

MEMORANDUM

TO: Faculty Members

FROM: Dr. Donna Thomas
Provost

DATE: June 3, 2024

SUBJECT: Administrative Policy Requirements, Summer Quarter 2024

Welcome to the Summer Quarter 2024. Please be reminded of the following administrative policies and deadlines for your classes.

1. **Syllabus** (University Policy 2205 – Goals and Requirements of Each Course and Syllabus): Load your syllabi to Canvas. Inform registered students of their responsibility to access and use the syllabus (paper copy not required). The electronic syllabus should provide the following information:
 - a. Student Learning Outcomes and requirements for the course, nature of course content, and methods of evaluation.
 - b. Examination(s), graded events, and letter grade methods.
 - c. Class attendance regulations (University Policy 2206 – Class Attendance). *Permanent attendance records must be kept for each class.*
 - d. Accommodations for students with disabilities. An appropriate syllabus statement is “Students needing testing or classroom accommodations based on a disability are encouraged to discuss those needs with me as soon as possible.” (Refer students who do not present an accommodations memo from the Office of Testing & Disability Services to that office or to <https://www.latech.edu/current-students/student-advancement-affairs/disability-services/> for assistance.
 - e. Academic Honor Code. An appropriate syllabus statement is “In accordance with the Academic Honor Code, students pledge the following: “Being a student of higher standards, I pledge to embody the principles of academic integrity.” <https://www.latech.edu/current-students/student-advancement-affairs/student-conduct-integrity/> .
 - f. It is recommended that faculty include their expectations regarding students' use of artificial intelligence technology.
 - g. Faculty office hours and availability for individual counseling (University Policy 2207 – Faculty Office Hours). Faculty are encouraged to extend, as much as possible, the time available for student conferencing during the final exam period.

- h. **Emergency Notification System (ENS):** An appropriate syllabus statement would be “Emergency Notification System: All Louisiana Tech students are strongly encouraged to enroll and update their contact information in the Emergency Notification System. It takes just a few seconds to ensure you’re able to receive important text and voice alerts in the event of a campus emergency. For more information visit <https://www.latech.edu/current-students/student-advancement-affairs/university-police/emergency-notification-system/> .”
- i. **Counseling Services**
 - i. Information and contact numbers and sites for Louisiana Tech Counseling Services are located at: <https://www.latech.edu/current-students/student-advancement-affairs/counseling-services/>
- j. **Online Course Syllabus** (additional information required):
 - i. Accommodations for potential issues with technology that might arise (power outages, poor internet, internet outages, etc.).
 - ii. Clear communication on how and when exams and quizzes will be administered, and the importance of adhering to the University’s honor code policy.
 - iii. Methods for students to contact and interact with the professor, including posted office hours.
- k. **Face-to-face and hybrid/flex** (additional information required):
 - i. Plan for course if faculty member becomes ill or needs to self-isolate following potential exposure.
 - ii. Policy for class behavior.
 - iii. Policy for communication with faculty member that includes appointments over zoom that maintain social distancing protocols.
 - iv. Clear communication on how and when exams and quizzes will be administered, and the importance of adhering to the University’s honor code policy, including any policy for missed exams or quizzes.

2. First Class Day Rosters: Class rosters are available on Faculty BOSS and on CICS/ZC Screen 107 (Term = 244). Check the roster for updated drop/adds. Students attending class who are not on the roster should register prior to the end of the Drop/Add period. Do not allow a student to continue attending your class until you have evidence of proper registration. Do not administer or return a graded event to a student who is not on your class roster.

3. Ninth Class Day Rosters: The Registrar’s Office will distribute these rosters on/around June 17, 2024. Faculty will report attendance/non-attendance to their Department Head. Department Heads will submit all of their assigned rosters to the Registrar’s Office in accordance with the instructions on the cover letter provided with the rosters. Remember: Do not allow a student to continue attending your class until you have evidence of proper registration.

4. Drop with a “W” Date: The latest date a student may drop a course (or resign his/her entire

schedule) with a “W” grade varies per session for Summer term. Please see the Summer calendar at <https://catalog.latech.edu/content.php?catoid=13&navoid=722> to see the W dates related to the session. Faculty must provide students with documented evidence of evaluation and notification of standing in each class prior to the last date to drop with a “W” grade.

5. Academic Calendar: Academic deadlines are provided in several formats (see URL <https://catalog.latech.edu/content.php?catoid=13&navoid=722> or <https://events.latech.edu/>)

6. FERPA Reminder: Do not post student grades by name or by using the CWID. Any hybrid methods must not be posted in alphabetical order. Consult with the Registrar’s Office about requests involving student education record information disclosure(s).

7. Degree Candidates and Deficiency Exams: Identify and remind your Summer Degree Candidates that they must register for graduation no later than Friday, June 21, 2024. More information can be found at <https://www.latech.edu/current-students/registrar-office/graduation/> . Degree candidates earning an “I” or an “F” grade should be brought to the immediate attention of the Dean’s office who will in turn notify the Registrar’s Office. A degree candidate who fails the final exam in only one course during the last quarter’s work may be permitted to take a deficiency exam. The professor’s responsibilities for the course are not complete until grades are loaded online on time and any deficiency exams have been administered and final grade changes properly reported.

8. Grade Loading. Final grades for degree candidates and final grades for all students have a published deadline. Grades not submitted, or submitted after deadlines, have a negative impact on students and their financial aid (including all scholarships) and creates an unnecessarily duplicative workload for the administrative professionals responsible for closing financial and academic records and finalizing reporting each quarter.

- a. All grades are due on Faculty BOSS:
Monday, August 19, 2024 by **3:30 pm**

9. Policy 2217: Final Grade and Academic Appeals Procedure.
<https://www.latech.edu/administration/policies/p-2217/>

10. Canvas: Direct questions/problems to the Computing Center Help Desk (<https://helpdesk.latech.edu/> ; helpdesk@latech.edu ; or 318-257-5300) or Whitney Sivils-Sawyer (whitneys@latech.edu).

11. Summer Commencement: Saturday, August 24, 2024 @ 10 a.m. - Thomas Assembly Center

12. Louisiana Tech University adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.

- Title IX Coordinator: Mortissa D. Harvey

Director of Title IX Compliance
President's Office, Wylly Tower 1536
Phone: 318.257.5911
Email: mharvey@latech.edu

- Section 504 Coordinator: Annie Jantz
Division of Student Affairs
Keeny Hall 305
Phone: 318.257.2445
Email: ajantz@latech.edu