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# Class Management

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### I. REASON FOR THIS POLICY

Instructors are full responsible for the operation, management and conduct of their classes within the limits of policy as determined by the faculty.

### II. STATEMENT OF POLICY

The following policy was adopted by the University Senate on June 6, 1984, as amended on June 6, 2001:

Students are to receive, from the instructor, at the beginning of each course a written paper or electronic statement of course policy and requirements. These will include criteria for grading, attendance requirements, final examination date and student responsibilities related thereto, and any other special assignments, e.g., term paper or projects. The statement shall also include the office hours of the instructor which are regularly maintained during the academic term. A statement of course policy and requirements will be filed by each instructor with his/her department chair.

Federal agencies require the University to track students who cease to attend one or more of their classes, and failure to track them incurs institutional fiscal liability. Please be sure your attendance policies comply. The following action was taken at the March 14, 2001 University Senate meeting:

It is the policy of the University Senate that all faculty members, at a minimum, take attendance in their introductory (100-200 level) courses.

We also recognize that students have increasing expectations regarding the use of technology in their educational experience, and desire greater access to their course grades. On December 4, 2013, the University senate approved the following policy:

All 100- and 200-level courses should use D2L (or the current Course Management System), preferably by at least using the gradebook feature and posting a syllabus.

The Center for Teaching and Learning hosts many D2L training sessions throughout the year, and individual training sessions may also be scheduled.

In addition to the policies approved by the University Senate, faculty must include the following statements in all course syllabi:

1. Freedom in learning. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college that offers the class to initiate a review of the evaluation.
2. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Services, (North Complex Commons 116; 605-658-3745) as early as possible in the semester.

3. No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:
  - a. Given a zero for that assignment.
  - b. Allowed to rewrite and resubmit the assignment for credit.
  - c. Assigned a reduced grade for the course.
  - d. Dropped from the course.
  - e. Failed in the course.

### III. DEFINITIONS

Not applicable.

### IV. PROCEDURES

Not applicable.

### V. RELATED DOCUMENTS, FORMS AND TOOLS

No additional documents, forms, or tools.