field or discipline
  - b. Be involved in professional experience related to degree program or courses of study
  - c. Will continue to expand relevant skills in graduate level teaching
  - d. Will advise graduate students and be willing to serve on graduate student capstone committees
  - e. Are eligible for reduced teaching loads to pursue research agenda

POLICY NUMBER: 9.15

POLICY NAME: Program Integrity and Responsibility to Graduate Policy

DATE: Approved September 8, 2015

COMMITTEE: Graduate Policies Committee

ADMINISTRATOR: Associate Vice President for Graduate Studies

## 9.34 INTERNATIONAL GRADUATE STUDENTS

1. International students must provide proof of English proficiency (if English is not the student's first language). This can be established in the following ways:

- a. Completion of Level 112 at an ELS (English Language School)
  - b. Mastery Level at Global Language Institute (GLI) Completion of Level 6 at an approved English school (Atlanta Language Institute, Bridge
  - c. English Language Centers)
  - d. TOEFL- iBT score of 78 or TOEFL PBT score of 547
  - e. An equated score of 80 or better on the Michigan Test
  - f. IELTS overall band score of 6 or higher (International English Language Testing System).
    - i. PTE result of 52 or higher
    - ii. iTEP score of 3.7 or higher
2. English Proficiency would be accepted based on the additional standard:
- a. Completion of an undergraduate or graduate degree at an accredited college or university in the US, English-speaking Canada, the United Kingdom, Ireland, Australia, or New Zealand.
3. International Bachelor's Degrees
- a. Applicants who have studied at colleges and universities outside the U.S. are required to have an accredited bachelor's degree. International credentials are assessed in terms of the educational pattern of the country, the type of institution attended, and the level of study completed before the expected date of enrollment at Concordia University, St. Paul. Transcripts will be evaluated and verified through current international admissions process (National Association of Credential Evaluation – NACES). Consult with International Bachelor's Degrees Internal SOP addendum.

POLICY NUMBER: 9.34

POLICY NAME: International Students

DATE: Approved by Faculty Senate March 8, 2006

REVISED: Graduate Policies Committee, November 14, 2017

COMMITTEE: Graduate Policy Committee

ADMINISTRATORS: Associate Vice President for Graduate Studies

## 9.42 GRADUATE ATTENDANCE POLICIES

The Graduate School assumes that all registered students have freely accepted personal responsibility for regular class attendance. Students are expected to participate in all class activities, meetings, and laboratory sessions for the courses in which they are enrolled.

**All graduate programs will have a stated attendance policy included in each syllabus. The following principles should inform the department/program statement on Attendance and Participation.**

- It is the student's responsibility to communicate in advance with the instructor regarding an anticipated absence.
  - When there is a noticeable lack of student participation, the instructor notifies the student and the student's academic advisor regarding the concern.
- If a student knows in advance that they will be missing a class activity, meeting, or laboratory session, they are required to:
  - contact the professor before the absence to make provision for missed assignments or activities.

- complete agreed upon assignments due during their absence before departing.
  - gather missed content or materials from classmates as soon as possible upon their return.
  - communicate any concerns regarding the course content and/or activities missed to the professor.
- If a student misses a class activity, meeting, or laboratory session because of an emergency or illness, they are required to contact the professor as soon as possible to identify and complete missed activities and/or regular assignment(s).
  - If a student misses up to 20% of class activities, meetings, or laboratory sessions, the instructor and student need to discuss the student's ability to complete the course. The student is required to complete all missed assignment(s) or course activities. Specific procedures for addressing missed work should be outlined in the syllabus. Students will receive a 0 for work not made up.
    - Missing greater than 25% of course activities may result in course failure.
  - Regular attendance is a key factor in determining the continuing financial aid support. Attendance will be used to calculate the amount of aid to be returned if a student used Financial Aid (Title IV) and student discontinues enrollment or withdraws.
  - Instructors understand the uncertainty of military requirements and other contractual obligations, and they will work with the student to meet educational goals. It is the student's responsibility to contact the instructor to make appropriate arrangements.
  - Students with short- or long-term disability concerns that may affect attendance and/or participation should register with Student Accessibility Services.
  - Last date of attendance. Concordia University, St. Paul defines online attendance as a student actively participating in discussion boards, completing assignments, quizzes and tests, or participating in course session.

POLICY NUMBER: 9.42

POLICY NAME: Attendance Policies

DATE: Approved by Faculty Senate March 12, 2003

REVISED: Approved by the Graduate Policies Committee March 10, 2020

Committee: Graduate Policies Committee

Administrators: Associate Vice President of Graduate Studies

## 9.45 GRADING – GRADUATE PROGRAM

### A. Grading

1. Grade reports are available online at the end of each course.
2. Conceptual Grading Standards in the Graduate School:
  - a. **The grade of C** indicates that the student showed a fair understanding of the material and was able to express that understanding clearly and accurately. However, this level of understanding does not meet graduate level expectations. Assignments were completed on time, and for multiple segment work (e.g., discussion board posts) there were sufficient entries to show consistent effort and understanding.
  - b. **The grade of B** indicates that the student not only showed a fair understanding and diligence, but went beyond a fair understanding, able to extend the knowledge to



other situations, making application between the material and other concepts and contexts. The expression of these ideas shows greater depth of understanding and critical thinking.

- c. **The grade of A** indicates a superior level of understanding of the material and expression of ideas, with a depth of critical thinking, synthesis, and evaluation on issues such that the individual shows a professional level of understanding of the material.
- d. The above should be included in all graduate syllabi.
- e. The following scale is used in evaluating a student's work:

A	Superior	4 grade points
B	Above Average	3 grade points
C	Average	2 grade points
D	Below Average	1 grade point
F	Failure	0 grade points
P	Pass	Not included in grade point calculations
N	No-pass	Not included in grade point calculations
V	Audit	
W	Withdrawal	

### 3. In-Progress Grades

- a. A student not completing required coursework before the end of a course may, at the discretion of the instructor, receive an "In-progress" (I) grade for the course. The student must complete an "In-Progress Request Form" and have it approved by the course instructor and the Program Director or Chair.
- b. "In-Progress" grades for courses graded on a Pass/No Pass basis are converted to "No pass" (N) grades, and courses graded A-F are converted to an F if a final grade has not been submitted by the time period agreed upon by student and instructor.
- c. Students may not carry more than two "In-Progress" grades at any one time.

### B. Repeating a Course

- 1. A student may repeat a course in which a grade of C, N or F has been earned upon approval by the program director and the college dean. While all grades remain on the student's academic record and transcript, only the highest grade awarded will be used in calculating the student's grade point average.

### C. Withdrawing

1. A student may request the grade of “W” before a course is 80% complete, based upon the course calendar. If the course is more than 80% complete, the student’s grade is calculated based upon graded components stated in the syllabus.
2. Withdrawing from a class may have financial implications. Consult the University Catalog.

### D. Changing or Appealing a Grade After It Has Been Issued

1. Errors in recording or miscalculation must be changed no later than the end of the semester following the error. Grade changes must have accompanying documentation and be approved by the Department or Program Chair and the Dean of the College in which the program resides. Students who wish to appeal a final grade will follow the procedures found in FH 9.47. The appeal must be initiated no later than 5 university business days after grades are officially posted by the registrar’s office.
2. The appeal of a grade must follow the appeals process found in FH 9.47.

### E. Graduate Academic Appeals Committee

1. The Graduate Policies Committee serves as a group of faculty and administrators to hear student academic and non-academic appeals. If students believe an academic or non-academic action has been taken, the student may follow the appeal procedures outlined in FH policies 9.47 and 9.66.

Policy Number: 9.45

Policy Name: Grading

Revised: December 11, 2018

Committee: Graduate Policies Committee

Administrators: Associate Vice President of Graduate Studies

## 9.47 APPEAL OF GRADUATE POLICY AND PROCEDURE

### A. The Graduate Appeals Committee

1. Appointed by the Associate Vice President (AVP) for Graduate Studies, the Graduate Appeals Committee will hear the appeal and review all relevant documents. The AVP may request additional documentation from the student and/or other departments within the University. The Graduate Appeals Committee will consist of the AVP for Graduate Studies, the registrar, the AVP for Graduate Enrollment, a member from the Graduate Policies Committee, and a Collegiate Dean. This committee will review all academic disqualification appeals for graduate students.

- B. Graduate students may appeal decisions made by program faculty or administrators regarding disqualification, re-admission, grade change, or academic integrity regarding entry into a program, continuation in a program, or questions that may arise as a result of a candidate’s academic performance in a program.

- C. Steps for making an appeal (re-admission, grade course change, or academic integrity).
1. Student submits completed Appeal of Academic Dishonesty Graduate Form to the Dean's Office.
  2. The Dean reviews the form and determines if appeal should be granted based on stated reason for appeal.
    - a. If Request for Appeal is denied, the Dean will email the student with reason for denial.
    - b. If Request for Appeal is approved, the Dean will email the student and follow up.
  3. If denied, the student may appeal the decision to the Graduate Appeals Committee.
    - a. Submit appeal to the Associate Vice-President for Graduate Studies (AVP-GS) for consideration by the Graduate Academic Appeals Committee.
    - b. If Request for Appeal is denied, the AVP-GS will email the student with reason for denial.
    - c. If Request for Appeal is approved, the AVP-GS will email the student and follow up.
  4. Final Appeal Option
    - a. If denied, the student may appeal a final time to the Vice President for Academic Affairs. If appeal is denied, the student can appeal the decision a final time to the Vice President for Academic Affairs.
    - b. The Vice President for Academic Affairs will review the case and email the student of decision and reason.
    - c. No further appeals are allowed after this decision.

POLICY NUMBER: 9.47

POLICY NAME: Appeal of Policy and Procedures

DATE: Approved by Faculty Senate April 9, 2003

REVISED: Approved by the Graduate Policies Committee, May 10, 2016

COMMITTEE: Graduate Policies Committee

ADMINISTRATOR: Associate Vice President for Graduate Studies

## 9.62 RESEARCH WITH HUMAN SUBJECTS

- A. Ethical and policy issues in research involving human participants are grounded in Concordia University, St. Paul's mission in the enlightened care of God's creation and the safeguarding of human participants in all research under which the University is a part. The University will comply with all federal regulations requiring the establishment and operation of an Institutional Review Board for the protection of human participants.
- B. All research that can be defined as "a systematic investigation designed to develop or contribute to generalizable knowledge" (U.S. Department of Health & Human Services - 45 CFR 46) must be reviewed and approved by the Institutional Review Board for the Protection of Human Participants (IRB).
- C. IRB review is also required of research carried out under the sponsorship of an institution other than Concordia University, St. Paul, but which is performed on the premises of Concordia University, St. Paul, even if the research has already been approved by the IRB at the sponsoring institution or elsewhere.

- D. Students and Faculty who are planning to conduct research are directed to use and follow FHB Section 8, Appendix D: Concordia University Saint Paul, MN Protocols and Procedures for Research Involving Human Subjects Application and Information Packet and Appendix E: Protocol Form Research Involving Human Subjects.
- E. Faculty and student researchers must successfully complete Human Subjects training through the Collaborative Institutional Training Initiative (CITI) program prior to submitting protocol forms for IRB review. All researchers must maintain valid (non-expired) certification of CITI training. The CITI certification is good for three (3) years from date of successful completion.

Policy Number: 9.62  
 Policy Name: Research with Human Subjects  
 Date: Approved by Faculty Senate March 8, 2006  
 Revised: By Graduate Policies Committee, May 10, 2016  
 Committee: Graduate Policies Committee  
 Administrators: Associate Vice President of Graduate Studies

## 9.64 TEXTBOOK SELECTION- GRADUATE COURSES

Graduate course texts will be approved by the program chair.

Policy Number: 9.64  
 Policy Name: Textbook Selection  
 Date: Approved by Faculty Senate March 8, 2006  
 Revised: February 14, 2006  
 Committee: Graduate Policy Committee  
 Administrators: Vice President for Academic Affairs  
 Objective:

## 9.65 FACULTY COMMUNICATION WITH GRADUATE STUDENTS

Graduate faculty will be available for student contact by personal appointment, phone consultation, or email interaction. All student requests for a response shall be honored in a timely manner.

Policy Number: 9.65  
 Policy Name: Faculty Communication with Graduate Students  
 Date: Approved by Faculty Senate March 8, 2006  
 Revised: February 14, 2006  
 Committee: Graduate Policy Committee  
 Administrators: Vice President for Academic Affairs  
 Objective:

## 9.66 ACADEMIC INTEGRITY FOR GRADUATE STUDENTS

### A. Definition of Terms

1. Academic integrity is essential to any academic institution and is in keeping with the mission of Concordia University. In order to protect the rights of students, the disciplinary procedure for dealing with cases of academic dishonesty follows these broad guidelines. Violations of academic integrity include “cheating” and “plagiarism” as defined by the university’s Student Code of Conduct (SCC).

2. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) academic deception (e.g., fabricating data, misrepresenting sources, misleading presentations, lying) in written or oral form.
3. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
4. The term “recycling” may be new to some. Instructors expect that work submitted in a course is original work done for that course. These are two examples of recycling:
  - a. Submitting your own work, which has been submitted and graded for an earlier course, for a second course.
  - b. Submitting your own published work as original work for a course.

B. Implementation of Academic Integrity Policies (see table below):

Process of Implementation	Comment and instruction
<p>Faculty Member becomes aware of a violation of Academic Integrity and submits a Maxient Report.</p>	<ol style="list-style-type: none"> <li>1. The instructor will gather and document all evidence of academic dishonesty in a clear and concise manner. The instructor will complete a Maxient Report following an initial discussion with the student. The report should assist in clarifying root issues.</li> <li>2. The instructor will present this evidence to the student. The instructor will notify the student in writing that this has been done and will indicate the Dean of the College will provide information for the appeal process.</li> <li>3. The instructor may prescribe academic penalties, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or a failing grade for the entire course. Any prescribed penalties must be in writing and include instructions for the appeal process. These should be documented through the Maxient Report.</li> </ol>

	<p>4. If this is a repeated occurrence, the Department Chair may impose additional penalties, including but not limited to dismissal from the departmental program, suspension from the university, or expulsion from the university.</p> <p>5. A student has the right to appeal the academic penalties imposed by the instructor by filing an appeal with the Collegiate Dean within 3 university business days of the documented imposition of penalties. A response regarding the appeal is normally received within 15 university business days.</p> <p>Steps for Appeal Regarding Academic Dishonesty can be found in the Faculty Handbook, 9.47.</p>
Report received by VPAA.	Report copied to AVP-Graduate Studies
Report is forwarded to Department Chair.	AVP-Graduate Studies works with Department Chair to address issue.
College Dean receives report and oversees the action taken.	College Dean closes the case.
An appeal of the action or decision taken by the department.	
Case is reviewed by the Academic Appeals Committee, chaired by AVP-Graduate Studies.	
Further Appeal: Case is reviewed by the VPAA. No further appeals.	

POLICY NUMBER: 9.66

POLICY NAME: Academic Integrity for Graduate Students

DATE: Approved by Graduate Policies Committee January 24, 2007

REVISED: By Graduate Policies Committee, May 10, 2016

COMMITTEE: Graduate Policies Committee

ADMINISTRATOR: Associate Vice President for Graduate Studies