

## Academic Policies and Guidelines for SGPS Faculty

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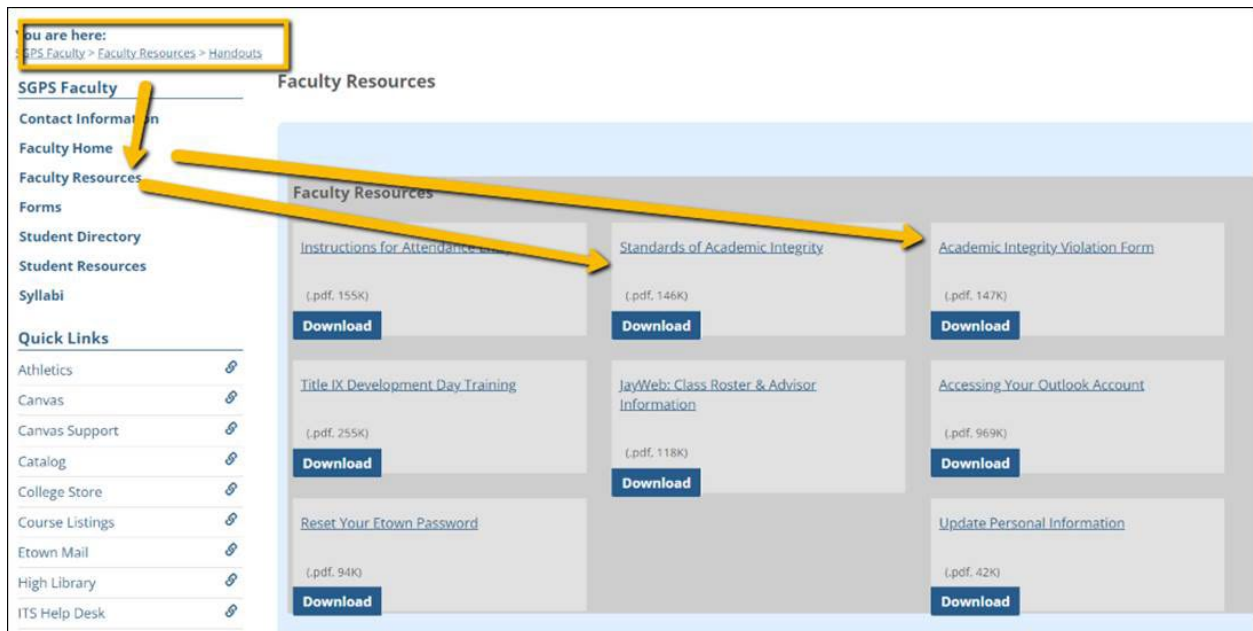
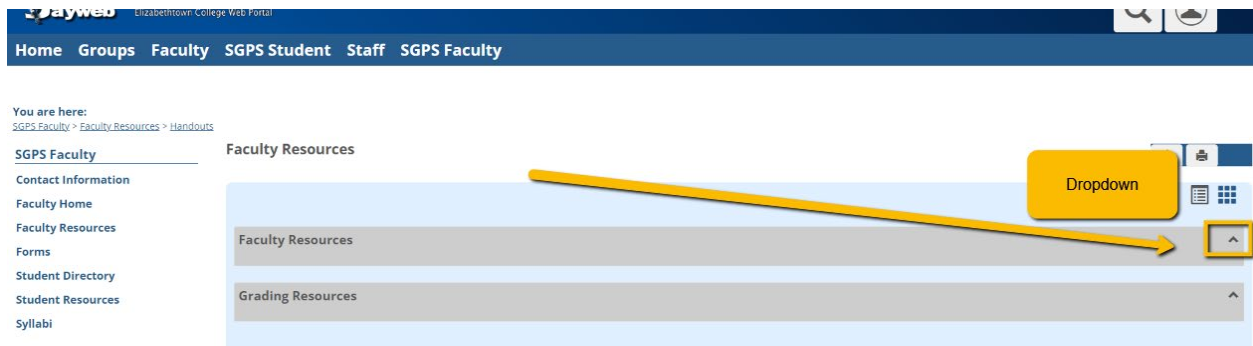
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### 1. [Academic Grievances-Grade Appeal](#)

Process for Faculty if a student wishes to appeal their grade.

### 2. [Academic Integrity](#)

Academic Integrity Violation Form- Found on [JayWeb>>Faculty Resources](#)



### 3. [APA 7<sup>th</sup> Edition Changes](#)

A guide to demonstrate the changes from APA 6<sup>th</sup> edition to the 7<sup>th</sup> edition.

### 4. [Attendance Policy](#)

Participation by the End of Week 1

By the conclusion of week 1, there must be academically-related activity to show participation in the course.

Official attendance must be reported in JayWeb by the 10 am Monday after the first week of class. If, at that point, the student has not submitted any academically-inclined work, the student should be reported as not attending. The academic advising coordinator will follow up with the student to discuss the lack of participation.

## 5. Classroom Management Guidelines

Guidelines to help faculty manage the online classroom.

### [Policy against Discrimination, Harassment, and Bullying](#)

#### **Netiquette Guidelines:**

Netiquette, a social code that defines appropriate and healthy online behaviors during online course interactions. Writing may be the only means of communication you have with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful, and polite student who is also positioned to succeed professionally.

Use the acronym “Netiquette” to guide professional communication

**N: Necessary:** Is the content you are sharing necessary, informative, and meaningful?  
**Avoid** misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not know the answer.

**E: Exemplary:** Are you portraying yourself in a model fashion? Would you say the exact words to your Mother or a role model? Respect privacy, diversity, and opinions of others.  
**Avoid** sharing another person's professional or personal information.

**T: Thought-provoking:** Use proper language, grammar, spelling, and follow syntax rules. Communicate tactfully and base disagreements on scholarly ideas or research evidence. Credit the ideas of others through citing and linking to scholarly sources.

**I: Idealistic:** Represent yourself well at all times. A person who is idealistic pursues noble principles, purposes, or goals.

**Q: Quotable:** Comments are written, or spoken comments that people think are interesting and worth quoting.

**U: Understandable:** Can people understand what you are saying? Is the tone of your communication polite and respectful? Be polite. Address others by name or appropriate title and be mindful of your tone. Treat people as if you were in a face-to-face situation. Avoid using sarcasm, being rude, or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbals.

**E: Essential:** Is what you are saying critical to the situation or conversation?  
**T: Trustworthy:** Do your words portray you as someone in whom you can confide?

**T: True:** Be truthful, accurate and run a final spell check prior to submission. Truth and credibility are important virtues as a scholar. Limit the use of slang and emoticons. Avoid using profanity or participating in hostile interactions.

E: Exactly: what you intended: In a face-to-face situation, you may not always be prepared for an unexpected situation. In an online environment, you have more of an ability to control your emotions and carefully consider the manner in which your communication is delivered. Take advantage of the online environment in this manner by thinking and carefully reflecting upon the messages you want to deliver.

## 6. [Copyright Policy](#)

The College expects faculty members to abide by all copyright laws and regulations. Guidelines for copyright laws regarding written and microfilmed materials are available from the Librarian, and regarding media from the Executive Director of Information and Technology Services.

## 7. [Disability Services](#)

The following provides guidance with the accommodation and accessibility needs of students.

### [Academic Accommodations and Adjustment Guidance](#)

The office of Disability Services will give each student an [accommodations letter](#) at the beginning of each semester specifying the accommodations for which they qualify. Students should make an appointment with each of their faculty, give them a copy of the letter, and discuss the implementation of each of the accommodations listed. Faculty should contact Disability Services immediately if they think a particular accommodation is unreasonable or represents a fundamental alteration of a course or program of study. Students should contact Disability Services immediately if a particular accommodation request is denied. In either case, the office of Disability Services will arrange a meeting with all three parties to discuss alternative options to provide access.

- [Academic Accommodations Request Form](#)
- [Disability Documentation](#)
- [Grievance procedure](#)

## 8. [Faculty Library Services](#)

Services the library provides to support Faculty.

## 9. [Faculty Resource Page](#)

The faculty resource webpage provides quick-access links such as Jayweb, professional development recorded sessions, Anthology course evaluation landing page, SGPS catalog, the academic calendar, Starfish, and the High Library, along with archived newsletters and faculty guides.

## 10. [FERPA](#)

The Family Educational Rights and Privacy Act (FERPA) is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's education records. A student is someone that has been accepted, matriculated, and enrolled (or a former student of) Elizabethtown College. An

"eligible student" under FERPA is a student who is 18 years of age or older, or who attends a post secondary institution.

FERPA Forms are located in JayWeb:

- [Authorization to Disclose Educational Record Information](#)
- [Request for Non-Disclosure of Directory Information](#)
- [Request to Revoke a Previous Authorization](#)

## 11. [Inclement Weather Policy](#)

## 12. Intellectual Property

### 1) Intellectual property policy

Traditional Works of Scholarship (by faculty), either patentable or copyrightable, are owned by the creator(s)/inventor(s).

College Works (except Traditional Works of Scholarship) are created by a faculty member under an agreement with the College. Ownership of such work is subject to the terms of the agreement.

Sponsored Works are sponsored by external grants/contracts. Ownership will be determined by the applicable terms of the funding agreement.

### 2) College Use of Intellectual Property

Traditional Works of Scholarship. Creator(s)/inventor(s) grant the College royalty-free rights to use, copy, distribute, edit, and display Traditional Works of Scholarship either patentable or copyrightable, including on-line instructional materials, created for ordinary classroom and program use, such as syllabi, course descriptions, assignments and tests, for administrative purposes only. Such rights remain in effect while the faculty member is employed by the college.

Sponsored Works and College Works. College use of Sponsored Works and College Works is subject to the applicable agreement in place.

### 3) Copyright

Regarding copyright, the College is guided by AAUP's 1999 Statement on Copyright (See Appendix).

1). Faculty member(s) has the right to negotiate with the College regarding securing and commercializing of copyrightable material.

### 4) Patents

Once a faculty member has developed what they believe to be patentable subject matter – whether it be a Traditional Work of Scholarship, a College Work, or a

Sponsored Work - the faculty member must prepare an invention disclosure and arrange to meet with the Associate Provost of Institutional Effectiveness and Innovation to discuss the invention. If the patentable subject matter is a College Work or Sponsored Work subject to the agreement in place, the College shall have the right, but not duty, to determine if the College will collaborate with the faculty member in securing intellectual property protection. If the College fails to exercise this right within 90 (ninety) days of the initial meeting, all rights retained by the faculty member and any rights the College may have had are extinguished. If the patentable subject matter is a Traditional Work of Scholarship, at the time of the disclosure the faculty member can request (but is not required to request) that the College determine if it will collaborate with the faculty member in securing intellectual property protection.

If the faculty member and College determine that they wish to protect the patentable intellectual property, the College will pay the fees and expenses associated with such patenting and the inventors will be required to assign the invention to the College.

Any payments to the College received from assignment or licensing of the invention will be handled as follows: a) Any revenue derived from the property will be used to reimburse the College's expenses used to obtain (and maintain) the protection. b) Once these expenses have been paid in full then any remaining money from the initial payment and later received payments will be divided evenly (50/50) between the College and the faculty member (unless other terms have been agreed upon in advance). c) Unless other terms have been agreed upon in advance, of the 50% of the net revenue that will be retained by the College, 75% of that money would go directly to the College (unrestricted annual fund) and the remaining 25% would go to the faculty member's academic or administrative department(s) to support research, teaching and/or programmatic budgets.

### 13. [Open Ended Resource Guide](#)

Open Educational Resources (OER) are course materials that are free for students to access and use.

Materials may either be created as OER or they may be licensed by the institution, with one purchase providing access to all students.

### 14. [Student Verification Policy](#)

The purpose of the policy is for Elizabethtown College to comply with the Higher Education Opportunity Act (2008) which requires institutions to verify student identity with distance education.

### 15. [Systems Check](#)

Systems Check includes technical requirements/information for online courses including operating system, hardware, browser, software, audio/visual, and more to assist students.

## 16. Time Zone Policy

The School of Graduate and Professional Studies runs courses on Eastern Standard Time (EST). Courses begin at 12:00 am EST of the first day of the session and end at 11:59 pm EST on the last day of the session. To maintain equity among all students, assignment due dates and web conferences will be set according to the Eastern Standard Time. Students who do not complete any academically-inclined work by 11:59 pm EST of Sunday the first week of the session will be marked as non-attending for financial aid purposes. Students who are unable to participate in web conferences due to their scheduled time will have the opportunity to complete an equivalent activity, through viewing a recording of the web conference and/or completing an alternate assignment.

## 17. [Title IX](#)

Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations prohibit sex discrimination in educational programs and activities operated by recipients of Federal financial assistance. This prohibition encompasses discrimination based on a student's gender identity, including discrimination based on a student's transgender status.