



# **Adjunct Faculty Handbook**

**August 2011**

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## INTRODUCTION

This booklet has been compiled as a guide to assist adjunct faculty members in their teaching responsibilities and activities. If there are questions regarding this booklet, they should be addressed to the Dean of the adjunct faculty member's school.

### I. History of Lake Superior State University

Lake Superior State University, located in Sault Ste. Marie, is in Michigan's Eastern Upper Peninsula. LSSU was founded in 1946 on a 73-acre site, once the domain of the historic Fort Brady. The original Fort Brady, built in 1822 on the shore of the St. Mary's River, was moved to the site now occupied by LSSU in 1893. At the end of World War II, the Army phased out the installation. With the approval of the State of Michigan, the Fort was purchased for one dollar. The State Legislature appropriated operating and maintenance funds for activating the property as a two-year college.

In its first few years as an educational institution, Lake Superior State University (known then as the Sault Branch of Michigan College of Mining and Technology) served to prepare students for transfer programs offered on other campuses. After the first two years at the Sault Branch, many students continued their education. Frequently, such students completed their science and engineering baccalaureate degrees at Michigan Technological University. Others in general education and pre-professional curricula transferred to, and graduated from, universities and colleges throughout the United States and Canada.

In 1965, the Michigan State Board of Education approved, on a temporary basis, three-year programs in Biological Sciences, Business Administration and Medical Technology at the Sault Branch. At the same meeting, the State Board of Education appointed a special advisory committee to study the future of the institution. The Board of Education, in May 1966, recommended four-year status and a community college role. In July 1969, a legislative bill was signed making Lake Superior State College Michigan's twelfth state-supported, four-year institution of higher learning, effective January 1, 1970. University status was granted in 1987 establishing the institution as Lake Superior State University.

Lake Superior State University is accredited by the Higher Learning Commission and a member of the North Central Association, having received a ten-year renewal of its accreditation in 2001. Individual programs within the university that have accreditation are:

- The **athletic training education program** is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78864. Phone: 512-733-9700. Fax: 512-733-9701.  
[www.caate.net](http://www.caate.net)

- The **bachelor of science in chemistry** is accredited by The American Chemical Society Committee on Professional Training, 1155 Sixteenth Street, N.W., Washington, DC 20036. Phone: 202-872-4589. Fax: 202-872-6066. Email: [cpt@acs.org](mailto:cpt@acs.org) [www.acs.org/cpt](http://www.acs.org/cpt)
- The **bachelor of science in environmental health** is accredited by the National Environmental Health Science and Protection Accreditation Council, 2632 SE 25th Avenue, Suite D, Portland, OR 97202. Phone: 206-522-5272. Fax: 206-985-9805. [ehacoffice.org](http://ehacoffice.org)
- The **bachelor of science in fire science** is approved by the International Fire Service Accreditation Congress, 1700 West Tyler, Oklahoma State University, Stillwater, OK 74078. Phone: 405-744-8303. [www.ifsac.org](http://www.ifsac.org)
- The **bachelor of science in nursing** is approved by the Michigan Board of Nursing and is accredited by the National League for Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Phone: 404-975-5000. Fax: 404-975-5020. [www.nlnac.org](http://www.nlnac.org)
- The **bachelor's program in manufacturing engineering technology** is accredited by the Technology Accreditation Commission (TAC) of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012. Phone: 410-347-7700. [www.abet.org](http://www.abet.org)
- The **computer, electrical and mechanical engineering bachelor's programs** are accredited by the Engineering Accreditation Commission (EAC) of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012. Phone: 410-347-7700. [www.abet.org](http://www.abet.org)

## II. Mission/Vision Statement

Our principal mission at Lake Superior State University is to help students develop their full potential. We do this by providing high-quality, academically rigorous programs in an engaged, personal and supportive environment. This combination nurtures potential and sets students on paths to rewarding careers and productive, satisfying lives. We also serve the regional, national and global communities by contributing to the growth, dissemination and application of knowledge.

## III. Values Statement

Our values at LSSU are to

- Be honest, open, forthright and courteous
- Respect and value each person as an individual
- Accept responsibility for our own conduct
- Be diligent in carrying out our responsibilities
- Welcome diverse perspectives and remain open to change and innovation
- Manage resources and facilities responsibility and with environmental sensitivity
- Be vigilant about potential threats to health or safety and
- Work cooperatively in the interest of achieving our common mission

## **IV. Educational Goals**

**Provide academic programs in the arts, sciences, and professions which demonstrate excellence and relevance for students and other constituencies.**

- *Support instructional excellence.*
- *Assess and continuously improve all academic areas.*
- *Encourage integration and collaboration across academic areas.*
- *Achieve an institutional niche through pillar programs.*

**Assess and improve other university programs, facilities, and all student services to ensure a strong focus on students as well as other constituencies.**

**Increase and diversify financial resources.**

- *Increase state, federal, grant, foundation, and individually-based resources.*

**Effectively market LSSU to improve name recognition.**

- *Identify and implement strategies without budgetary impact.*
- *Identify and fund other strategies.*

**Achieve enrollment growth.**

- *Develop annual quantitative goals for first time incoming, transfer, and readmitted students, including goals based upon ethnic diversity, geographic region, and academic programs.*
- *Develop annual quantitative goals for continuing students.*
- *Develop, quantify, and implement a recruitment plan and annual recruitment strategies for FTIC, transfer, and readmitted students.*
- *Develop, quantify, and implement a retention plan and annual retention strategies for continuing students.*

## **V. Adjunct Faculty Rights and Responsibilities**

### **Academic Freedom**

Faculty members are entitled to academic freedom in the classroom in terms of selection of materials and method of presentation. Along with such freedom comes the responsibility to relate classroom presentations to course objectives.

## **Academic/Teaching Responsibilities**

Adjunct instructors are expected to:

1. Follow established course outlines and University Catalog course descriptions
2. Provide a syllabus to all students in each course during the first week of classes and provide a copy to the department dean's office
3. Evaluate student performance according to course objectives
4. Schedule at least one office hour for each class taught
5. Assist students with subject area study problems
6. Explain attendance policy to students
7. Provide students with disability accommodations as designated by the office of student accommodations and required by the Americans with Disabilities Act
8. Maintain scholastic records of students, and submit required reports according to published deadlines when appropriate
9. Follow departmental procedures for faculty evaluation by students
10. Meet classes at designated times and designated places
11. Be sensitive to ethnicity, race and gender in classroom presentations

## ***Student Rights and Privacy***

Adjunct faculty members should be conscious of the privacy rights of students when dealing with educational records. LSSU has policies and procedures to comply with the state and federal regulations regarding the Student Right to Know, Family Education Rights and Privacy Act (FERPA) and the Higher Education Act. Adjunct faculty members should refer to the Lake Superior State University Online Catalog Academic Policies section and the University Procedures Manual, Section 2.6.4. A FERPA information guide is also available in My.LSSU under the Work Tab.

Further, while Lake Superior State University recognizes and supports active research, anyone desiring the use of student data for research purposes must first obtain approval from the Lake Superior State University Institutional Review Board (IRB).

### Posting Grades

The faculty member may at times wish to post student information or grades. At no time may the student's social security number be used, either in whole or in part, or any other information that can be used to identify the student, for the posting of student grades. If posting of student information is needed, a randomly assigned unique identifier should be used to conceal the student's identity.

Midterm grades should be posted by faculty members in Anchor Access. These grades are beneficial to the students, academic advisors and other departments on campus. Final grades must be posted by faculty in Anchor Access by the date established each semester by the registrar's office.

The online course management system Blackboard (formerly WebCT) provides a secure method to notify students of their grades throughout the course.

## VI. Teaching Practices and Procedures

### ***Course Outline/Syllabus***

Faculty teaching credit-generating courses should receive from their departmental/academic secretary a copy of the course proposal, which sets forth the objectives and topical outline for the course. The course proposal serves as the basis from which the faculty member develops his or her syllabus.

Each faculty member must develop and distribute a syllabus to students during the first week of scheduled classes and should submit a copy of his/her syllabus to the departmental/academic secretary the week prior to the beginning of the semester. The syllabus should follow the guidelines provided by the Provost's Office and available on the O Drive (O:\Provost's Office\Assessment).

The syllabus should include:

1. Basic course information: number and title of course, prerequisites for course, academic semester, instructor's name, office location, office hours, telephone number, etc.
2. The course objectives as they appear in the approved course outline.
3. A listing of the required textbooks and other required materials.
4. A statement of course requirements, including the number and type of exams, papers, presentations, projects, etc.
5. An explanation of grading procedures and grading scales.
6. Policies on attendance, make-up exams, etc.
7. A course outline of subjects, assignments and tentative dates of exams/tests/quizzes.
8. An Americans with Disabilities Act (ADA) Statement with the following suggested wording: *"In compliance with Lake Superior State University policy and equal access laws, disability-related (learning, medical, physical, etc.) accommodations or services are available. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines. Students who desire such services must register with the Resource Center for Students with Disabilities (RCSD) to enable the RCSD to verify the disability and determine reasonable academic accommodations. RCSD is located in the Library Room 101. The telephone number is (906) 635-2454. Students must also meet with their professors the first week of class, to discuss their disability-related needs."*

## **Grading**

Grading is the prerogative of the individual faculty member, consistent with departmental policy. Individual departments may have established grading procedures. You are expected to use good judgment and fair methods in grading. Let your students know on the course syllabus the details of your grading procedure. Letter grades currently granted by the University are as follows (see University Catalog for description):

### Grades and Grade Points

<b>Grade</b>	<b>Points</b>	<b>Grade</b>	<b>Points</b>	<b>Grade</b>	<b>Points</b>
A+	4	C+	2.3	F Failure	0
A Excellent	4	C Average	2	I Incomplete	
A-	3.7	C-	1.7	N No Grade	0
B+	3.3	D+	1.3	W Withdrawal	0
B Good	3	D Inferior	1	CR Credit	0
B-	2.7	D-	0.7	NC No Credit	0

### Mid-Term Grades

Student retention is important to Lake Superior State University. Early alert systems that identify students at risk of failure or dropping out are effective strategies to maintain and increase student success and retention. Furthermore, such systems provide students with early and meaningful feedback on academic progress, assisting students in academic planning.

LSSU has implemented the use of midterm grades. Faculty members can access midterm grading through *Anchor Access*. The *Anchor Access Advisors Guide* is available in *Anchor Access – Faculty Tab* and has the complete instructions for midterm and final grade entry.

### (I)ncomplete Grades

Use of the incomplete grade should be limited to extraordinary situations involving extenuating circumstances beyond the student's control, not as a routine grade. If you give a student an incomplete (I) grade, you must complete the online (I) Grade Form which will appear in *Anchor Access* when the (I) grade is submitted. The required information includes: grade on completed work, proportion of work completed, what still needs to be completed and date when work must be completed. University policy gives a student two semesters (excluding summer) to complete the necessary work. After two semesters, if the instructor has not submitted a grade change form to the registrar's office, the registrar changes the student's grade to an 'F'. If the instructor wants the work completed prior to the end of two semesters, he/she may assign an earlier date. However, the grade does not change to an 'F' unless the instructor turns in a grade change form requesting the 'F' or the standard two semesters has passed. An instructor may extend the two-semester deadline by notifying the Registrar's Office in writing that an extension is to be given. The instructor must indicate the semester that the (I) grade needs to be extended to. The extension must be in place prior to the end of the two semester limit.

## Final Grades

Final grades must be submitted via *Anchor Access* entered through *My.LSSU*. A grade must be entered for every student. Grades must be submitted by the required date each semester.

## **Course Examinations**

All examinations should be administered by the instructor. Major examinations should be announced as early in the semester as possible. Efforts should be made to provide an opportunity for make-up examinations when appropriate. Make-up examinations are always administered at the instructor's discretion. The instructor's examination policies should be stated in the syllabus.

## **Final Examinations**

Final examinations are an integral part of students' learning experiences. They represent an opportunity for students to demonstrate for a last time in a particular semester the mastery of skills and knowledge so essential to personal and professional growth. It follows, then, that finals *must be given unless there is an educationally sound reason to do otherwise*. Such a reason must be reviewed with the appropriate Dean, who may then confer with the Provost.

Final exams are arranged by the Registrar's Office in an effort to plan the giving of examinations in a way that does not penalize students by forcing them to take too many tests on any given day. Final examinations must be given on the date specified by the Registrar's Office. There may be valid educational reasons why some finals need to be rescheduled; that rescheduling must be approved by the appropriate Dean, who may confer with the Provost.

Upper class students must be challenged by finals as well as freshmen and sophomore students. It is not an educationally acceptable practice to excuse a major part of a class from finals simply because of class rank.

It penalizes students and other faculty colleagues when major tests are given during the week before final exams. Testing students during the week before finals should be avoided unless absolutely necessary. Faculty members who desire to schedule an exam during the week before finals must obtain permission from the appropriate Dean, who may then confer with the Provost.

## **Class Breaks**

Classes meeting for more than one and one-half hours at a time should have a break built into the class meeting structure. The breaks are recommended according to the following guide:

Up to 1 1/2 hours	no break
1 1/2 to 2 hours	10-minute break
2 or more hours	20-minute break

The instructor should decide what time in the class period is best and most convenient for scheduling a break.

### ***Textbooks***

Textbooks for courses will be available through Barnes and Noble at LSSU. Instructors should complete and submit a Textbook Adoption Form to Barnes and Noble at LSSU. Requests can be submitted on line at Faculty.net, paper forms can also be submitted and telephones requests as well to Barnes and Noble at LSSU. Textbook adoptions changed after books are ordered will result in penalty to the department.

*Adjunct Faculty* members should consult with their Department Chair or Academic Dean before ordering textbooks.

A desk copy of the text for each course is usually furnished by the publisher for the instructor's use. The instructor may contact the departmental/academic secretary to obtain a desk copy. Instructor manuals and computerized test banks and other ancillary items are available for many texts.

*Adjunct Faculty* members should return any desk copies to the appropriate Department Secretary at the end of the semester unless he or she is teaching the same course the following semester or the copy was obtained directly from the publisher.

### ***Faculty Member Absence***

While *Adjunct Faculty* members do not have formal leave from work, in unusual circumstances an adjunct faculty member may be unable to meet his or her assigned class(es). That faculty member should contact the appropriate Dean to make arrangements for the class during the absence.

## **VII. General Personnel Policies**

### ***Emergency Procedures***

**Have a plan.** Familiarize yourself with each building you use on campus. Locate the EMERGENCY RESPONSE PLAN SUMMARY located in each classroom.

Locate at least two routes of escape from every building you use. Identify potential hazards which might impede your ability to exit in the event of an emergency.

**Stay informed.** Review emergency evacuation plans, routes, and the university's emergency preparedness WebPage to keep abreast of the latest safety information.

If you or one of your students has a condition which might cause you to need assistance in exiting a building during an emergency, let someone know.

**Educate Others.** Report any concerning or suspicious behavior you observe to appropriate university officials. Also, report any hazardous conditions you discover to the LSSU Public Safety Dept

Sign up for the LSSU Emergency Notification system (NIXLE – Instructions on Public Safety web page) and if you receive an emergency message follow Instructions.

Your safety and security is of the utmost importance to the administration of Lake Superior State University. Please contact LSSU’s Director of Public Safety should you need additional information or assistance. Also, please visit the LSSU Public Safety website at [www.lssu.edu/publicsafety](http://www.lssu.edu/publicsafety)

Emergency preparedness is everyone’s responsibility. Public Safety 906-635-2100

### ***Closures/Cancellation of Classes***

If, due to inclement weather conditions, the University is closed by order of the President, employees will not lose time or pay, providing they are in pay status and are scheduled to work. Adjunct faculty members who, for whatever reason, are unable to meet their classes should notify their departmental/academic secretary and the appropriate Dean immediately so proper notification to students can be made.

### **Inclement Weather Policy**

During severe inclement weather or in an emergency situation it may be necessary to close the University, cancel classes or change the schedule for University operations. In the event inclement weather or an emergency occurs, public announcements will be made on local radio and television stations (listed below) and on the University website and telephone hotline (906-635-2858).

Every effort will be made to have public announcements about closures or late openings made by 5:30 a.m. and other closure or cancellation decisions made as early as possible throughout the day.

***Please Note:*** An announcement about LSSU closures or cancellations is in effect for the hours noted for the Sault Ste. Marie campus. If it is necessary to close or change the operating schedule of a specific activity or facility, the announcement will be specific in that regard. Classes or activities at off-campus or Regional Centers will follow the schedule of the host institution.

**In the event of hazardous weather or other emergencies, the following radio and TV stations will carry University schedule change information:**

<b>Radio Stations</b>		<b>TV Stations</b>
WYSS/WKNW	99.5	TV 9/10
WSOO/WSUE	1230/101.3	TV 29/8
Q104	104.3	TV 7/4
WCMZ	98.3	MCTV
WMKC	102.9	
WNBY	1450	
EasyRock	100.5	
The Bear	97.9	
WLSO	90.1	

### ***Staff Services (Department)***

If you need instructional materials prepared and duplicated, contact the departmental/academic secretary. Time requirements for submission of course materials for typing and/or copying are designated according to departmental policy.

### ***Copying***

The University will not pay for outside duplicating services or personal use of copier. Copier service for course-related materials is available through the departmental office. Users assume all liability for copyright infringement, as provided by law (Title 17 U.S.C. as amended October 19, 1976 by P.L. 94-533).

Large printing jobs over 500 pages should be given to the Graphics Department for photocopying. Name badges and business cards are also available through this office. The Graphics Department reserves review and editorial rights over University publications prepared for outside audiences. Assistance with content and layout are provided, as well as consultation services. The normal turn-around time for copy jobs is 24 - 48 hours, depending on the size of the job. The normal turn-around time for design jobs is two weeks. Designing, copying, printing and other such work cannot be done by an outside vendor unless prior approval is obtained from the dean.

### ***Classrooms***

All course classroom placement is completed by the Registrar's Office. Faculty must use the classroom assigned to them for their classes. If faculty want to change their classroom for a particular class, they must contact their dean. If faculty would like to reserve a classroom for a meeting for supplemental instruction (SI) sessions, etc. they should complete the Room Reservation Form (found in My.LSSU – under the Work Tab). Because classrooms are used for a variety of meetings, it cannot be assumed that just because a classroom is empty, it is available. To avoid conflicts, all usage of classrooms must be scheduled by the Registrar's Office.

### ***Key Policy***

Faculty members needing keys to buildings, offices and/or classrooms should complete key acquisition cards in their departmental offices. Adjunct Faculty members are required to turn in their keys at the end of the semester unless they are scheduled to teach the following semester.

### ***Paychecks***

Paychecks are issued every two weeks through the departmental office. Payroll forms must be completed in the Human Resources Office prior to the effective date of employment. An official transcript must be received by the Human Resources Office for all new faculty members before a paycheck will be released. The faculty member should notify the departmental/academic secretary about whether the paycheck is to be picked up, mailed or direct deposit is being used.

### **Address Changes**

Personnel records are based on information given by the instructor at the time of hire. If your address or phone number is changed, notify the departmental/academic secretary and the Human Resources Office.

### **Vehicle Registration**

Faculty and Staff operating vehicles on LSSU property must register their vehicle(s) with the Public Safety Department **online** through My.LSSU, Anchor Access (instructions below). Once registered, you must go to the Student Service Counter located in the Fletcher Center for Student Services and obtain a parking hang tag. The hang tag may be moved from registered vehicle to registered vehicle. The hang tag must be hung on the rear view mirror to be valid. Failure to do so may result in a parking ticket.

### **Mail Service**

For information about sending and receiving business mail, contact the appropriate departmental office.

### **Office Space and Furnishings**

*Adjunct Faculty* members will be provided workspace on campus but will generally need to share an office with other adjunct faculty members.

### **Field Trips**

Field trips are excellent learning experiences when supporting or reinforcing regular instructional activities. Permission for field trips must be obtained from the appropriate Dean. Whenever possible the on-line vehicle request form should be used to make reservations for university vehicles. Enter the name and email of the appropriate Dean on this form. Transportation arrangements will be made according to department/University policy. Early planning is recommended since vehicles must be reserved.

### **Sexual Harassment**

The University is committed to a policy of non-discrimination on the basis of gender. (See *University Procedures Manual Section 1.5.1. Non-Discrimination/Sexual Harassment Policy*.) Discrimination because of gender includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education or housing.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing environment.

If any individual believes that he/she has been subjected to discrimination/harassment, he/she should contact the affirmative action officer at 635-2697.

## **VIII. Resources Available to Adjunct Faculty**

1. Furnished office space, as available.
2. Secretarial assistance as required
3. Access to necessary machines and equipment required for teaching, such as computers, copiers, and specialized equipment used within various departments
4. Office supplies such as paper, pens, grade books, diskettes, transparencies, etc.
5. Funds for rental of films, special exhibits, and other incidental educational aids, as approved by the dean
6. Any physical examinations required by the university, or by law, in connection with an adjunct instructor's professional obligations.
7. Access to a private room for counseling students, by reservation through the school secretary
8. Canadian nursing registration fees for Michigan nursing adjunct instructors
9. Chauffeur license fees if required of adjunct instructors in the performance of their professional duties
10. Use of the faculty lounge areas
11. Parking permit for parking in designated areas
12. University identification card for period of employment
13. Semester library loan and reserve-shelf privileges
14. Audio-visual equipment such as overhead projectors, slide and movie projectors, TV and VCRs.
15. Immigration fees for Canadian adjuncts

## **IX. Library/Audio-Visual Resources**

The library collection consists of more than 130,000 volumes, 75,000 microforms, 1,000 audio-visual items, and a government documents collection of over 200,000 microforms and 50,000 paper titles. The library is a depository of select U. S. Government Publications, more than 1,300 periodicals and newspapers are on current subscription. Books are on open stacks and catalogued according to the Library of Congress system. The public services of the library are located on the main floor. Library hours are:

Mon. – Wed.	7:30 a.m. – Midnight
Thursday	7:30 a.m. – 11:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.
Saturday	11:00 a.m. – 6:00 p.m.
Sunday	11:00 a.m. – Midnight

\*Note: Library hours are subject to change – check with the library or the library's web page for latest hours each semester.

### ***Audio-Visual***

Located on the main floor of the library, the Audio-Visual Center maintains a diverse collection of cassettes, filmstrips, games, kits, 16 mm films, slides and video tapes which can be located through a computerized catalog. Audio-visual equipment and audio-visual materials may be reserved here or by calling extension 2400. Production services and a Scantron machine are also available. Any faculty member who wants to have slides made or needs blank cassettes or other materials must sign for these items at the time of receipt. The amount will be charged back to the appropriate department. Prior approval of the department chair and/or academic dean is required. The Audio-Visual Center is open, Monday - Thursday 7:30 a.m. - 10:00 p.m. and Friday 7:30 a.m. - 5:00 p.m. during the academic year.

### ***Interactive Television***

Lake Superior State University is committed to long distance learning via two-way interactive TV (IATV). LSSU has four interactive television rooms varying in size from a small conference room to a lecture hall. All of the rooms are located in the library building. IATV allows two remote locations to simultaneously send and receive voice and video. Each classroom is equipped with cameras, microphones, speakers, monitors, an instructor station, and a telephone. A fax machine is available in the IATV control room and a technician is always available for monitoring the connection during IATV sessions. The seating capacity varies from 50 for the largest classroom, 25 for the smaller classroom, and from 3 to 10 people for the two conference rooms. The IATV classrooms can be used to deliver instruction to a remote site or receive a class taught at a remote site. It may also be used for a conference, professional development activities, interviews, guest lectures, or whatever might be appropriate via this media. Arrangements must be made well in advance and processed through the Multimedia Specialist, Audio Visual Department. IATV classroom use does require prior training. Check with your Academic Dean or Audio Visual for more information.

### ***Circulation Desk***

The Circulation Desk is the service point for a number of activities, including checking out library and class reserve materials, picking up Interlibrary Loan orders, and obtaining printouts from printing requests sent from library computers. Faculty may check out materials upon presentation of their LSSU ID card. LSSU ID cards are available through the Human Relations Office. Adjunct faculty may check out materials for a period of five weeks, after which they may request a renewal. Librarians and staff are available to answer questions about library services and direct you to locations of books and journals.

### ***Reserves***

Instructors may place required course readings, answer keys, and old course tests on closed reserve in the library. The loan period ranges from two hours to seven days. For further information, ask the circulation desk personnel.

### ***Reference Desk***

Reference Librarians are available to answer questions about library services and resources, help you find information, and direct you to locations of books and journals.

Reference questions may also be requested online from the library's web page, click on "Ask the Librarian."

### ***Interlibrary Loan***

Materials not owned by the LSSU Library may be borrowed or requested as a photocopy from other libraries. A charge may be assessed for this service. Orders can be placed using Interlibrary Loan (ILL) order forms available in the library or online. There are two different ways to request an item online. One online method is available using the OCLC First Search databases and the second is a service available from the library's web page. Ask a Reference Librarian for details.

### ***Computerized Databases***

LSSU Library provides access to a variety of databases that support the programs offered at LSSU. The library retains the paper copies of many subject indexes on the main reference floor; the majority of these paper indexes are current through the early 1990s. Access to current subject indexes or databases are available in the main reference area of the library using Internet connections. While all the databases provide access to citations, some databases also provide abstracts and full-text articles. All of these databases are available in the library from its web site, <http://www.lssu.edu/library>. Off campus access is available for some databases using a password. Please consult a Reference Librarian for further information.

### ***Reference Collection***

Materials available on the main floor of the library are: indexes to journals (paper and computerized), encyclopedias, dictionaries, handbooks, and bibliographies. Several collections are grouped here; among them are CD-ROM materials available from the Circulation/Reserve desk, telephone directories, college catalogs, current newspapers, and materials available in microfilm or microfiche.

### ***Periodical List***

The periodicals list indicates which journals and newspapers are owned by the library and what volumes of these journals and newspapers are in the collection. Copies of the periodical list are located on the top of index shelves and at the Reference Desk.

### ***Current Journals***

Current, unbound issues of journals and bound issues are shelved in title order on the third floor.

### ***Newspapers***

The library receives a representative selection of local, regional, and national newspapers. Papers are kept for two weeks or, in some cases, until the microfilm copy is received.

## **X. Information Technology**

The Information Technology (IT) Department provides computer support services for the faculty members, students and staff of the university. For more information, see the IT web site, <http://it.lssu.edu>

### ***The HelpDesk***

The HelpDesk provides front-line help for the campus. Service is provided in three ways.

- Walk-in service. Visit Room107 in the Administration Building.
- HelpDesk Life Line. Call 635-6677 during business hours.
- Email support. Send your questions to: [helpdesk@lssu.edu](mailto:helpdesk@lssu.edu).

### ***E-Mail***

All employees should have a university e-mail account. If you do not have one, it can be requested by going to the IT web page at <http://it.lssu.edu> and clicking on the New Staff/Faculty Accounts link and filling out the related request form.

### ***Online information***

Browse through our online database. Also, web pages for each department are posted on our main web site at <http://www.lssu.edu>.

### ***Anchor Access***

Anchor Access is LSSU's online information system. It contains "Tabs" that are assigned based on "roles". As a faculty member at LSSU, you will have the Personal Information Tab, the Employee Tab and the Faculty Services Tab.

To Enter Anchor Access, you must first log in to the My.LSSU Portal, then click on Anchor Access, found in the LSSU Web Services Channel.

As a faculty member, you will use the Faculty Services Tab in Anchor Access to access information about your classes and your students. It is where you will enter all midterm and final grades, release Web Advisor Holds, and complete Instructor Overrides. The Faculty Services Tab also contains information such as the Important Dates Calendar, the Final Exam Schedule, the Anchor Access Advisors Guide, a link to the Early Alert Form, and many printable forms.

The Employee Tab contains your personnel information and is where you will register your vehicle so you will be allowed to park on campus.

The Personal Information Tab is used to add or update your address information and your emergency contact information. Please notify the Human Resources Office if you update your permanent address information as Human Resources will need to update your address information for your benefits as well.

## ***Blackboard***

Blackboard CE8 (formerly WebCT) is the web-based course management system subscribed to by LSSU. On this site, professors can post lecture notes, grades and quizzes. There are also various tools such as chat rooms, discussion board, calendar and grade books that could be added to the Blackboard course. To get started on Blackboard, please visit <http://lssu.edu/blackboard>, or contact Beth Hronek, [bhronek@lssu.edu](mailto:bhronek@lssu.edu) or Sara Devaprasad, [sdevaprasad@lssu.edu](mailto:sdevaprasad@lssu.edu) for assistance.

## **XI. Native American Center**

LSSU is located in an area imbued with Native American culture. The University has a long history of assisting the regional Native American communities not only as a provider of degree programs but also by sponsoring conferences, workshops and specialized educational programs.

In 1986, the University established a Native American Center with full-time staff. In 1987, LSSU organized a student center complete with computers for student use. In 1994, the Native American Center was relocated to a house on Officers' Row and renamed Anishinabe Eskoonwid Endaad, which means "student house."

The Native American Center provides the following services:

1. Assistance in the application process to Lake Superior State University.
2. Personal and academic counseling services.
3. Resources for support and mentor services.
4. Liaison with Native organizations throughout Michigan and Ontario.

The Director of the Native American Center may be reached at 635-6664.

## **XII. Advising and Retention Services**

Lake Superior State University has a long-term commitment to the academic and personal success of all our students. The Office of Advising and Retention exists to ensure quality support programs and services for specific student populations and the academic community in general.

### ***Academic Advising Resources***

Academic advising and advisor development resources for faculty members and academic staff are coordinated and maintained by the director and are available online at [www.lssu.edu/advising](http://www.lssu.edu/advising). Materials and resources include the academic advising handbook, and more. Individual faculty members and advisors are encouraged to contact the director of Advising and Retention with any questions, concerns or issues at 635-2874.

### ***Early Alert System***

If you are concerned about a student's academic progress you can refer him/her to the office of Advising, Retention and Orientation. Once a referral is received the staff in the Office of Advising, Retention and Orientation will take action, based on the situation. Action may include contacting the student's instructors to see if there is a consistent pattern and/or contacting the student for an appointment to discuss the situation and services available. Depending upon the situation, assistance may be requested of faculty advisers and/or staff in Housing and Residential Life, Counseling, Career Services, Disability Services or Public Safety.

To refer a student, please complete an Early Alert Referral form, available online through Anchor Access – Faculty Tab.

### **XIII. Testing Services**

Testing Services (Rooms 252 and 253 KJS Library, 635-2452) provides national testing services, employment and civil service testing, LSSU placement testing, and LSSU make-up testing for students with faculty or athletics approved absences. For the most up-to-date information, visit the Testing Services website at: <http://www.lssu.edu/testingservices>.

#### ***Placement Testing***

Students who do not have ACT/SAT test scores or who scored low in English and math may take their placement tests with Testing Services and contact the office to set up an appointment. The **COMPASS** computer based tests are scored immediately following test completion, results are posted to the student's *Anchor Access* account and the student is given an Individual Score Report.

For information on course placement, visit the Testing Services website at: [http://www.lssu.edu/testingservices/pdf/Placement\\_Chart.pdf](http://www.lssu.edu/testingservices/pdf/Placement_Chart.pdf).

For any questions concerning interpreting testing scores/results, contact the Director of Testing Services at 635-2452.

#### ***Make-Up Testing***

This service is provided to students who have a faculty or athletic approved absence. Students must schedule their testing appointments at least two business days in advance of their test date to allow sufficient time for the faculty member to send the test to Testing Services. You may e-mail the exam to: [cboger@lssu.edu](mailto:cboger@lssu.edu) or bring the test to the Drop Box located outside of the Testing Director's office, LIB 252. Students are encouraged to schedule their testing appointments on-line. The two business day rule is imbedded in the scheduling software.

### ***Graduate Testing***

Testing Services also administers on campus a variety of graduate admission, certification, and employment tests. See <http://www.lssu.edu/testingervices> for details and current availability.

For additional information or questions on Testing Services, please contact the Director of Testing Services at: 635-2452.

### ***Accommodated Testing for Students with Disabilities***

Accommodated testing for students with disabilities is provided by the Office of Disabilities Services and may be contacted at 635-2355.

## **XIV. The Learning Center**

The Learning Center (Room 113 KJS Library, 635-2859) provides academic support services for all enrolled students at LSSU, at all levels of learning (freshman through senior). Services are free and provided on a first-come, first-served basis. More than half the student population utilizes these services each year, proof that academic support is not just for students in jeopardy of academic failure. Students who want to make the most of their university experience take advantage of academic support programs. Faculty are encouraged to recommend particularly strong students to be future tutors for their courses by contacting the Director of the Learning Center.

### ***Peer Tutoring***

One-on-one and small group peer tutoring is available via appointment on a first-come, first-served basis. We target freshman- and sophomore-level courses but do provide tutoring for upper-level courses on an “as needed” basis. For a complete list of courses tutored, visit the website at <http://www.lssu.edu/lc>. Students can make tutoring appointments at any time during the semester with the exception of the last two weeks of school. Students must stop by the Learning Center to set up their appointments.

### ***Supplemental Instruction (SI) and On-Line Course Assistance (OCA)***

Supplemental instruction (SI) sessions and on-line course assistance (OCA) sessions are peer-led study group sessions held in conjunction with larger, more rigorous courses on campus. The SI and OCA leaders are students who have successfully completed the courses they are working with, work well with the professors of those courses, and organize study sessions with study materials on a weekly basis. SI and OCA sessions assist students in preparing for exams, in learning difficult material, and in practicing problem-solving and effective study and note-taking techniques. If SI and/or OCA is/are available for a particular course, the SI or OCA leader or professor will make an announcement during the first week of class. OCA also includes a website that students can access 24/7, complete with study guides, chat rooms, guided discussions, question/answer postings, and other course materials. For more information on supplemental instruction, or on-line course assistance, contact the Director of the Learning Center at 635-2294, located in Library 106.

### ***The Writing Center***

The Writing Center assists students with all types of writing assignments for all disciplines. Our writing coaches (peer tutors) are available on a first-come, first-served basis, so students are encouraged to schedule an appointment days in advance of an assignment's due date to reserve a time with a coach. Tutorial software and videos can help students refresh their grammar skills while our up-to-date word processing programs allow them flexibility and ease in creating their documents. The writing center also provides mini-lectures/workshops on Modern Language Association (MLA) or American Psychological Association (APA) style documentation for LSSU courses (per request of the faculty member) or student groups.

### ***ALEKS (computer-based, self-paced instruction)***

LSSU provides self-paced, computer-based learning options via the **A**ssessment and **L**earning in **K**nowledge **S**paces (ALEKS) system, for motivated students who: 1) place into preparatory coursework in mathematics; or 2) need a refresher in various content areas.

ALEKS is a web-accessible, computer-based instruction system that allows students to review or learn new material at their own pace, on their own schedules, at any location where they have Internet access. It provides customizable modules for learning in mathematics.

The ALEKS Math programs offer students a low-cost instructional alternative to LSSU's preparatory math courses. Students who enroll pay \$65 for 18 weeks of unlimited access to the content which is equivalent to LSSU's preparatory math courses. Once enrolled, the students work independently at mastering the ALEKS content to prepare for the departmental exams they must pass to be eligible for freshmen-level and math courses, as well as other content area courses that require MA086 as a prerequisite. Students also have access to free math tutoring available through the Learning Center.

For more information on the ALEKS programs, contact the ALEKS Coordinator at 635-2228

### ***Computer, Video, and Audio Resources***

For a complete listing of the resources available to students, visit our website at <http://www.lssu.edu/lc/resources>. We have an impressive selection of text and audio-visual materials to assist students in any discipline. From anatomy to criminal justice, art to engineering, the Learning Center provides supplemental, tutorial, utility and reference software and other resources to give students numerous opportunities for learning. The LC provides student access to more than 60 computers, 6 laser printers, and special needs equipment.

### ***Student Success Workshops***

Each semester, the Learning Center offers a variety of workshops and seminars with such topics as time management, test anxiety, note-taking techniques, study strategies, etc. Workshops are open to all students and attendance is strictly voluntary. Student groups

and faculty members may also request that specific workshops be held for their organization or class.

### **Study Space**

We provide study space for students looking for easy access to assistance and computers while studying.

For more information on Learning Center services or to schedule a class visit or Learning Center tour, please contact the Director of the Learning Center at 635-2294, located in Library 106.

### **IPASS (Individual Plan for Academic Support and Success)**

The IPASS program (Individual Plan for Academic Support and Success) is designed to help students gain control over their learning through pro-active communication and goal-setting, the development of intentional learning skills and study habits, and personal accountability.

Upon enrollment, an IPASS Learning Coach will work with the student to develop a plan for success that may include tutoring, SI, finding the time management studying and test taking strategies that work best for the student, and working with a peer mentor to “learn the ropes” in the student’s field of study.

The IPASS program is free to all students at Lake Superior State University. For more information, call 906-635-2887 or visit our website at: [www.lssu.edu/ipass](http://www.lssu.edu/ipass).

## **XV. Counseling**

Personal counseling is available at no charge to both full- and part-time students in the Student Counseling Center. Professional counselors help students make decisions on a broad range of education, career and personal/social concerns.

The Counseling Center is located at 623 West Easterday Avenue (next to the Health Care Center) and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students may make appointments by calling 635-2752 or by stopping by the Counseling Center.

## **XVI. Career Services**

Career Services (Room 119A KJS Library, 635-2733), a division of Academic Services, provides academic and career services for all enrolled students. We encourage students to use our services beginning their freshman year, and have created a 4-year Career Success Checklist online for guidance. Services and programs are available to assist with career planning, development and job search preparation. Career Services is also the home of the Liberal Arts/Undeclared program for students who have not yet declared a

major or have decided to change their current major. Career Services provides the following services:

### ***Career Counseling***

A Licensed Professional Counselor is available to discuss the career counseling needs of all currently enrolled students. Students may set up an individual appointment to discuss choosing a major or career, deciding on graduate school, and other career concerns.

### ***Vocational Assessments***

Vocational assessments are available to all students at no charge. The purpose of the assessments is to expand the awareness of individual personal strengths and career options and to help students make realistic decisions relating to planning and implementation of academic and life career goals. Students complete a full complement of interest surveys, aptitude and ability tests, work value assessments, and personality test measures. A career counselor then interprets the battery of assessments, creates a written report, and reviews the results with each student.

### ***Career Exploration***

We offer DiSCOVER, a web-based career exploration tool available for all students. This program includes online assessments, information on occupations, job outlooks, salaries and college majors.

### ***Career Fairs***

Our Fall Career Fair provides an excellent opportunity for your students to meet representatives from the companies in their industries of choice and establish a network of contacts. We encourage all faculty to attend, and every student, whether they are researching career options, searching for an internship or about to graduate and are seeking a full-time position. Career Services is also involved with several state, regional and virtual job fairs throughout the year. See our website for upcoming events.

### ***On-Campus Recruiting***

Many companies conduct on-campus interviews throughout the school year. Interview dates and times are posted online and emails are sent to graduating students to inform them of these opportunities.

### ***Online Job Listings***

Thousands of online announcements for full-time and internship positions are earmarked annually for LSSU students and alumni through e-Recruiting, our online recruiting system. Students may create an account, upload their resume and search jobs specifically posted for LSSU grads or look at all postings available in the e-Recruiting system.

### ***Resume and Job Search Assistance***

We assist students with the creation of their first resume and proofread, edit, and offer suggestions for improvement on current resumes. Students may also use Career Services to discuss job search strategies, to find out where to look for opportunities, and to research job outlook, salary and employment trend information.

### ***Interview Preparation***

Career Services staff work one-on-one to assist students in their preparation for interviews. Perfect Interview is an on-line tool that is also available to enhance job interviewing skills by creating a realistic “simulated interview” experience where challenging questions are asked. There is a built-in Interview Coach to offer help on how to answer. A video capture feature records and plays back answers so students can see how they would appear in a real interview.

### ***Workshops/Events***

Workshops are offered throughout the year to assist students in preparing for their job search including choosing a career, resume writing and interviewing tips. Other special events may include business etiquette seminars, etiquette dinner, employer panels and corporate presenters. Visit the Career Services website for dates and times of seminars and events.

### ***Career Resource Library***

The Career Resource Library located in Career Services contains company literature, career journals and handouts, career publications, resume books, job search technique books, interviewing skills books, along with many publications on specific careers. Career Services has wireless internet service and also has computers available for student use.

### ***Annual Salaries and Employment Report***

A yearly survey of LSSU graduates is conducted by Career Services to gather information regarding employment status, enrollment in graduate or professional school and starting salary. An Annual Report of Salaries and Employment is published and is available online. Hard copies are available in our center. If you conduct senior surveys or other surveys of recent graduates, please send a copy to Career Services so we may incorporate information you have obtained.

### ***Liberal Arts/Undeclared Students***

The Liberal Arts Program for students who are undecided about their field of study at Lake Superior State University is designed to guide students’ exploration of academic and personal interests and potential majors and careers. Through personalized advising and career counseling, interest/personality/ability assessments, self-guided research and conversations with faculty members, staff, students and employers in fields of interest, students will gain a better understanding of the decision-making process and academic and career planning.

### ***University Seminars (SERV100, USEM101 and SA100)***

LSSU offers three freshmen seminar courses aimed at acclimating the student to LSSU and higher education. Several departments have their own section of USEM101 catered to the specific issues of those majors. These courses address a variety of topics including, but not limited to, the following: academic and career planning, time management and organizational skills, the role of higher education, LSSU policies and procedures, study skills and note-taking techniques, test preparation and test-taking

techniques, health and wellness, campus resources, getting involved in out-of-class activities and cultural diversity. The USEM courses are geared toward first-semester freshmen, while SA100 is geared toward adult learners and students with previous LSSU experience. The SERV100 course is geared toward students with a low ACT composite score.

We value your involvement and hope that you will encourage our students to participate in the many services that we offer. Please contact Career Services to determine how, together, we can achieve student success. We look forward to working with you. For more information, contact: Theresa Weaver, Director ([tweaver@lssu.edu](mailto:tweaver@lssu.edu)) or Mary Jo Meehan, LPC, Associate Professor/Counselor ([mmeehan@lssu.edu](mailto:mmeehan@lssu.edu)).

## **XVII. Continuing Education**

Continuing Education facilitates and develops educational opportunities to meet the needs of non-traditional students through degree programs, professional development, personal enrichment, and community outreach. Continuing Education is always interested in talking with faculty members who are interested in teaching non-credit workshops, SB-CEU's, seminars, and professional development training activities. Interested faculty members should contact the Continuing Education Office directly at 635-2802 or visit them in the KJS Library Office 108. For more information on Continuing Education activities, view the website at [www.lssu.edu/extlearning](http://www.lssu.edu/extlearning).

## **XVIII. Regional Centers**

LSSU operates four regional centers located in Dearborn (Dearborn University Center Consortium), Escanaba (at Bay de Noc Community College), Gaylord (at University Center at Gaylord) and Petoskey (at North Central Michigan College). Degree completion programs are offered in business administration-management, accounting, BSN completion, criminal justice, engineering management, individualized studies and liberal studies. Staffing at each regional center consists of a full-time director who coordinates and facilitates regional center activities.

There is a regional center handbook available to faculty members at each of the regional sites that provides specific teaching information related to the individual centers. Contact the regional center director at each site to receive a copy: Hannah Jorgensen, Dearborn (313)625-4712 ([hjorgensenducc@atafordpas.org](mailto:hjorgensenducc@atafordpas.org)); Kristen Kendrick, Escanaba (906) 786-5802, ext. 1261 ([kkendrick@lssu.edu](mailto:kkendrick@lssu.edu)); Sheila Simpson, Gaylord (989)705-3757 ([ssimpson@lssu.edu](mailto:ssimpson@lssu.edu)); or Joe Balinski, Petoskey (231)348-6623 ([jbalsinski@lssu.edu](mailto:jbalsinski@lssu.edu)).

## **XIX. Student Information and Responsibilities**

### ***Attendance***

Students are expected to attend all class meetings. Financial aid regulations require that a student must make satisfactory progress to remain eligible for financial aid. Class

attendance often affects a student's ability to attain satisfactory progress. If the University is aware that a student on financial aid is not attending class, the University is obligated per federal financial aid guidelines to investigate. Thus, if a student has never attended your class (and is on your class list) or has not attended class for an extended period of time, please notify the Provost's Office. International students must also attend classes due to their Visa status. Faculty are asked to notify the Registrar's Office if they are not attending.

It is the prerogative of each instructor to state in his/her syllabi what will be the professor's expectation for class attendance and the professor's excused absence policy (as well as associated grading policies). It is the instructor's responsibility to inform students of attendance and grading practices.

Dealing with student absences is the responsibility of the professor. The student's responsibility is to explain the situation and circumstances to the professor. If documentation from the student is desired, it should come directly from the student to the professor. Fair evaluation of the student's absences is expected.

In the event that a student's absence is due to an unforeseen emergency, such as a sudden illness, injury, hospitalization, unscheduled surgery, family emergency or death in the family, the Provost's Office will serve as the central contact as a service to our students. Once notified, the Provost's Office will inform the student's professors of the situation, usually by email. Whenever possible, the student will be instructed to speak to the faculty member directly to arrange for make-up accommodations upon the student's return.

Referencing LSSU's policy on class attendance (*Online University Catalog, Academic Policy Section*), **official** excused student absences by the Provost pertain to those absences due to a student's participation in a sanctioned University function, ex. intercollegiate athletics, professional student conference, school-sanctioned field trip, etc. For such functions, all faculty members receive email notification from the Provost's Office with an excused absence memorandum of explanation attached.

### ***Registration***

Students often ask instructors questions about registration. A Registration Guide is available every semester and has all information needed for registration. The guide is available on the scheduling website, and also in Anchor Access – Faculty Tab and Student Tab. If you have additional questions, contact the Student Service Counter in the Fletcher Center at 635-2232.

### **Class Lists**

Class lists by class are available to faculty members via *Anchor Access*. Faculty members will want to print off their class on the first day of class and after the sixth (6<sup>th</sup>) day of the semester to reflect both student drops and student adds. Any student whose name does not appear on the final class list should be notified and should, in turn, be asked to fill out

an add form, obtain the instructor's signature and process the form at the Student Service Counter.

### ***Drop and Add Policies***

A period of time is provided at the beginning of each semester for students to add or drop courses. Courses dropped during this period will not appear on the student's permanent record (transcript). The add/drop period for a full-semester course begins on the first day of the semester and ends on the sixth University business day. (The summer semester add/drop period is four days long.) For courses that span less than a full semester, a shorter add/drop period will be established. A student's addition to or withdrawal from a course is not officially completed unless the appropriate form is completed on line. Students will need to fill out a paper form if they are withdrawing completely from the university.

### **Add Policies**

#### **Within the first 6 days of the semester:**

Students can add classes within the first 6 days of the semester without the permission of the instructor as long as space is available in the course and as long as the student has the necessary prerequisite requirements.

If the student is missing a prerequisite for a course, the *Approval to Override Prerequisites* needs to be completed on line by the instructor in Anchor Access. If a course is "by permission only," the *Instructor Permission* also needs to be completed in Anchor Access. Permission is also required from the instructor to add a student into a course that is "full." Alternately, instructors may give registration permission by using paper Override forms which must be submitted to the Student Services Counter.

#### **After the first 6 days of the semester:**

Students can add a class after the first 6 days of the semester. The student must obtain the instructor's permission by signature on the *Schedule Adjustment Form* or by *completing a new Instructor Override in Anchor Access*. Student will be required to pay any additional tuition at the time of the registration.

### **Drop Policies**

#### **Within the first 6 days of the semester:**

Students can drop classes on line within the first 6 days of the semester without the permission of the instructor. During this period the student's tuition charges will change accordingly (charges will be removed).

Students scheduled for a course, but not attending the first class meeting, may be dropped by the instructor during the add/drop period. In this case, the instructor shall submit a "Schedule Adjustment Form" to the Student Service Counter and is responsible for notifying the student.

**After the first 6 days of the semester (but within the first 8 weeks):**

Students can drop a class on line after the first 6 days of the semester. At the time of the drop, the student, instructor, and the student's advisor will receive an email notifying them of the drop. If the instructor feels the student should not have dropped, the instructor can contact the student to discuss. If the student changes their mind about the drop, the student should contact the Registrar's Office right away. The drop period runs through the first 8 weeks of the semester. Students receive an "N" grade for the course. (Courses less than a full semester in length will have a shorter drop period.) If the student is not dropping all of his/her classes, no refund will be given. If a student is dropping all of his/her classes (withdrawing from the University), a refund may be given (depending on when the student drops and his/her financial aid package). Students dropping all of their courses (withdrawing from the University) must complete a *Withdrawal Form* and get the required signature. This form is then submitted to the Registrar's Office for completion.

*PLEASE NOTE: If a student is registered in 16 credits for the semester and drops a course (after the first 6 days), the credits will remain at 16 credits but the transcript will indicate that the student received an "N" grade for the course. If the student, then, wants to add a 3-credit course, the three (3) credits will be added to the 16 credits, thus putting the student at 19 credits whereby additional tuition will be required.*

**After the first 8 weeks of the semester:**

Drops should not be allowed after the first 8 weeks of the semester. However, some exceptions may be allowed, such as for medical reasons (with a written recommendation from a physician or health care provider). Failing the course should not be considered an acceptable reason for a late drop.

Students allowed to drop after the first 8 weeks will receive a 'W' grade for the course. Students must complete a *Withdrawal Form: After Eight-Week Drop Period*, get the instructor's written recommendation and signature; and then request a meeting with the appropriate Dean. The Dean has the final say as to whether the student will be allowed to drop the course. The Dean will check the "Approved for W Grade" or "Not Approved for W grade" line on the form. The form must then be submitted to the Registrar's Office for processing. Students wanting to drop all their courses (withdrawing from the University) after the first 8 weeks must see the Registrar.

***Academic Integrity Policy***

Academic integrity is a key component of the core values of Lake Superior State University. All members of the University community are expected to be honorable and ethical and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. The University community will not tolerate academic dishonesty as such behavior will cause harm to the reputation of students, faculty, and graduates of the institution. Such dishonorable behavior includes, but is not limited to, cheating, fabrication, plagiarism, and obtaining an unfair advantage. These terms are defined below:

## Cheating

Cheating is defined as using or attempting to use unauthorized materials or information of any kind during an exam or graded assignment of any kind. Using notes, texts, help from individuals, or copying information from another individual's exam, or by using electronic or any other means constitutes cheating unless such resources are EXPLICITLY allowed by the instructor.

## Fabrication

Fabrication is any unauthorized falsification, invention, or copying of data, falsification of information, citations, or bibliographic references in any academic work. It also includes falsifying any academic record or other University document.

## Plagiarism

Plagiarism is representing someone else's work as one's own. Failing to cite references or presenting material, verbatim or paraphrased that is not acknowledged and cited also constitutes plagiarism.

## Obtaining an Unfair Advantage

Academic integrity is violated when one obtains an unfair advantage by stealing, reproducing, circulating, or otherwise gaining access to examination materials before they are distributed by the instructor. Also prohibited are stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use.

## Possible Sanctions for Offenses

It is in the best interest of the University community to sanction any individual who chooses not to accept the principles of academic honesty by engaging in the above acts. Appropriate sanctions may include failure of an assignment or exam, failure of a course, or dismissal from the University.

## Faculty and University Responsibilities

Unless the faculty member has explicitly specified otherwise, students are to assume that exams are individual, closed book, and without the use of notes or similar reference materials. Unless specifically allowed by the faculty member, papers, projects, and similar products are expected to be the original individual work of the student. If notes, texts, other reference materials, group work or similar activities are to be allowed, the faculty member will specify what is permitted for a particular assignment or exam prior to disseminating the assignment or exam.

A faculty member who observes a violation in one or more of the above areas shall meet with the student to address the violation. If, in the judgment of the faculty member,

academic integrity has been violated, the faculty member will impose the appropriate sanction, either a failure for the assignment or exam, or failure for the course. The faculty member will then file an *Academic Integrity Incident Report* (available from the Provost's Office) with the department chair, dean, the Provost's Office, and the office of Student Affairs. This report will be kept in the Provost's Office as well as in the office of the Vice President of Student Affairs for a period of five years. A copy of this report will also be placed in the student's advising file. Academic Departments or Colleges may have additional policies and procedures that could provide further recommendations to the Provost's Office when instances of academic dishonesty are suspected. This policy is also applicable in the Testing Center.

In cases of egregious or repeated violations, it may be determined by the faculty member, his/her department chair, or dean, that dismissal from the University is warranted. In this case, the chair of the Scholastic Standards Committee and the student will be notified. The Scholastic Standards Committee will then conduct a hearing in which the student is granted due process. If the committee decides that dismissal from the university is warranted, the student will have five school days to appeal the decision to the Provost of the University. The Provost may either affirm the decision to dismiss, or reinstate the student and provide a rationale for doing so.

### ***Ombudsman***

The Ombudsman is a senior faculty member appointed by the President and Provost to assist students in resolving a conflict or dispute within the university. The ombudsman carries out these duties in a neutral, impartial, confidential, informal and independent manner.

Following a request for assistance, the ombudsman will take one or more of the following actions: (1) listen carefully to the concern, (2) explain relevant student rights and responsibilities, (3) review relevant university policies or regulations, (4) suggest fair and equitable options, (5) refer the individual to an appropriate university resource or (6) investigate, when necessary.

Students may contact the ombudsman in person, by e-mail, or by phone. Please remember that e-mail is not recommended for confidential discussions. The LSSU Ombudsman is:

Dr. Sally Childs  
Norris Center, Room 108D  
Phone #: 906-635-2610  
Email: SCHILDS@LSSU.EDU

### ***Book Sales***

Barnes and Noble at LSSU, is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

If a class is cancelled, the bookstore will buy back the book. Books cannot be returned without a sales receipt.

## **XX. Continuing Education**

### ***Regional Centers***

LSSU operates three (4) regional centers located in Escanaba (Bay de Noc Community College), Gaylord (Gaylord University Center), Petoskey (North Central Michigan College), and Dearborn (Dearborn University Center Consortium). Degree completion programs are offered in business administration- management, accounting, BSN completion, criminal justice, engineering management, individualized studies, and liberal studies. Staffing at the regional centers consists of a full-time director who coordinates and facilitates regional center activities.

There is a regional center handbook available to faculty at each of the regional sites that provides specific teaching information related to the individual centers. Contact any of the regional site directors to receive a copy.

### ***Summer Semester***

The office of Continuing Education coordinates summer semester offerings with the academic deans.

### ***Non-Credit Courses***

Continuing Education is always looking for faculty who are interested in teaching non-credit workshops, seminars, and professional development training activities. A wide variety of programming is offered through CE. Interested faculty should contact the CE office directly at 635-2802.

## **XXI. Student Information and Responsibilities**

### ***Attendance***

Students are expected to attend all class meetings. It is the prerogative of each instructor to establish attendance and grading policies. It is the instructor's responsibility to inform students of attendance and grading practices.

### ***Registration***

Students often ask instructors questions about registration. The following will help you answer the most frequently asked questions.

## Class Lists

Class lists are distributed by the Registrar's Office on the first class session and redistributed after the sixth (6<sup>th</sup>) day of the semester to reflect both student drops and student adds. Any student whose name does not appear on the final class list should be notified and should, in turn, be asked to fill out an add form, obtain the instructor's signature and process the form at the Student Service Center.

## ***Drop and Add Policies***

Any time students make class schedule modifications, they must secure the signature, and thus the approval, of their academic advisor.

## Add Policies

### **Within the first 6 days of the semester:**

Students can add classes within the first 6 days of the semester with their advisor's signature, but without the permission of the instructor as long as space is available in the course and they have the necessary prerequisites. Permission from the instructor is also required to add into a full course or to waive a prerequisite requirement. Permission is given by signing the drop/add form next to the class and indicating "OK to override class max (or pre-requisite)." PLEASE NOTE: Instructors are not to override a full class while the WAITLIST option is available on a course. Waitlists are used prior to the start of the semester to move students into full classes. Students are enrolled on a first-come, first-served basis, as space becomes available. When the waitlist option is shut off, if the class is still full and students still want the course, they can then request permission from the instructor of the course to override the class max. When giving permission to override a full course, please make sure the classroom the course has been assigned to can hold additional students. If it can not hold more students, it may still be possible for a new classroom to be assigned. However, this must be done BEFORE additional students are allowed to enroll into the class.

### **After the first 6 days of the semester:**

Students can add a class after the first 6 days of the semester using a "late registration" form. Students must obtain both the instructor's permission (signature) and their advisor's approval to late add into a course.

## Drop Policies

### **Within the first 6 days of the semester:**

Students can drop classes within the first 6 days of the semester with the permission of their academic advisor. During this period their tuition charges will change accordingly (charges will be removed).

Students scheduled for a course, but not attending the first class meeting, may be deleted by the instructor during the delete period. In this case, the instructor shall submit a delete form and notify the student.

**After the first 6 days of the semester (but within the first 8 weeks):**

Students can drop a class after the first 6 days of the semester after obtaining both their instructor's and advisor's signature on the drop. The drop period runs through the first 8 weeks of the semester. Students receive a "N" grade for the course. If the student is not dropping all of his classes, no refund will be given. If a student is dropping all of his classes a refund may be given (depending on when the student drops and his financial aid package).

**After the first 8 weeks of the semester:**

Drops should not be allowed after the first 8 weeks of the semester. However, there are always exceptions to the rule. A student with a medical reason (with a doctor's written recommendation) is an example of an acceptable exception. If a student is failing the course, this should not be considered an acceptable reason for a late drop. Students allowed to drop after the first 8 weeks will receive a 'W' grade for the course. Students must fill out a "late withdrawal" form, get the instructor's recommendation and signature; their advisor's signature; and then request a meeting with the Dean. The Dean (of the School responsible for the course) has the final say as to whether the student will be allowed to drop the course or not. The Dean will check the "Approved for W grade" or "Not Approved for W grade" line on the form. The form must then be submitted to the Registrar's Office for processing.

***Counseling and Advising***

Educational, vocational, and personal counseling as well as testing, tutoring services, and advising for undeclared students are available at no charge to both full- and part-time students in the student Counseling Center. Professional counselors help students make decisions on a broad range of education, career and personal/social concerns.

Faculty advisors are able to help with more specific questions related to the subjects they teach as well as program requirements for a particular certificate, associate, or baccalaureate degree. All faculty members should be willing to assist students with general questions about Lake Superior State University.

The Counseling Center is located at 623 West Easterday Avenue (next to the Health Care Center) and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students may make appointments by calling extension 2752 or stopping by the Counseling Center. Career and educational information is also available to assist students with educational planning and job placement.

***Cheating and Plagiarism***

The assumption of the academic contract is that the student does his or her own work: any breach of this contract is considered cheating. The faculty member who detects a student cheating may take appropriate action, such as assigning a failing grade for the entire course.

A student who cheats is subject to dismissal from the University. If, in the opinion of the faculty member involved, such action is warranted, he or she will notify the chairperson of

the Scholastic Standards Committee who will then conduct a hearing in such a manner that the student is given due process. If the committee decides that dismissal is warranted, the student shall have five school days to appeal that decision to the President of the University.

### ***Student Work Load***

To earn an average grade in a course at Lake Superior State University, a student may expect to study about three hours per week for each hour spent in class.

### ***Book Sales***

The University bookstore is open from 8:30 a.m. to 6:00 p.m., Monday through Friday, and 11:00 a.m. to 5:00 p.m., on Saturdays.

If a class is cancelled, the bookstore will buy back the book. Books cannot be returned without a sales receipt.

## **XXII. Scheduling of Classes**

To optimize the use of Lake Superior State University's resources and to serve our students well in the scheduling of courses, Academic Affairs and the Office of the Registrar have adopted the following scheduling policies:

Standard patterns for scheduling three hour lecture and seminar courses at Lake Superior State University are MWF on the hour and TR 8:00-9:20, 9:30-10:50, 11:00-12:20, 12:30-1:50, 2:00-3:20 and 3:30-4:50. Standard patterns are not prescribed for classes scheduled before 8:00 a.m. or after 5:00 p.m.

Courses are scheduled within one of these patterns, with the following limits:

- a) Courses meeting for one or two hours per week are scheduled within any standard pattern at 12:00 p.m. or later.
- b) Courses for 3 credit hours are scheduled in any standard pattern.
- c) Courses for 4 or 5 credit hours are scheduled in meetings of 50 minutes duration on any 4 days of the week or on 5 days, respectively, beginning at 8:00, 10:00, 11:00, 1:00, 2:00, 3:00 or 4:00. These courses may also be scheduled two or more days per week at 2:00 p.m. or later provided the course is paired with another course to utilize 4 or 5 days in the same classroom for the same time period.
- d) Evening classes are scheduled at 5:00 or later. One, two and three-hour classes may be scheduled one or two evenings per week. Four and five hour classes must be scheduled two or more evenings per week.

Laboratory, practicum and clinical courses may deviate from the standard patterns, subject to the availability of classrooms. Requests for schedules not in accordance with the standard patterns for lecture and seminar courses may be made to the appropriate Dean.