

OP2. Instructional Related Protocols

OP 2.1 Instructor Availability. Every instructor is required to be available to consult with students outside of any formal class setting. Each academic unit shall maintain a policy in its foundational documents that establishes appropriate times and forms for such consultation (i.e. office hours, virtual meetings, email or text exchanges). Instructors shall share contact information and availability with students.

OP 2.2 Instructor Absences and Missed Instructional Time. If an instructor must cancel a class (or equivalent) for any reason, the Department Chair or other unit administrator shall be notified. The instructor must make appropriate arrangements for the missed instructional time. (See also *Faculty Handbook* 3.4.7, 4.5 for more information on absences and 5.1, 5.4, and 5.5 for leaves of absence).

OP 2.3 Syllabus. A syllabus must be prepared for each course and posted on a publicly available online platform.

OP 2.3.1 Content of the Syllabus. The syllabus shall include the following:

- Course name and prefix, along with the course description;
- All goals, objectives, student learning outcomes, and/or student expectations for the course;
- An explanation of how student performance will be assessed, including the grading scale, percentage breakdown of major assignments, and how attendance or participation will affect a student's grade;
- List of all course materials (physical and/or electronic) that students are required to purchase; and
- A statement noting that the course engages diverse scholarly perspectives to develop critical thinking, analysis, and debate and inclusion of a reading does not imply endorsement.

OP 2.3.2 Policy Statements. The policy statements have been developed by campus bodies for inclusion in the course. All are continually vetted for consistency with university policy and updated. Refer to the Academic Affairs webpage to find the [Policy and Statement Information](#).

OP 2.4 Optional Policy Statements. The optional policy statements have been developed by campus bodies for optional inclusion in the course. All are continually vetted for consistency with university policy and updated. Refer to the Academic Affairs webpage to find the [Optional Policy and Statement Information](#).

OP 2.5 Student Behavioral Issues.

OP 2.5.1 Disorderly or Disruptive Student Behavior. In cases where a student is disorderly or disruptive in the classroom, laboratory, or other instructional-related setting (including a faculty member's office or a virtual session), the instructor may immediately require the student in question to leave the premises or terminate that student's connection. Instructors may choose to contact the [Appalachian State University Police Department](#) or other law enforcement if the situation warrants such.

OP 2.5.1.2 Incident Reports. All behavioral incidents should be reported to the

[Student Conduct Division](#) by phone or by using [this form](#).

OP 2.5.1.3 Temporary Exclusion of the Student. The instructor has the right to temporarily exclude a student from a class for disorderly or disruptive behavior until the situation is dealt with and resolved in a timely manner, including through the student judicial process.

OP 2.5.2 Inappropriate Communication from Students. In cases where student communication by electronic means is abusive or troubling or inappropriate, instructors should seek out support from the [Student Conduct Division](#) by phone or by using [this form](#). Instructors may choose to contact the [Appalachian State University Police Department](#) or other law enforcement if the situation warrants such.

OP 2.5.2.1 Temporary Exclusion of the Student. The instructor has the right to temporarily exclude a student from a class for abusive or troubling communication until the situation is resolved in a timely manner, including through the student judicial process.

OP 2.6 Student Academic Misconduct. Instructors should resolve alleged violations of the [Academic Integrity Code](#) by following informal or formal resolution procedures as identified in Article VI of the Academic Integrity Code.

OP 2.7 Student Advising. Since advising practices vary at the upper division level, students who have declared a major should contact their major department for advising information. Many faculty members will be able to answer general questions about University regulations and requirements, but others will refer students to departmental, college/school, or University advisors for both general and specialized advising.

OP 2.8 Final Examinations. All classes must meet during the final examination period. All final examinations shall be given at the assigned time during that examination period.

- An instructor may NOT change the date or time of an examination without permission of the Department Chair and Dean.
- A class which meets at an hour not provided for in the Final Examination Schedule must arrange for an examination during the examination period at an hour convenient to members of the class and the instructor, and with the approval of the Department Chair.
- Exams for asynchronous classes shall be offered during the examination period.

A student may take an examination outside of the scheduled time only by permission of the instructor of the course. Permission is granted only in case of emergency. A student who is absent from a final examination because of an emergency takes any make-up examination at the convenience of the instructor.

OP 2.9 Final Grades. Final semester grades are reported to the Registrar's Office via the Faculty Services Tab on the [MyApp page](#) no later than 1:00 P.M. on the day following the Faculty Grading period. Faculty members who cannot meet the final grade submission deadline should contact the Registrar's Office for an extension of time for reporting grades. In all circumstances, except those stipulated below, the grades recorded shall be those assigned by the instructor of record.

OP 2.9.1 Instructor Failure to Report Grades. In the event that an instructor has not turned in a grade or grades on time, and if the instructor cannot be located, an interim grade of "NR" (Grade Not Reported) will be assigned by the Registrar's Office. If a graduating student is involved, the Departmental Chair may, with the concurrence of two other tenured or tenure-track department members, assign a grade.

OP 2.9.2 Instructor Incapacitation. In the event that a faculty member becomes incapacitated prior to the time grades should have been assigned, the Department Chair, along with two other tenured or tenure-track department members, shall jointly decide the action to be taken.

OP 2.10 Grade Changes. Instructors should exercise extreme care in evaluating students and in reporting grades. Prior to the close of the grading period, instructors may change grades via the Faculty Services Tab on the [MyApp page](#). Subsequent to the close of the grading period, instructors should complete the process described on the [Grade Change page](#). Except for removing or extending an I (incomplete), the only permissible reasons for a grade change are an error on the part of the faculty member in calculating or in reporting the student's grade.

OP 2.11 Final Grade Appeal. Students are encouraged to resolve issues regarding final grades with the instructor. If that effort is unsuccessful, students can utilize the [Final Grade Appeal](#) process.

OP 2.12 Instructor Responsibility During Emergencies. Instructors should prepare for emergency situations and [sign up](#) for emergency alerts. The University and/or emergency officials may ask instructors to seek safe shelter, shelter in-place, evacuate, or lockdown. Instructors need to understand what each of these terms mean and prepare to assist students during an emergency. This [preparedness page](#) delineates procedures and includes instructor responsibilities.