

SECTION 700.07
TEACHING POLICIES

1. **Course Outline and Objectives:**
Each instructor is responsible for developing a course syllabus for each course he/she teaches. A copy of the course syllabus and any additional materials the instructor wishes to develop is distributed to each student at the first class session. Copies of the syllabus are filed in the Academic Affairs Office.
2. **Course Changes and New Courses/Programs:**
Course changes or new courses or programs may be authorized only by the University System of Higher Education. Proper procedures must be followed by faculty members if they wish to recommend changes (See Chapter 900: Article 900.01 and article 900.02)
3. **Reporting of Grades:**
 - a. All grades must be submitted to the Office of the Registrar on the day and time designated for each semester.
 - b. It is the responsibility of the Vice President of the Academic and Student Affairs Office to ensure that this is done on time.
 - c. Grading policies are explained in detail in Article 800.16 of this Manual.
4. **Records and Reports:**
Each faculty member is expected to keep accurate records and make required reports efficiently and on time. Proper maintenance of records is each member's responsibility in addition to instruction classroom and assigned duties.
5. **Class Size and Teaching Load:**
 - a. Effort is made to achieve equitable distribution of class size. Enrollment will be restricted for courses in which small size has a special advantages, e.g., laboratory sections, language classes, and classes where discussion is important. Lecture courses will have larger enrollment ceilings depending on the classroom size and teaching format. The faculty member and the Vice President of Academic and Student Affairs and /or the Grand Forks Air Force Base Director will determine maximum class size. Any override of maximum class size will require instructor's written permission.
 - b. Whenever possible a full-time faculty will be assigned classes to constitute a full load within their field of expertise.
 - c. A full faculty load shall be thirty (30) credits per academic year, exclusive of summer session. Faculty shall be paid overload credits taught in excess of thirty (30) unless the Vice President of Academic and Student Affairs determines program low enrollment or institutional financial exigency. Load considerations may include such factors as number of class preparations, number of advisees, committee assignments, special projects, and other factors. Auto and Diesel Technology faculty shall teach thirty (30) contact hours/week for regular load. Faculty with half-time (1/2) contracts, other than Adult Farm Management, will teach 14-16 credits per academic year. For load calculation purposes and overload part-time pay, each 1 credit laboratory (3 contact hours) will count as 1.5 credits. (ex. Faculty member teaches BIOL 150/151 they count as 4.5 credits.) For additional information see also Faculty Load Policy, page 8 of Salary Administration Policy. (Chapter 400.35).

6. Schedule Change Request:

If an instructor wishes to change any information on the term schedule after the term schedule has been finalized (such as the time or day a class meets, or the location of a class) a "Schedule Change Request" form must be completed and submitted to the Academic Affairs Office.

7. Administrative Withdrawal:

- a. An instructor may initiate an administrative withdrawal procedure to remove a student from a class due to non-attendance. See 'Attendance Policy' in the College Catalog and Student Handbook/Calendar.
- b. The *Request for Administrative Withdrawal* form should be completed and submitted to the Registrar's Office on or before the last day the student may drop the class.
- c. The student has the right to appeal the instructor's action to the Curriculum and Academic Standards Committee of the Faculty Senate.

8. Dual Credit and Hometown University:

This policy outlines the College's procedures for the administration, instruction, and delivery of these courses. (See Chapter 900.10)

9. Student Rights:

Faculty members are required to familiarize themselves with the rights of students established by federal and state laws, North Dakota University System of Higher Education policies, and College Policies and procedures (See Chapter 800.: Student Affairs.)

10. Faculty Oaths:

Section 610 of the North Dakota State Board of Higher Education Policy Manual states: "Every member of the academic staff at university system institutions, before entering upon the discharge of their duties, shall execute the oath or affirmation required by N.D.C.C. §15-37-02. The oath shall be executed in duplicate and one copy shall be filed at the institution and one copy given to the academic staff member."

History

Administrative Council Approved 700.07 (5) 10/29/02

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