

Drury University
College of Graduate and Continuing Studies (CGCS)
Continuing Studies Adjunct Faculty Handbook

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DRURY UNIVERSITY

COLLEGE OF GRADUATE AND CONTINUING STUDIES

Dear Colleagues:

Welcome! Whether you are a new or a returning faculty member in the College of Graduate and Continuing Studies (CGCS), we all share in a wonderful legacy of teachers and staff members who have advanced educational opportunities for adult students. CGCS faculty members are noted for their subject area expertise, making strong connections between the theoretical and the applied, excellence in teaching, and a commitment to add value to the lives of the students enrolled in their courses.

The origins of the College of Graduate and Continuing Studies began in 1948 with approximately 40 students on the Springfield campus selecting from among three different scheduled courses. In 1948, the concept of an evening college was an innovative method to meet the needs of World War II veterans who wanted to be employed during the day and take college courses in the evening. By 1953 Drury had been requested by the military to deliver college courses at Ft. Leonard Wood. Over the past 20 years, branch campuses have been expanded to provide access to higher education in: Ava, Cabool, Ft. Leonard Wood (Truman Education Center), Lebanon, Licking, Monett, Ozark (Richwood Valley), Rolla, St. Robert, and Thayer. The online education program, which was started in 2002, has enabled world-wide educational access. During this time, the mission of CGCS has always been to provide high quality, readily accessible courses which provide opportunities for a broad range of adult undergraduate and graduate students.

I want to express my sincere appreciation for the knowledge, dedication and skill that you bring to the more than 3500 CGCS students for the 2009-2010 academic year. Let me urge you to challenge your students to meet rigorous academic standards which demand their best effort and your most effective leadership. Drury University has an outstanding academic reputation because of the excellence in teaching which you bring to the classroom. Best wishes for a successful and rewarding year of teaching.

Sincerely,

Dr. Daniel R. Beach, Interim Dean
College of Graduate and
Continuing Studies

COLLEGE OF GRADUATE AND CONTINUING STUDIES FACULTY INFORMATION

This handbook refers to the Continuing Studies offices at all locations. Unless otherwise specified, “Continuing Studies office” means the office at the location where you are teaching.

The information in this booklet is for seated and online instructors at both the undergraduate and graduate levels of instruction.

FACULTY APPOINTMENT AND PAY INFORMATION

Employment

Drury University’s College of Graduate and Continuing Studies relies on a strong, vibrant and well-credentialed faculty to build Drury’s reputation of knowledge and instructional excellence for the students we serve. The following procedures and processes are followed by both seated and online classes to build the foundation of excellence expected of faculty members:

1. Candidates are required to hold an earned master’s degree, and preferably a doctorate degree in the area in which they wish to teach.
2. Candidates must complete and file with the Dean of the College of Graduate and Continuing Studies (CGCS), an adjunct faculty application form, all academic transcripts and a resume.
3. The chair of the department in which the individual seeks approval to teach must then approve the applicant and designate courses for which the applicant is approved.
4. The Dean of CGCS acts on the recommendation of the department chair and approves or rejects the application.
5. If approved, the request is then forwarded to the Vice President of Academic Affairs for final review.
6. Additional approval by the Director of Online Education is required for instructors to teach online courses.
7. Once an applicant is fully approved, the applicant becomes part of the pool of approved faculty and will be considered for future assignment to appropriate courses.

All appointments are subject to yearly review. Appointments to teach are made from the resulting approved pool of teaching staff. Adjunct faculty with full-time employment outside of Drury will be limited to a maximum load of two courses per semester. This load includes seated and blended classes, online classes, and classes taught at other institutions.

Salary Determinations

Continuing Studies requires a minimum number of students enrolled in a class in order to offer a course and pay faculty members at full salary.

If the enrollment falls below that minimum (currently ten [10] registered paying students), the faculty member, in consultation with Graduate and Continuing Studies administration, may be offered the option of teaching at a prorated fee based on enrollment.

Pay Dates

Pay dates for each semester are provided in the contract faculty members receive for teaching a course. Typically, a faculty member will be paid in three installments during the semester. Summer pay dates may vary. Payments for supervised directed studies, research, or internships are made on the last pay date for the semester. Pay dates are the fifth of the month.

All payroll information forms (W-4s, I-9s, and copies of identification information) must be completed and on file in the Human Resources office, and signed contracts must be submitted to the Continuing Studies Office by the due date indicated in the contract in order for paychecks to be issued in a timely manner. **It is the responsibility of the faculty member to report to the Continuing Studies Office in a timely manner changes in address, phone, e-mail, and other contact information.**

Payroll Information Forms

New faculty members must file the Employee's Withholding Allowance Certificate, Form W-4, I-9 Verification of Employment Eligibility, and the Missouri State Withholding Form in the Continuing Studies Office. Note: Faculty members requesting a change in claimed exemptions should complete new withholding forms.

Each faculty member's current phone number, mailing address and e-mail address should be on file in the Continuing Studies Office at all times.

Tuition Remission

Eligibility: Adjunct faculty must meet both of the following requirements to be eligible for tuition remission benefits:

- 1) Must have been hired prior to September 1, 2006, and
- 2) Must not have experienced more than a twenty-four month lapse in teaching at Drury.

Drury University offers the benefit of tuition remission grants (as defined in Section 117 of the Internal Revenue Code) for undergraduate degree programs for eligible adjunct faculty and their eligible dependents (as defined in Section 152 of the Internal Revenue Code).

Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Code) are only available to eligible employees, not dependents, up to the maximum per calendar year. The grant must be used during the semester in which it is earned. The amount of the grant is determined by the current semester contract(s) and tuition rates for the courses taught.

An adjunct faculty tuition remission grant application should be submitted prior to the beginning of the term in which it is to be used. Application forms are available online through the benefits section of Drury's Human Resources Website at www.drury.edu/hr.

CLASS ENROLLMENT, REGISTRATION, AND REQUIREMENTS INFORMATION

Enrollment Verification

Continuing Studies faculty members may obtain class rosters online via the Drury website (www.drury.edu). Click the MyDrury icon and log on using your campus I.D. number and password.

During the second week of the semester, faculty members are required to obtain an updated class roster for the purpose of enrollment verification. Instructors are sent an e-mail with information to be completed for this purpose. The Online Education Office verifies course enrollments for all online courses. **Seated enrollment verification is extremely important and faculty members are required to comply with requests for information concerning class attendance and enrollment.** The faculty member is asked to report the names of students who are attending class, but whose names do not appear on the rosters; also, the names of students who are registered but not attending. Faculty members should supply as much information as possible on students who have stopped attending or who have never attended class (i.e. how many classes missed, last date of classes). Further, faculty members should include student I.D. numbers and the name of the class. This information is essential for completing correct billing for tuition as well as making certain that academic credit is properly awarded. **It may affect salary determination, and is the only manner in which the faculty member will be able to correctly report final grades.** Each faculty member shall maintain this information for a minimum of five years.

Each communication from the Registrar's Office will explain what information is needed in verifying enrollment and will advise the faculty member as to how and when the information is to be reported. **It is expected that the Continuing Studies faculty will fully comply with these requirements.**

It is the responsibility of CGCS faculty to take attendance and maintain an accurate attendance record for each class.

Academic Standards

A Continuing Studies class often presents a stimulating challenge to the faculty member since the range of students' ages, ability, experience, and knowledge is often wider than in a comparable residential day class. Studies show a larger percentage of strongly motivated, superior students in the evening, fewer that are average, and sometimes in the beginning classes a somewhat larger group of less able students. In advanced classes, less able students usually have eliminated themselves and performance potential is exceptionally high.

The quality of instruction and the standards of student performance are the direct responsibility of the academic department offering the courses.

This is one reason all faculty teaching in Continuing Studies are approved by the academic department chair before the Dean or Vice President for Academic Affairs act. While some flexibility is often desirable, performance standards set by the instructors should be the same as they are for comparable day classes. Preparation and high performance are requisite for both students and faculty alike.

Please request proof that students have met prerequisites. If a faculty member feels a student in his or her class is not qualified to take the course or has not met the prerequisites, the faculty member must call or send a note stating this to the Continuing Studies Office at their site. This action will permit the student to transfer to another seated course without penalty or to cancel with a full refund providing this action is taken before the end of the second week of classes. **Students may not enter an online course after the first day the class begins.**

Academic Progress

Essentially, reporting academic progress involves two responsibilities:

1. The faculty member will report to the registrar or site staff the name of any student who fails to attend classes for three consecutive class sessions. The faculty member should be able to determine the last date of course attendance for any student who stops attending/participating in a course. This information is essential and required for all students and especially for students receiving Veteran's benefits, and/or state and federal funding.
2. The faculty member will report grades at the times they are requested. Day school freshmen, transfer students and students on probation receive mid-term grades and there is a possibility that students in these categories may be enrolled in Continuing Studies courses. Faculty members, therefore, should plan course syllabi that will enable them to report mid-term progress if it is requested.

Final grades must be reported correctly and on time. Faculty need to use the Drury Website (www.drury.edu) to report grades through **MyDrury** by using their log on I.D. number and password. Faculty members should understand the grading system and grading policies as outlined in the university catalog and should maintain careful records of their own grading procedures and student progress throughout the semester.

Grades must be reported for all students who are enrolled, and no grades can be reported for any student whose name does not appear on the official class roster (important reasons for making accurate enrollment verification as described above). Do not leave any blank grades. Issue a DP (drop pass) or DF (drop fail) for students dropping with a DG (drop with a grade). Incomplete grades "I" are reserved for students with special circumstances who have made prior arrangements with faculty.

Enrollments

Faculty members should respond promptly to requests for information regarding attendance of enrolled students. If there are students who are **failing at the eight-week point, the faculty member will report these students to the Continuing Studies Office at their location or in the case of online classes, to the Director of Online Education.** The Continuing Studies Office or Online Director will notify the student and suggest he or she discuss the problem with an advisor or the instructor.

Student Dropping of Classes

1. If a **student misses three (3) consecutive seated or blended class meetings**, the faculty member will notify the Continuing Studies Office at their site.
2. The Continuing Studies Office will then contact that person and request that he or she officially drop the course.
3. A course cannot be dropped during the last two weeks of the semester.
4. **A faculty member cannot drop a course for a student.** Students should be aware that formally dropping a course is their responsibility. A student must either come in person to the Continuing Studies Office at their site, use appropriate online drop processes, or mail in the request for the cancellation. In either event, the request must be made in writing.

Enrollment Cancellation at Suggestion of Instructor

College of Graduate and Continuing Studies (CGCS) adjunct faculty members have the authority to ask a student to drop a course if the student does not have prerequisites for the course or the necessary background to complete the course satisfactorily. The instructor should notify the Continuing Studies Office of the matter within two (2) weeks of the start of the semester. This is important so the student can receive a 100% refund.

COURSE REQUIREMENTS

Individual Course Syllabus

Course syllabi shall be kept on file for five years from the date of course offering. The faculty member and the department chair shall both maintain a file of all courses (clearly dated) offered in the last five years. **College of Graduate and Continuing Studies (CGCS) adjunct faculty must provide a dated syllabus to the Continuing Studies Office prior to teaching the course.** Students in graduate programs or students who have transferred from Drury to another college may need more than the catalog course description in order to fully define and utilize their Drury coursework in an extended study plan. The Higher Learning Commission expects departments to have copies of all syllabi on file. When new faculty or adjuncts are called upon to teach, it is helpful for the chair to be able to show them how the course has previously been taught (how it fits into the departmental program) through sharing a syllabus.

The Continuing Studies Council has approved the use of a standard syllabus template for CGCS faculty. The use of a standard syllabus ensures consistency in academic rigor as well as student outcomes between the day courses and their equivalents in CGCS. Often, the difference between a good faculty member and an outstanding faculty member is an outstanding syllabus, since clearly defining expectations is a cornerstone of the adult learning model. The standard syllabus template provides boilerplate information regarding university and CGCS policies along with designated space for the faculty member's policies and for course expectations, outcomes and deliverables. **The template for seated and online courses is available through the College of Graduate and Continuing Studies Faculty/Staff link at www.drury.edu/cgcs/standardsyllabus2.doc.** A copy is also available as an appendix in this Handbook. Each semester CGCS faculty uses the template to prepare a syllabus for each course they will be teaching. Faculty then submit their syllabi to CGCS by sending an e-mail to bquas@drury.edu **at least 7 days prior to the start of classes.** CGCS will store each syllabus electronically for the designated time period.

Textbooks

Approximately three months prior to the beginning of each term, faculty members receive a textbook adoption form from the Continuing Studies Office, Online Education Office or Graduate Programs Office for each course they are teaching. If using a textbook, faculty members must identify the title, author, edition, ISBN, publisher, and whether the textbook is required or optional. The College of Graduate and Continuing Studies (CGCS) will notify faculty members as soon as possible if the bookstore orders a newer edition than identified on the textbook adoption form. Desk copies and instructor materials will be ordered by CGCS.

Faculty members should return textbook adoption forms by the deadline indicated on the form to ensure that the bookstore has textbooks available for students to purchase prior to the beginning of class.

Directed Study, Research, Selected Topics, and Internships

Faculty members may be asked to supervise directed studies, research projects, selected topics, and internships. Students should be advised to formally register and complete the appropriate paperwork for the course in order to receive credit. Faculty agreeing to supervise an internship, research or directed study are asked to sign the special coursework form and return it to CGCS within the first two weeks of the semester.

A directed study is designed to allow flexibility in students' schedules. The usual syllabus of the course will be followed and should be attached to the special coursework form. The standards will be the same as when the course is being offered as a class. Directed studies will be listed on the student's transcript with the regular course title preceded by the designation "DS." Such a course constitutes a regular part of the student's academic load. Only one directed study course is allowed in a semester and may not be completed during a semester when a student is also registered for a course in research. Instructors should not solicit directed studies on behalf of students. Students desiring a directed study must first contact their advisor.

Sophomores, juniors and seniors are eligible for research projects or internships to provide educational experience beyond regular catalog offerings when necessary for graduation. Significant responsibility lies with the student to work independently to develop a proposal for study that must be approved by a faculty member, the appropriate department chair and the Dean of the College of Graduate and Continuing Studies. Research projects must include the student's research plan. Internships require a signature on the learning contract. The faculty member will provide counsel and will evaluate the student's performance.

Selected Topics are courses not included in the College of Graduate and Continuing Studies or day school catalogs. Selected Topics offer both the department and the students the opportunity to explore areas of special interest in a structured classroom setting. Internships are structured to provide students an opportunity to apply the learning secured in the classroom in some practical way. A faculty member and an on-site supervisor help the student establish the objectives for the internship. The faculty sponsor, in consultation with the on-site supervisor, will perform evaluation. Grading will be on a satisfactory/unsatisfactory basis.

Instructor Evaluation

Continuing Studies expects instructors to provide their students with the opportunity to evaluate their classroom experience. College of Graduate and Continuing Studies (CGCS) classes are evaluated each fall and spring semester using the short version of the IDEA evaluation form. In addition, instructors may devise their own form, or they may utilize the evaluation tools used by their department. Continuing Studies will provide summary printouts for instructor review. During the first semester a mid-term evaluation will be administered for new instructors and instructors teaching a new course. It is expected that the faculty will find student evaluations helpful in the evaluation of their performance and individual instructional objectives.

MEETING REQUIREMENTS

Faculty Responsibility in Meeting Classes as Scheduled

When a faculty member assumes the responsibility of teaching a class, he or she accepts the obligation to meet that class as scheduled. If for some reason the instructor is unable to do so, it is their responsibility to notify the Continuing Studies Office, or the Director of Online Education for all online courses, and to secure an adequate substitute.

In addition to meeting classes when scheduled, instructors are expected by Continuing Studies, by the academic department, and by their students to hold classes for the full time indicated in the printed schedule or teaching contract. An instructor who, without good reason, cuts the class short (including the first class session) can expect complaints from students and follow up by CGCS. In most cases, missing one meeting of a Continuing Studies class is equivalent to missing a full week of day school classes.

Classes are generally scheduled on the basis of **one full 50-minute session** per week for **each hour of credit hour**. The class periods are arranged to allow for a 10-minute break at midpoint in the class. Online instructors must be actively engaged in all facets of their courses to meet student learning outcomes and course requirements for the duration of the scheduled course term. Instructors who do not meet their scheduled class may have their salary reduced accordingly.

Cancellation of Classes by Continuing Studies

It is sometimes necessary to cancel a class due to insufficient enrollment. Cancellation of classes will be avoided whenever possible.

Cancellation of Class Meetings Due to Severe Weather Conditions or Other Emergencies

In very rare instances the university may close due to extremely inclement weather. Should that happen, an announcement would be broadcast on local radio and television, and a text message would be sent to all students and faculty. The following guidelines will be used to implement weather-related closings at the branch campus locations:

1. Each branch campus director monitors local weather as it develops and makes the decision whether to close.
2. Each branch campus director notifies appropriate local news media and other local authorities of the closing.
3. The branch campus director contacts the Dean of CGCS and the Director of University Communications to advise of the decision to close.

4. Director of University Communications alerts the centralized school closing network.
5. Director of University Communications facilitates posting of closure notice on the Drury home page and on the weather line at (417) 873-7669.
6. The branch campus director posts closing on www.cancellations.com.
For the Springfield campus, the Director of University Communications manages the [cancellations.com](http://www.cancellations.com) account.
7. In the unlikely event that the President orders the entire university to close, the Dean of CGCS will inform all Drury campuses. The closure is communicated as outlined in items 3, 4 and 5 above.
8. Make-up dates for weather-related cancellations will be determined by the Dean of the College of Graduate and Continuing Studies and branch campus administrators.
9. Make-up sessions for cancellations due to instructor emergencies should be coordinated with branch campus administrators.
10. Online courses meet regardless of weather conditions.

Changing Room, Hour, or Day on Which Class is Scheduled, Classroom Configuration, and Housekeeping

No instructor is authorized to change the room, hour, or day on which a class is scheduled without approval from the CGCS office at their site. Please contact the CGCS office if there is a problem with the room. The Registration Assistant will assist in class relocation. Instructors are responsible for returning furniture to the original configuration of the room. Instructors are encouraged to erase boards and have students place trash in receptacles at the end of the class period.

Holidays

Ordinarily, CGCS classes will not meet on holidays observed by the university. These may not include all federal and state holidays. See the academic calendar for these dates. Instructors should remember that CGCS students are not always aware of holidays observed by the university. Please be certain to advise your students of any and all holidays that your classes will observe.

Make-up Examinations

Students are expected to take scheduled examinations during regular class periods. If, for reason of illness or family emergency, the student is unable to attend class for the examination, CGCS offices at all sites may proctor make-up examinations. Each site will inform instructors of hours for make-up examinations. Instructors will provide a copy of the examination and instructions for proctors. Make-up examinations for online courses will be administered within the online course itself.

FINAL EXAMINATIONS AND GRADE REPORTS

Final Examination Schedule

The final examination is scheduled for the last meeting of each class. An examination should not be given prior to the scheduled final examination night without first making special arrangements with the Dean of the College of Graduate and Continuing Studies.

Final Grade Reports

One week before the end of each semester all instructors will receive notice of a final official roster for the course(s) that they are teaching. These rosters can be accessed online (MyDrury via www.drury.edu) for the purpose of reporting grades. Although electronic grade submission is preferred; grades reported on hard copy rosters must be recorded in ink, completely filled out, and must bear the signature of the instructor.

All Final Grade Reports Must be Reported to the Continuing Studies Office Within 24 Hours After the Final Examination is Given.

The registrar's office cannot report students' grades until **ALL** grades have been received. If a faculty member's grades are not received, delivery of all Continuing Studies students' grades are delayed, not only those grades of students involved in the individual class. Since the students have a right to expect grades promptly, a faculty member who does not turn in grades on time does an injustice to the students. In many instances, students depend upon prompt grade reports to 1) plan subsequent educational experiences and 2) request reimbursement from employers who assume financial responsibility for their employees' college expenses. **The responsibility for prompt reporting of student grades should be recognized as a condition of employment.**

Final Grades for Prospective Graduates

Drury conducts commencement at the conclusion of each semester and summer session. **Students eligible to graduate will take final examinations or submit culminating requirements one week prior to finals week.** Rosters identifying these students may be obtained online via MyDrury (www.drury.edu). Final grades must be reported to the Registrar's Office (via MyDrury) no later than 8 a.m. on the first Monday of finals week.

If a faculty member's grades are not received, it delays the graduation audit and may prevent a qualifying student from receiving academic honors at commencement. The responsibility for prompt reporting of student grades should be recognized as a condition of employment.

Grade Books

If different than the class attendance book, the grade book showing grade progress throughout the semester and final grade computation shall be kept for a minimum of two years. If the grade book is the same as the class attendance record, it must be kept for a minimum of five years.

All online instructors must use the grade book function within the online class for archival purposes.

Consultation with Students

Few CGCS students can visit a faculty member's office during daytime hours. CGCS instructors are requested to provide other times for personal consultations with their students. Online instructors must use the online course site as the means to be available to their students for consultation purposes. **It is expected that instructors will make themselves available for necessary and sufficient consultation with students.**

Appeal of Final Course Grade

Students should be protected from prejudice and capriciousness in the awarding of grades. They are entitled to a reasonable explanation of their performance in relation to the standards of the course. They are also entitled to (1) a review of their grade by a responsible group of faculty in such cases where the student can establish a reasonable doubt that the grade was awarded fairly and (2) an adjustment of the grade where prejudice or capriciousness is established. A student may appeal a final course grade by the following steps:

1. If a student has a question concerning the final grade, she or he should discuss the matter with the faculty member within the first three weeks of the following semester. If the faculty member who awarded the grade is not on campus during the regular term, the student should contact the Dean of CGCS or the department chair. When the faculty member who awarded the grade is not available, the department chair or someone designated by the chair would, in normal circumstances, be responsible for re-affirming or adjusting the grade. The original faculty member would be consulted whenever possible. If no agreement is reached between the student and the faculty member, the student must file an appeal with the Dean of CGCS by the end of the fourth week.
2. The chair of the department then mediates negotiations between the faculty member and the student (normally for 2 weeks, or the fifth and sixth weeks of the term). If the department chair is the faculty member concerned, the Dean of CGCS will appoint a mediator.

3. If mediated negotiations are unsuccessful, the student may file a formal written petition with the Academic Affairs Committee (AAC) before the end of the eighth week of the semester stating the reasons why he or she feels the grade was awarded in a prejudicial or capricious manner and present evidence to support the case. As with other petitions, the student may request the presence or absence of the AAC student representatives. The petitioning student will be responsible for presenting any papers, tests, or exams, which were returned to him or her. The faculty member will be responsible for making available any papers bearing on the case, which were not returned to the student.
4. The AAC receives the petition and based on their experience as educators and their evaluation of the fairness of the grade decides by simple majority vote whether to hear the case or not. If they choose not to hear the case, the committee has completed its review of the appeal. If the AAC decides to hear the case, the student and the faculty member will present any evidence or other information that is required by the AAC. In those cases where a member of the committee is involved as the faculty member who awarded the grade, that member shall resign from the case and the Faculty Affairs Committee, serving as a nominating committee, shall appoint another faculty member to serve on the AAC to hear the case. The committee may also call for whatever other information members deem significant to their decision including testimony from the mediating faculty member from step two above. The mediating faculty member will also be heard if he or she so desires.
5. The AAC will then decide if prejudice or caprice was involved in determining the final grade. A two-thirds majority vote is required to establish prejudice or caprice, in which case the grade will be changed. In the absence of a two-thirds majority vote, the case is closed.
6. The department chair in consultation with the AAC will determine the new grade. If the department chair is the faculty member who awarded the grade, the same person who functioned as mediator will approve the new grade.

All decisions of the committee on such petitions will be subject to automatic review by the Dean of CGCS and thereafter move into the normal channels of the university.

FACULTY AND STUDENT SERVICES

Springfield Campus:

Continuing Studies office hours, while classes are in session, are:

Monday - Thursday, 8 a.m. - 8:30 p.m.; Friday, 8 a.m. - 5 p.m.

Graduate Programs office hours, while classes are in session are:

Monday through Friday, 8 a.m. – 5 p.m.

Online Programs office hours, while classes are in session are:

Monday through Friday, 8 a.m. – 5 p.m.

Branch Campuses:

St. Robert branch campus office hours, while classes are in session, are:

Business office: Monday-Thursday, 9:30 a.m.–5:30 p.m. (Student/faculty assistance available until 10:00 p.m.); Friday, 11:30 a.m.-5 p.m.

Ava, Cabool/Licking, Lebanon, Monett, Rolla and Thayer: check with specific branch campuses for office hours.

Special hours during vacations and breaks, for the Springfield campus, will be announced on the Drury Website.

Academic Advising Services

Academic advisors are available to Continuing Studies students. They will assist students with course selection, registration, and degree programming. College of Graduate and Continuing Studies faculty are encouraged to communicate with the advising staff any concerns or potential problems as soon as possible (e.g., excessive absences by a student).

Special Needs

At the beginning of each semester, faculty will be presented with memos regarding students with special needs (the students may elect to personally present and discuss his or her memo). These memos will indicate any reasonable and appropriate accommodations that need to be made to ensure full participation in the course. Registration with Academic Advisor Marti Marlin and presentation of documentation is required before services are extended. If you should have any questions or concerns regarding a student, please contact Marti Marlin at (417) 873-6881 or mmarlin@drury.edu.

Communication

Mailboxes

Faculty mail for all seated instructors in Springfield is placed in your faculty mailbox, which is located in the Continuing Studies Office. Please check your mailbox before going to your class each evening you are on campus. Faculty often act as a liaison between the Continuing Studies Office and the student. There may be important memos in your box that need to be read in class or information you need to know. If a faculty member is teaching at an off-campus location, he or she needs to check with the off-campus office regarding mail.

E-mail

E-mail is CGCS' primary mode of communication with both faculty and students.

CGCS Faculty are expected to check their Drury e-mail frequently and encourage students to do the same. Please contact Computer Services Help Desk at help@drury.edu or (417) 873-7300, toll-free (888)740-4638 to set up your e-mail account.

Internet and e-mail policies can be reviewed at www.drury.edu/ITpolicies.

Online Instructors

U.S. mail received for those instructors teaching only online will be forwarded to them. Campus announcements will be communicated online for online faculty.

Parking

Springfield Campus parking permits are issued free of charge at the security office in the Findlay Student Center Rm. 101 between 8:00 a.m. and 5:00 p.m. Monday through Friday (except holidays). Parking lot locations and regulations can be reviewed at www.drury.edu/parkingregulations.

Information regarding parking permits and lot restrictions at all off-campus locations can be reviewed at the branch campus office.

Audiovisual Aids

Computer projection is available in many classrooms. In Springfield, contact the Registration Assistant at (417) 873-7208 for specific technological classroom needs. Please allow 24 hours for CGCS staff to arrange for additional classroom equipment (i.e. TV/DVD or VCR players, LCD projectors, overhead projectors, etc).

Contact the local CGCS administrator at your campus for audiovisual equipment or other technology needs.

Career Center

The Drury Career Center is dedicated to providing career guidance to students and alumni through a range of career exploration resources including interest, personality and skills assessments, individual and group career counseling, computerized guidance and information systems, the Internet, and a career library. Workshops are offered throughout the year in self-assessment, writing resumes, job search strategies and interviewing skills.

As Drury students pursue their education, the Career Center provides a concrete transitional link to the real world.

To ensure that students have the greatest advantage in their chosen field, the Career Center provides internship opportunities, related part-time jobs, a resume referral database, career fairs, on-campus and videoconference interviewing, alumni mentoring and networking, and an interactive web page www.drury.edu/career. The Career Center is located in the lower level of Findlay Student Center on the Springfield Campus in Room 114. It is open Monday through Friday from 8 a.m. until 5 p.m. If you have questions about the services that the Career Center provides or if you would like to schedule an appointment, please call (417) 873-7284 or e-mail the Center at career@drury.edu.

Photocopying and Securing Materials for Classrooms

At the Springfield Campus duplication of typed class materials (including finals and mid-terms) can be done at the Continuing Studies Office in Bay Hall. To ensure that material is duplicated on time, please provide the typed material to the Continuing Studies Office two (2) days before it is needed.

Please check with branch campuses for information regarding photocopying at off-campus locations.

Reproduction of Copyrighted Material

The copyright laws are very specific. Copyrighted material cannot be reproduced except in two instances:

1. Written permission is received from the publisher.
2. The publisher is paid for the right to reproduce the needed copies.

Since the Continuing Studies Office does not have funds to pay publishers, it is necessary for faculty members to secure permission to reproduce copyrighted material. Continuing Studies will not reproduce any articles, pictures, graphs, chapters, sections, or other types of copyrighted material (without permission) for student or classroom use. Please note: this applies only to copyrighted material.

One alternative available is to adapt, rewrite, or redo the material and credit the source of the idea. That is permissible and is reproducible.

As in the past, the Continuing Studies Office will reproduce class syllabi, tests, and other instructor-created material. The Continuing Studies Office guarantees completion if the material is received two days in advance.

Distribution of Information to Students

Each semester it is necessary that instructors distribute some information to help their students. Continuing Studies will keep these requests to a minimum.

Please encourage your students to utilize their Drury e-mail for communication.

The College of Graduate and Continuing Studies uses e-mail as the primary communication to current students.

Bookstores

At the beginning of each semester the bookstores will post special store hours for the convenience of CGCS students.

Online students can order their textbooks online from the Springfield Campus bookstore via the online education website.

Commencement

All adjunct faculty are invited to march during commencement. The Continuing Studies Office will assist in ordering the appropriate academic regalia. Commencement takes place in May, August, and December.

Drury Testing Laboratory

The Drury Testing Laboratory is available to adult students by special arrangement with the Continuing Studies Office. If a faculty member is aware of a student who could profit from one or more tests, please refer this student to the Continuing Studies Office on the Springfield campus, or to the Director of Testing at the St. Robert Annex.

Library

Drury University has a vast library for students to use both on campus and via the web. To find out more information about the offerings of our library, visit <http://library.drury.edu/>. Additionally, faculty members may request library tours for their students. Arrangements are made by contacting the library, at 873-7283.

Response Option Available to Any Teacher in the Presence of Disruption

It is unlikely that an individual or a group will disrupt any Continuing Studies class. Faculty members may nevertheless want to be prepared for such an event and should be aware of the official university procedure for dealing with such disruption. In Springfield, if for any reason a serious disruption of class is anticipated, call Campus Security at 873-7911. At the Fort Leonard Wood/St. Robert Annex, contact the Building Monitor. At other Drury locations, contact that branch campus office.

Saving on Energy – Human and Electrical

While janitorial service is designed to ensure a pleasant, clean classroom environment, that aim could be facilitated if students are urged to help.

To conserve electricity, the university asks that faculty members turn off the lights and close the windows when leaving classrooms for the evening. Fort Leonard Wood classrooms must be left in the same condition in which they were found, as they will be used for military purposes early the next morning. The faculty member is responsible for his or her classroom.

Emergency and Tornado Procedures

A steady siren occurs only when a tornado is either imminent or has been sighted so immediate action should be taken. In case of this emergency, faculty members should follow the emergency procedure handbook.

Before an emergency arises, faculty members should become familiar with the location of Tornado Shelter signs in their buildings.

The best available areas on the Springfield Campus are:

1. Lower level of Findlay Student Center
2. Lower level of Pearsons Hall
3. Basement of F.W. Olin Library
4. Basement of Lay Hall
5. Basement of Lydy Art Center
6. Basement of O'Bannon Music Center

If these places are unavailable, the next best places are:

1. Basement of Burnham Hall
2. Basement (restroom area) of Clara Thompson Hall
3. Auditorium of Lay Hall
4. First floor hallways of Breech

If another form of emergency should occur in Springfield, call Campus Security, 873-7911 or 873-7400. At the Fort Leonard Wood/St. Robert Annex, contact the Building Monitor. At other locations, please contact the branch campus office.

Each Drury campus has its own specific Emergency Response and Communication Plan available for faculty and staff to review.

FACULTY CONDUCT

In keeping with the long established tradition of excellence in teaching, it is expected that instructors will practice and exhibit the highest standards of professionalism in seated and online classes, and at all times while representing Drury University. Additionally, instructors are expected to keep updated in their subject matter, incorporate that knowledge into course content, and use adult learning methods in their classes.

The following policies are outlined to make clear specific situations which may have legal implications for the instructor and for the university.

No Smoking Policy

In keeping with Drury's intent to provide a safe and healthful environment, **smoking in all buildings at Drury is prohibited.** This is for the benefit of those who do not smoke, as well as for the protection of the facility. This policy applies equally to all faculty, students, staff members and visitors. This policy pertains both to day and evening use of campus buildings.

Firearm Policy

Possession of any type of weapon on university property, including parking lots and green space, is strictly prohibited unless the individual has university approval through association with a public law enforcement agency, or has registered the weapon with the director of security, and has written permission from a Vice President or the President. In the case of firearms, the policy applies whether or not the weapon is loaded and whether or not it is capable of being fired.

Sexual Harassment Policy Statement and Complaint Procedure

Policy Statement

Drury University is committed to excellence in education and believes that excellence may only be reached in an environment free of sexual harassment. Sexual harassment threatens the careers of students, faculty, and staff, and undermines the mission of the university. Drury University affirms that sexual harassment is unacceptable and will not be condoned; and its intent is to provide an environment for students and employees that are free from sexual harassment.

Definition

Sexual harassment is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.

Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These actions constitute sexual harassment when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work environment, or
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment retention or advancement, or
3. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

Implementation

In support of this policy, the university shall conduct periodic orientation and educational programs for faculty, students, and staff on the nature of sexual harassment in order to ensure an academic and work environment free of sexual harassment.

Procedure for Handling Sexual Harassment Complaints

Any member of the Drury University community who feels she/he has been sexually harassed should advise one of the following individuals: the Dean of the College, the Dean of Students, the Human Resources officer or the Chaplain.

The individual contacted will see that the appropriate officer of the university is aware of the complaint and that an investigation of the complaint is made. The appropriate officer for a complaint against a faculty member is the Dean of the College; for a complaint against a staff member, the Human Resources officer; for a complaint against a student, the Dean of Students.

The investigation of the complaint will be conducted by one or a combination of the above listed officers, and should adhere to the following guidelines:

1. The investigation shall be conducted by the appropriate officer(s) as soon as possible after the complaint has been received.
2. The investigation should be done as discreetly as possible with the identity of the parties involved and the information collected treated as highly confidential.
3. The individual making the complaint in good faith shall have no fear of reprisal.
4. At the time a formal investigation is undertaken, the individual shall make the complaint in writing.
5. The results of the investigation will be reported in writing to the parties involved.

If the investigation proves the complaint valid, appropriate counseling will be provided and/or disciplinary action may be taken. If disciplinary action is deemed appropriate, it will be determined by the President in consultation with the investigating officer(s). Sexual harassment is a serious matter that may lead to dismissal of the student or employee. It is grounds for termination of tenured faculty.

If the disciplinary action involves a faculty member who feels she/he has been misjudged, she/he has recourse to the Grievance Committee through the Academic Freedom and Tenure Policy, Regulations 5 and 6, as stated in the day school Faculty Handbook.

Adjunct faculty are required to complete Anti-Harassment training by completing the online Anti-Harassment training module and to sign a policy acknowledgement form. The online training may be accessed at: <http://training.newmedialearning.com/psh/drury/index.htm/>.

Conflict of Interest Policy

An actual or potential conflict of interest occurs when a faculty member is in a position to influence a decision that may result in a personal gain for that staff member or for a relative as a result of Drury University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the faculty member is similar to that of persons who are related by blood or marriage.

Family Educational Rights and Privacy Act of 1974

Avoid six primary FERPA violations:

1. Do not use the entire social security number of a student in any public posting of grades.
2. Do not link the name of a student with that student's social security number.
3. Do not leave graded tests in a stack for students to sort through as they pick up their own.
4. Do not discuss a student's progress with anyone other than the student, including parents and other faculty, without the consent of the student.
5. Do not provide anyone with names of enrolled students for any commercial purpose.
6. Do not provide anyone with information regarding a student's schedule or assist anyone other than university employees in locating a student on campus.

Faculty members can seek student directory information from the main office.

Faculty should also be aware of what is or isn't included in this information, or what may or may not be permitted for release in terms of the Family Educational Rights and Privacy Act of 1974.

Drury University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Drury University informs students of their rights relating to FERPA (20 U.S.C. Sections 1232g; and implementing, 34 C.F.R. Section 99.1 *et seq*). The act was designed to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

The university has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including e-mail address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) participation in officially recognized activities in sports, (8) weight and height of members of athletic teams, (9) dates of attendance (including matriculation and withdrawal dates), (10) academic classification by year, (11) degrees and awards received, (12) most recent previous educational agency or institution attended, and (13) student's photograph. Indications of religious preference along with name, address and telephone number of student are provided to the University Chaplain.

This institution may disclose directory information for any purpose at its discretion, without the consent of a student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA. For further details on FERPA, please consult the Undergraduate Catalog or guides that are available in the Registrar's Office.

New and veteran Continuing Studies faculty are now required to visit the FERPA training site, complete the training, and submit the signed questionnaire that indicates completion of the guided FERPA training module.

The directions to the FERPA training site are as follows:

1. Go to the Drury homepage (www.drury.edu), click on 'Faculty / Staff'
2. Select 'Human Resources' link
3. Choose 'Training'
4. Finally, click on 'Faculty Training' to reach the FERPA module.

DRURY UNIVERSITY STAFF

CENTRAL ADMINISTRATION – MAIN CAMPUS

President	Todd Parnell
Vice President, Academic Affairs & Dean of College	Charles A. Taylor
Vice President for Administration	Kenneth L. Johnson
Vice President for Alumni & Development	Krystal Compas
Vice President for Athletic Affairs & Community Relations	Edsel Matthews
Vice President of Campus Operations & Sustainability	Pete Redecki
Vice President for Enrollment Management	Paul Carney
Vice President for Student Affairs	Tijuana Julian
Dean, College of Graduate & Continuing Studies	Daniel R. Beach (Interim)
Registrar, Assistant Dean for Research and Records	Gale Boutwell
Director of Athletics	Pat Atwell
Director of the Bookstore	Myrna Clinkenbeard
Director of Business Services	Jill Holmes
Director of Career Center	Jill Wiggins
Director of Financial Aid	Annette Avery
Director of Human Resources	Scotti Siebert
Director of Library and Information Services	Phyllis Holzenberg (Interim)
Director of Physical Plant	Red Richmond
Director of Safety and Security	Serene Deeds
Executive Director of University Communications	Bill Noblitt
University Controller	Rob Fridge

Academic Department Chairs

Architecture	Michael J. Buono
Art and Art History	Tom Parker
Behavioral Sciences	Vickie Luttrell
Biology	Barbara Wing
Business Administration & Economics	Bill Rohlf (Interim)
Chemistry	Ken High
Communication	Ron Schie
Education	Chris Craig
English	Peter Meidlinger
Exercise and Sport Science	Kathy Carroll
History and Political Science	Elizabeth Paddock
Interdisciplinary Studies Center	Richard Schur
Languages	Elizabeth Nichols
Library	Phyllis Holzenberg (Interim)
Mathematics and Computer Science	Robert Robertson
Music	Allin Sorenson
Philosophy and Religion	Lisa Esposito
Physics	Bruce Callen
Theatre	Robin Schraft

COLLEGE OF GRADUATE AND CONTINUING STUDIES (CGCS)

(417) 873-7373 or toll-free 888-740-GO DU (4638)

Dean, CGCS

Executive Director, Educational Services/Assoc. Registrar
and Coordinator, General Studies Degree Program

Director, Faculty Services

Director, Law Enforcement Academy

Director, Outreach Activities and

Coordinator, Leadership Studies Degree Program

Dual Credit Coordinator

Special Assistant for Off-Campus Programs

Daniel R. Beach (Interim)

Beverly Reichert

Virginia Mee

Tony Bowers

Barbara Weathers

Jane Lindsey

Michael Bryan

Faculty Coordinator, Biology

Faculty Coordinator, English

Faculty Coordinator, History

Beth Harville

Kevin Henderson

Leah Blakey

Coordinator of Academic Advising/Springfield

Academic Advisor/Special Needs/VA Representative

Transfer Advisor/Recruiter

Academic Advisor

Enrollment Specialist/Richwood Valley Advisor

Coordinator of Operations Management

Admissions/Advising Module Specialist

Registration Services Coordinator

Registration Assistant

Graduation Coordinator/Catalog Editor

Office Coordinator

Advising Module/Transfer Entry Assistant

Teresa Montgomery

Marti Marlin

Greg Rozell

Sarah Thornton

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Barbara Quas

Nicolas Metts

Robin Sprenger

Salia Manis

Stephen Eisele

Sharon Topliff

Jeremy Floarke

Graduate Programs

Graduate Programs Coordinator

Office Coordinator

Kerry Elam

Desiree Belezos

Online Education

Director

Associate Director

Online Advisor

Online Recruiter

LMS Administrator

Content Manager

Office Coordinator

Steve Hynds

Tessa Melancon

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Katy Brandes

Andy Nelson

Vacant

Vacant

Ava Campus

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Academic Advisor

Academic Advisor

Assistant Coordinator/Bookstore Manager

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Ava, MO 65608

Jonathan Talley

Marsha Aborn

Dean Watson

Lynette Collins

Cabool/Licking Campus

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Coordinator of Academic Support Services

Academic Advisor

Academic Advisor

P.O. Box 526, 801 Walnut Avenue

Cabool, MO 65689

Charles Hicks

Lu Adams

Gina Crunkilton

Nichole Honeycutt

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Director

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Thayer, MO 65791

Tammy Hathcock

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Director

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Office Assistant

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Lebanon, MO 65536

Lana LeFors

Cori Grunwaldt

Velta Amos

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Monett, MO 65708

Ann Saunders

Rhonda Schilly

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Coordinator

Academic Advisor

Office Assistant

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Rolla, MO 65401

Jana Neiss

Laura Lemmermann

Kate Jones

Vacant

St. Robert/Fort Leonard Wood Campuses

St. Robert: (573) 451-2400

194 Eastlawn Ave., Ste. C, St. Robert, MO 65584

Ft. Leonard Wood: (573) 329-4400 268 Constitution St., Ste. 12

Fort Leonard Wood, MO 65473

Director

Coordinator of Academic Support Services

Coordinator, Fort Leonard Wood

Practicum Coordinator/Academic Advisor

Office Assistant, St. Robert

Financial Aid Liaison/Office Assistant, St. Robert

Office Assistant, St. Robert

Office Assistant, Fort Leonard Wood

Coordinator, Science Program

Coordinator, Business Office

Senior Academic Advisor/Career Counselor

Faculty

Faculty

Faculty

Jana Neiss

Mary Iarussi

Carol Ziegler

Midge McGee

Chris Macy

Michelle Stampfly

Susan Church

Jessica Kingston

Tim Casey

Donna King

Tammie Black

Elisabeth Hargrave

Gail Slye

Edward Williamson



STANDARD FACULTY SYLLABUS Overview

Drury is an independent university, church-related, grounded in the liberal arts tradition and committed to personalized education in a community of scholars who value the arts of teaching and learning. Education at Drury seeks: to cultivate spiritual sensibilities and imaginative faculties as well as ethical insight and critical thought, to liberate persons to participate responsibly in and contribute to life in a global community, to foster the integration of theoretical and practical knowledge.

The purpose of the College of Graduate and Continuing Studies is to meet the career and intellectual needs of adult learners for a lifetime through personalized education. The college understands the importance of adult learners working together toward common educational goals and to that end establishes formal and informal learning community opportunities.

This document is designed to provide adjunct faculty with a template for a syllabus with the boilerplate information desired by the College of Graduate and Continuing Studies. This is the minimum that should go into a syllabus and the faculty member may add additional material, as deemed appropriate. The information items printed in italics are to distinguish between actual boilerplate information and general comments. A clearly defined expectation is a cornerstone of the adult learning model. Often, the difference between a good faculty member and an outstanding faculty member is an outstanding syllabus.

Course Syllabus

Drury is an independent university, church-related, grounded in the liberal arts tradition and committed to personalized education in a community of scholars who value the arts of teaching and learning. Education at Drury seeks: to cultivate spiritual sensibilities and imaginative faculties as well as ethical insight and critical thought, to liberate persons to participate responsibly in and contribute to life in a global community, to foster the integration of theoretical and practical knowledge.

Course Title: *[Insert course title]*
Course Number: *[Insert course number]*
Course Schedule: *[List days and times of course]*
Course Location: *[List location and room number]*
Required Text: *[List all required text for the class]*
Electronic Resources: *[List all electronic resources and websites for course]*
Instructor's Name: *[Insert your name]*
Contact Information: *[List contact information]*
Phone:
E-mail:
Office hours:
Availability: *[Best times and methods to reach you]*
Instructor's Bio: *[Provide a brief description of your qualifications and professional experience which prepare you to teach this course]*
Calendar: [List important dates such as: holidays, drop dates, mid-term and final exams]
Course Description: [Insert course description from catalog, additional text may be added to provide clarity]
Student Outcomes: [List the topics and objectives to be covered in the course]
Pre-requisite: [List all courses specified as pre-requisites]

Weighting of Assignments

[List the required assignments, due dates and point values for the course. This is a sample matrix]

ASSIGNMENTS	POINTS
Group Project April 12	250
Mid-Term April 19	100
Written Summary of each chapter, 10 Chapters @ 10 points each, due on Mondays	100
Class Participation/ exercises 10 points per week	150
Individual Final Presentation May 3 or May 5	200
Final Exam May 10	200
Total	1000

Grading Scale

[This is the place where the faculty member provides the grade scale. The scale below is provided as an example only:]

1000-950	A
949-901	A-
900-850	B+
849-830	B
829-801	B-
800-770	C+
769-730	C
729-701	C-
700-670	D+
669-630	D
629-601	D-
600 or fewer	F

GRADE CRITERIA AND GUIDELINES

A A grade of "A" involves a level of performance that is completely excellent in the factors indicated in the definition of "B."

B A grade of "B" indicates a higher level of performance than the satisfactory standard defined for a grade of "C." It involves excellence in some aspect of work, such as completeness, accuracy, detail of knowledge, or effective independent work.

C A grade of "C" represents a satisfactory level of performance which can be expected of any Drury student who gives a reasonable amount of time, effort and attention to the work of the course. Such satisfactory performance should include familiarity with the concept of the course as shown by an acceptable mastery of the information, concepts of skills involved and regular participation in the work of the class.

D A grade of "D" indicates below standard performance; it is acceptable toward graduation only if offset by superior work in other courses.

S A grade of "S" (satisfactory) indicates the attainment of a "C" level or better.

F A grade of "F" indicates an unacceptable level of performance.

I A grade of "I" is given for incomplete work only if illness or other unavoidable causes prevent the student from completing the course. The student is responsible for contacting the instructor and determining what must be done to remove the "I" grade. Coursework must be completed and the "I" grade replaced with a letter grade within six weeks after the beginning of the semester immediately following the semester in which the "I" was received. Please see CGCS catalog for complete I grade policy.

U A grade of "U" (unsatisfactory) indicates an unacceptable level of performance.

IP, DR,
DP,DF,
WP,
WF

Note Drury does not give A+ grades as a final, end of semester, grade.

Policies and Procedures

Attendance	<i>[Insert your attendance policy here:] There is no class-cut system at Drury. Students are expected to attend all classes and laboratory periods for which they are enrolled. An absence is an individual matter between student and instructor. Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause.</i>
Assignments:	The instructor reserves the right to change the listed assignments. Students will be given at least one week notice and a revised syllabus if the listing of course assignments changes.
Cell Phones and Pagers	Prior to the start of class, please turn your cell phones and/or pagers off or to silent mode, to avoid unnecessary classroom disruptions.
Course Standards	Drury University maintains the highest standard for academic honesty and trusts that each student will perform ethically and professionally when preparing required work for this course. Each assignment must represent the student's original work, even for work designated as group work. Although Drury encourages collaboration between students and faculty in the sharing of ideas and experiences, individual work needs to represent the student's original thought and be distinguishably different from other students' work.
Academic Honesty	Academic dishonesty undermines the values of Drury University as well as the educational endeavor. Dishonesty and theft of any kind are not to be tolerated, but the act of cheating in academic work is detrimental to the educational process and ultimately cheats both the student involved and the entire community of scholars. All instances of academic dishonesty will be reported to the Dean of the College. Please refer to the CGCS catalog for more thorough review of the university's academic dishonesty policy.
Written Work	All papers are to be college level papers: typed, spell-checked and grammar checked, well written with a logical flow of thought.
Late Work	<i>[Insert your policy for late assignments]</i>

Participation Absence from class may result in the loss of participation points. Much of the learning that occurs during this course happens in the classroom. If you are absent, for whatever reason, you lose the benefit of the sharing of knowledge by the faculty and other students. Additionally, the class loses the benefit of sharing your knowledge and experience; thus, the learning experience is diminished and will be reflected in your grade.

ADA
Students Drury University is committed to providing a hospitable environment to academically qualified students with disabilities and to complying fully with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Accommodations will be determined, based on documentation, and communicated to faculty each semester by the College of Graduate and Continuing Studies, with the consent of the student. The Dean of the College of Graduate and Continuing Studies is the first person to be contacted by a student requesting a review of accommodations or services. Services for students with disabilities enrolled in Continuing Studies are coordinated by Marti Marlin in academic advising. To begin the process of planning for success, students are encouraged to present appropriate and current documentation well in advance of their first semester of classes. The instructor cannot make any accommodations unless directed to do so by the university.

Assignments *[Insert descriptions and schedule of readings, assignments, tests and exams.]*

NOTES