

## 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 include contact information and availability on every course syllabus.

**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. It should be distributed to students no later than the second class meeting in any term and placed on file with the department.

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

- course goals and objectives;
- any materials, including text(s), required of each student;
- contact information for the instructor and available meeting times;
- all assignments which the instructor expects students to complete;
- an explanation of how the final grade is to be determined.

**OP 2.3.2 Consolidated Syllabi Statements.** The following statements shall be reflected in current syllabi. They may be linked by reference to <https://academicaffairs.appstate.edu/resources-forms/syllabi-policy-and-statement-information>.

**OP 2.3.3 Academic Integrity Code.**

Students attending Appalachian State University agree to abide by the following Code:

Students will not lie, cheat, or steal to gain academic advantage.

Students will oppose every instance of academic dishonesty.

A printable PDF of the complete [Academic Integrity Code](#) can be downloaded.

**OP 2.3.4 Disability Resources.**

Appalachian State University is committed to providing an inclusive experience, accessible learning environments, and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the [Office of Disability Resources](#) (828.262.3056)

**OP 2.3.5 Attendance and Absence Policies.**

**OP 2.3.5.1 General Attendance Policy.** Students are expected to attend every meeting of their classes and are responsible for any work missed in

accordance with the instructor's stated expectations on the course syllabus.

**OP 2.3.5.2 Absences Due to Religious Observance.** Instructors are required to make reasonable accommodations for students requesting to miss up to two (2) classes due to the observance of religious holidays. These absences will be excused, without penalty to the student, provided that the student has informed the instructor in the manner specified in the syllabus.

**OP 2.3.5.3 Student Absences and Loss of Seat in a Course.** A student who fails to attend the first class meeting of a previously registered class and fails to notify the instructor before the end of the first day of class, may be dropped at the discretion of the instructor. Students may re-register for the course on a seats available basis up through the end of the drop/add period (fifth day of class in a fall or spring term or the second day of class in a summer term). Although instructors may drop students for non-attendance, students should not assume that this will occur. Students, not faculty, are responsible for dropping courses, if that is their intent, to avoid a grade of W or F.

**OP 2.3.5.4 Class Attendance and Final Grades.** Instructors may include class attendance as a criterion in determining a student's final grade in the course if students are informed of the class attendance policy and the impact of attendance on the final grade in the class syllabus.

**OP 2.3.5.5 Student Health Services & Absences.** Students will receive an automatic notification that they were seen in the M.S. Shook Student Health Service. Privacy regulations prohibit release of any information without the student's permission. The student, however, may share their health information including that they were seen, along with the automatic notification. The Student Health Service works with the Office of the Dean of Students for longer term medical absences (see OP 2.3.3.7).

**OP 2.3.5.6 University-Sponsored Activity Absences.** A student who expects to miss one or more class meetings because of participation in a University-sponsored activity must:

1. notify the instructor in advance of any absence and provide any official documentation requested by the instructor;
2. complete all work missed in advance or complete any compensatory assignment that may be required by the instructor;
3. maintain satisfactory progress in the course, including satisfactory attendance in the class if so required.

In the event that a student anticipates that participation in a University-sponsored activity will require missing more classes than the course policies permit, the student is required to discuss this matter with the instructor at the beginning of the term to determine if all required assignments can be completed successfully. If the above responsibilities are met, it is expected that the instructor will work with the student, when possible, to complete course work in whatever manner the instructor deems appropriate.

**OP 2.3.5.7 Emergency Absences.** When a student is unable to attend class due to hospitalization, death in the family, or other extenuating

circumstances (as listed on [this page](#)), the student or the student's parents may contact the Dean of Students Office via [this link](#) to request that instructors be notified. This notification does not serve as an official excuse for class absence as only the instructor can make this determination.

**OP 2.3.5.8 Student Engagement with Courses.** Students should expect to spend two to three hours of studying for every hour of class time. Hence, a fifteen-hour academic load might reasonably require between 30 and 45 hours per week of out-of-class work.

**OP 2.4 Optional Syllabus Statements.** The following statements have been developed by campus bodies for optional inclusion in syllabi. All are continually vetted for consistency with university policy and updated. Faculty with questions about these policies should contact Academic Affairs.

**OP 2.4.1 Academic Freedom.**

It is the policy of Appalachian State University to support and encourage within the law full freedom of inquiry, discourse, teaching, research, and publication for all members of the academic staff of this institution. Appalachian State University will not penalize or discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

**OP 2.4.2 Food Insecurity.**

Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the [Dean of Students](#), for a list of resources and support. The [Mountaineer Food Hub and Free Store](#) is a free resource with pantry and personal care items, located in the Office of Sustainability on the bottom floor of East Hall. There are also other campus pantries in the following locations: [Belk Library](#), [College of Education](#), Garwood Hall, Leon Levine, and College Access and Success in DD Dougherty. Furthermore, please notify an instructor if you are comfortable in doing so. This will enable your instructor to assist you with finding the resources you may need.

**OP 2.4.3 Public Sharing of Course Materials**

All course materials, including video, may be subject to intellectual property protections under applicable law and regulation and are for the sole use of students enrolled in this class. Students do not have permission to copy or record materials except for personal use in the context of this class and students do not have permission to share any class materials, including videos, in any manner on any platform without the prior express permission of the instructor teaching this course.

**OP 2.4.4 Mandatory Referral**

As promptly as possible, but in no event after seventy-two (72) hours of receipt of information, all employees are responsible for reporting any

information to the [Office of Access & Equity: Equal Opportunity](#) which may indicate the occurrence of Prohibited Conduct (discrimination, harassment, retaliation) as defined in [Policy 110](#) Discrimination and Harassment based on protected status (age, color, disability, gender, gender expression, gender identity, genetic information, national origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status to Equal Opportunity. The following employees are designated as Title IX Mandatory Reporters and required to report any information that may indicate the occurrence of Prohibited Conduct based on the Protected Status of gender, gender expression, gender identity, sex, or sexual orientation to Equal Opportunity: Faculty, Athletics Coaching Staff, Office of Human Resources Staff, University Housing Staff, and any University staff with supervisory responsibility. Making a report does not automatically initiate an investigation of the alleged misconduct.

## **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](#). Instructors are encouraged to make a report to the [Early Intervention Team \(EIT\)](#).

**OP 2.7.1.3 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 are also encouraged to reach out to the [EIT](#). 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.