Economics Department

Handbook for Faculty and Instructors

September 2003
GETTING STARTED

YOUR OFFICE

Offices are assigned sometime prior to the beginning of the semester by the Administrative Assistant (AA). The primary reason you are given office space is to meet with your students; using the space to study is secondary. Because you will usually be asked to share the office with another instructor or research assistant, you must try to reach an equitable arrangement concerning the use of the space (e.g., arranging office hours that do not conflict). Please remember that the office is for the sole use of the people assigned to it - you may not "lend it out" to another colleague, nor should you encourage purely social visits. It is also expected that you will clean and vacate the office at the end of the semester or year.

THE INFO SHEET, SYLLABUS, COURSE OBJECTIVES AND READING LISTS

The Economics Department will only cover the copying costs of a one page/one side “Info Sheet” to direct students to the class syllabus on the web and to clarify course and department policies. You should be sure to include the following information on that sheet:

- Your office location and hours
- Your web site (or the department site http://econ.binghamton.edu)
- Your telephone
- Prerequisites
- Your e-mail
- Any specific classroom policies that you want to state immediately
- The Economics Department's policy on make-up final exams - Undergraduates only

If space is available, you may want to include information regarding attendance and, especially, the "Incomplete" policy. Much of this information, including that listed above, should also be provided in the full syllabus.

The preparation of the course syllabus is the responsibility of the instructor. If you are typing your own, make sure the heading lists: Course name, course number (e.g., ECON 160-90), semester, your name, your office, your office hours, your office telephone. MAKE SURE YOU INDICATE WHERE THE TEXTBOOKS WILL BE AVAILABLE. You can also include the time the class meets and the room if you want.

A syllabus must be on file with the department not later than the beginning of classes. As part of the syllabus instructors should state clearly the instructional objectives of each course they teach. Students should be advised of the methods to be employed, and the weighted value of each criterion used in determining a final course grade. Special attendance requirements, grading methods and policies should also be included, as should any prerequisites. Typically a reading list is part of the syllabus. The full syllabus should be sent to the undergraduate secretary electronically as soon as it is finished so that she can arrange to have it posted to the web. If you maintain your own website the undergraduate secretary is still required by the University to maintain a hard file copy for department records.

REPRODUCTION AND DISSEMINATION OF MATERIALS

The Economics Department will cover only the following additional costs associated with classroom copying:

- Transparencies (Please reuse these when possible…use non permanent pens)
- Quizzes
- Exams

For those classroom related copying expenses subsidized by the department (listed above) you may prepare your own originals (use 8 1/2 x14 paper where practical) or these can be typed for you by the undergraduate secretary (please submit a week in advance). In either case you MUST hand them in for copying, since the department is required to keep file copies. All originals must be handed in at least 24 hours in advance to allow sufficient turnaround time at the Copy Center.
ELECTRONIC STUDY GROUPS AND COURSE PACKS

All homeworks, problem sets, hand-outs, answer sheets, etc. must either be published as Course Packs, placed on your web site and/or sent to your students via an electronic study group (ESG). ESGs are a type of listserv and are very easy to set up, allowing you to send material or messages/reminders to your entire class via one e-mail. They eliminate the need for announcements in class and assure that students cannot tell you that they “didn’t hear the announcement. To set up an ESG you only need to go to the Help Desk in the Computer Center. If you decide to use an ESG you will want to include information about it in the info sheet and syllabus.

If you decide not to use an ESG, all non-supported copying - problem sets/homeworks, articles, and anything else that you anticipate distributing to your class during the semester - should be prepared and assembled by you (15 page minimum) as a Course Pack and submitted to Custom Publishing, located in the Copy Center. They will research and secure any necessary copyright permissions, copy the entire package, and sell it for you through the Campus Bookstore. Copyrighted material should be handed in AS SOON AS POSSIBLE so that there is sufficient time to obtain permission. The undergraduate secretary can provide any necessary typing for you; however, please hand in everything you need typed well in advance. Custom Publishing and bibliography forms (for copyright research) are available in the Conference Room (LT 907) and from John Clum, Administrative Assistant for Custom Publishing (X-4770).

OFFICE HOURS

All instructors are expected to maintain a regular schedule of office hours for consultation with students. The number of hours and the particular schedule are determined by you, but with the condition that they are sufficient enough and convenient enough to assure accessibility to students. Once you have established your office hours, you must report them to the undergraduate secretary.

Being available to students outside the classroom on a regular basis is an important responsibility of instructors. It is strongly recommended that instructors schedule a minimum of 3 office hours per week, in addition to being available "by appointment".

BOOK ORDERS

It is the instructor's responsibility to see that all book orders are submitted in a timely fashion. Order forms and instructions are available in the conference room (LT 907). Questions concerning book orders that have already been placed should be addressed directly to the vendor - usually the University Bookstore.

If you are teaching a course for the second time, a book order form will be sent to you. It is important that this order be completed promptly and returned so that books can be ordered in time for the beginning of classes. Also, students selling back their books can be offered top dollar when their books are known to be required in the following semester.

Copies of all book orders should be given to the undergraduate secretary. Books must be available through the Bookstore (we are required to do so for students paying with NYS vouchers).

Instructors are responsible for procuring their own DESK COPIES, usually through the publisher's representatives who will be visiting you. PLEASE NOTE: If you are teaching a large lecture section, make sure to request enough desk copies so that you have one copy for EACH discussion section/teaching assistant that you have.

LIBRARY RESERVE LISTS

Each semester a memo is distributed to all teaching faculty stating the guidelines for submitting reserve lists. Library reserve lists for courses are to be submitted directly by instructors to the Library Reserve Room. The necessary forms are also available in the Conference Room (LT 907). If any of the books to be placed on reserve need to be ordered by the Library, the Reserve Room should be so informed by the first week of December (for Spring) or August (for Fall). If all the required books are available in the Library, reserve lists should be submitted at least two weeks before the course is scheduled to begin. Books which are out of print but are available from the SUNY library (or your personal library) may be put on reserve. Articles, magazines, etc. from your personal collection may also be placed on reserve. Please be aware that turnaround time between submission of reserve material and availability may be more than a week. Questions concerning library reserves should be addressed to Ronnie Goldberg, Assistant Director of Access Services (X-2325).
CLASSROOMS

Classrooms are scheduled by the Office of the University Registrar. They really do try to match class enrollments with available space. Information on each classroom, including size, facilities, layout, etc. can be found at http://www.ecc.binghamton.edu/classroom.html. Each classroom should be equipped with an overhead projector, chalk and erasers. If your assigned classroom turns out to be unsatisfactory, you MUST contact the AA to make other arrangements, as the department must have a record of where classes meet. Once a classroom has been changed you will be notified and provided with signs to hang directing students to the new location. Please inform your class to use the BUSI system to check on any change to the class location - THEY SHOULD NOT CALL THE OFFICE - the BUSI system will always be more accurate.

If you need to schedule a REVIEW SESSION, you should the Registrar directly to arrange for a room. Cards detailing the process for doing this are available from the AA and secretaries.

SUPPORT SERVICES

Secretarial Assistance

The secretaries and AA are ready and willing to assist you in typing and duplicating approved materials for your class. Under normal circumstances, the undergraduate secretary will handle nearly all of your class-related requests. It is important that you speak directly with a secretary when arranging for secretarial work to be done, and please give her plenty of notice when requesting work. She works for many faculty members and needs to schedule the work requests of a number of people. Your thoughtfulness and cooperation will insure completion of your work with a minimum of frustration for you and the staff.

Audio-Visual Equipment

Use of audio-visual equipment is requested from Educational Communications (Ed Comm), located in the basement level of the Student Services Wing. Requests for the use or repair of VCR equipment, film projectors, slide projectors, overhead projectors, and tape recorders should be directed to that office (X-4750) or their web site http://www.ecc.binghamton.edu.

Rental or purchase of films, video tapes, etc., is the responsibility of the department. Instructors should consult with the department chair or AA if these supplies are essential. Instructors may not charge these types of expenses or any other costs directly.

Telephones and Messages

The Economics Department will not release your home telephone number to an undergraduate student without your express permission. However, because it is important that students be able to reach you, and since most instructors are understandably reluctant to provide their home telephone numbers to students, we strongly recommend giving your electronic mail address to students.

Since only staff and full-time faculty are provided with telephones, the department discourages the use of staff telephones for leaving and returning messages. However, instructors should not be reluctant to request permission to use these phones for calls relating directly to their class when necessary.
YOUR CLASS

CLASS LISTS

Approximately the first day of classes the Registrar's Office will send class lists to departments for appropriate distribution to instructors. Another list will be sent to instructors after the "add deadline" and again after the "drop deadline". Prior to the beginning of classes department personnel may determine preliminary class enrollments by accessing the University's computer system through BUSI or ELIXIR or the web at http://registrar.binghamton.edu/schedule.html.

Be sure to double check your class list against the students actually ATTENDING your class. However, official Harpur College policy states that it is the student's responsibility to ensure the accuracy of his/her registration. Students should do so via the computer - do not send them to the office.

CANCELING CLASSES

Any other than absences due to illness, all absences from campus during the academic year that affect University obligations, especially while classes are in session, must be fully and appropriately justified, as by important professional and scholarly activities.\textit{Handbook for Faculty and Professional Staff}

The Economics Department expects and requires that instructors and TAs hold and attend ALL scheduled meetings of their course. Classes should be canceled ONLY for the most pressing reasons. Instructors must request approval \textit{in advance and in writing} for any cancellation of classes for reasons other than illness or personal emergency. This request must also include your plans for making up the classes that were canceled.

If it is ever necessary for you to cancel a class meeting due to an emergency, YOU MUST NOTIFY THE AA AND/OR THE UNDERGRADUATE SECRETARY, as well as any TAs assigned to you. You should also make every attempt to arrange with a colleague or one of your students/TAs to post a note on the classroom door - however, as a last resort the office staff will do this for you. If you have any TAs working for you, you should make them aware of this policy.

PREREQUISITES

When you are assigned as instructor of a course you will be informed of the course prerequisites or other restrictions, e.g. not open to seniors, not open to majors. If your course has a prerequisite you are required to enforce it. It is expected that the course will be taught building upon the lessons learned in the prerequisite courses, therefore you may not waive prerequisites. Prerequisites MUST be completed with a grade of C or better BEFORE a student can take a course which has prerequisites. Prerequisites may not be taken simultaneously with the course for which they are required.

All courses numbered 100 to 199 are considered introductory courses, with no prerequisites and open to all students.

Courses numbered 200 to 399 are considered lower division intermediate courses, with or without prerequisites.

Courses numbered 400 to 499 are considered advanced level courses with specific course prerequisites.

PLEASE NOTE: The registration system does NOT check for compliance with prerequisites. Students are expected to self-screen; however, it is imperative to announce the prerequisites during the first few classes, as well as in your syllabus. The department screens individual student records for each class to assure prerequisites have been met. Students who have not satisfied the requirements will be dropped and faculty may be asked to inform these students in class.

ADVISING

It is Economics Department policy that only those faculty/instructors who hold a PhD may act as an official advisor to undergraduate students. Similarly, graduate instructors may not serve as the instructor of record for undergraduate independent study projects or internships. Graduate student instructors may, of course, meet with undergraduates informally to answer any questions that fall within their own experience.
TEACHING ASSISTANTS

If you teach a large section of a course, you will be assigned teaching assistants to help in grading and to lead discussion sections. Undergraduate TAs usually register for 4 pass/fail credits for this. Both undergraduate and graduate TAs should be made aware of your expectations and their responsibilities. Undergraduate TAs also sign a Letter of Agreement acknowledging their acceptance. Problems with any TAs should be discussed with the Director of Undergraduate Studies or the Director of Graduate Studies (for graduate TAs). The Chair and the Administrative Assistant may also be consulted.

STUDENTS WITH DISABILITIES

All students must expect to be evaluated according to stringent academic standards, and students with disabilities are no exception. It will sometimes be necessary, however, to make special provisions in order to insure that students with specific disability-related limitations have the opportunity to participate on an equal basis with their class colleagues. During their first class sessions or in their syllabus, instructors should invite students with special needs to contact them, but it is up to the students to identify themselves if they wish to request special services or reasonable accommodations. You should obtain the "Reference Manual on the Provision of Reasonable Accommodation for Students with Disabilities” from the office of Services for Students with Disabilities (SSD) if you do not already have a copy. Jean Fairbairn, Director of SSD (X-2686), is also happy to provide consultation and/or verification to faculty/instructors regarding student needs and the appropriateness of any requested accommodations.

EVALUATIONS

The Economics Department distributes an internal evaluation form in all classes led by a graduate student instructor near the end of each semester. Instructors are expected to leave the room while the form is being completed, and to instruct a TA or student to return the completed forms to the departmental office. This is an unofficial survey and the results are not tabulated, although the surveys are reviewed by the department chair and appropriate departmental faculty.

The Office of Budget and Institutional Research administers the confidential Student Opinion of Teaching Questionnaire (SOOT) during both Fall and Spring semesters at your request. Request forms will be available from the department. The results of this survey are reported only to you, not the department, and will provide you with authenticated statistical verification of your teaching performance.

PETITIONS FOR CLOSED COURSES

If your class has reached its capacity enrollment and a student is "closed out" from your course, he/she may petition to be admitted. ALL requests for admission into closed courses are referred directly to the instructor in charge of the course.

Effective Fall 2002, students can petition to be added to a closed class in the following manner:

1) After strongly admonishing students that you are only interested in petitions from students whose graduation is in immediate jeopardy you should collect petition cards from students and bring them to the department. This should only be a very few from the class.

2) The department will provide a short assessment on each student on GPA, hours completed, prerequisites, etc.

3) The petitions and assessments will then be given to a committee who will approve or deny.

4) Cards will then be returned to faculty to give to students. The student should then be directed to come to the department to add the class. Students also MUST be made aware that the system ABSolutely will not allow them to carry even a temporary overload (more than 18 credits). They must either drop a course or see Academic Advising for permission to carry an overload.

During the “Add Period” enrollments fluctuate as current students drop courses and other students log on and add whenever space is created limit. If you wish a course to be restricted, thereby giving you control over who may register for any released seats, see the AA who will add a requirement that students must seek your permission to add the course.
ADDING COURSES

Students may add courses to their schedule until the end of the second week of classes. Undergraduate students needing to add courses after that deadline must submit an Undergraduate Late Add Petition (available on-line at http://harpur-advising.binghamton.edu/). Approval is needed from the class instructor and the Economics Department; however, your approval does NOT guarantee that the student's petition will be approved by the Academic Advising Office.

DROPPING COURSES

Students may formally drop a course from their schedule without penalty if they do so by the announced drop deadline (see specific date in the university calendar). Students are permitted to drop courses after the drop deadline ONLY if they cite extraordinary extenuating circumstances and they successfully petition the Harpur College Academic Standards Committee through the Academic Advising Office (form available at http://harpur-advising.binghamton.edu/). Courses dropped late by petition will normally have a "W" notation on the transcript.

WITHDRAWAL FROM A COURSE

By filing a Withdrawal Form, students may withdraw entirely from the University up to the last day of classes. If the Withdrawal Form is submitted before the drop deadline, registered courses are deleted. If a student withdraws from a course after the official drop deadline, a "W" grade is assigned. PLEASE NOTE: Students may not withdraw simply by informing you and ceasing to attend class - they must file a Withdrawal Form.

CLASS ATTENDANCE AND DISCIPLINE

Attendance in Classes

"Students are expected to attend all scheduled classes, laboratories, and discussions. An instructor may deny a student the privilege of taking the final examination or of receiving credit for the course, or may prescribe other academic penalties, if the student misses more than 25 percent of the total class sessions. Excessive tardiness may count as absence. In cases of excessive absence, the instructor may request the appropriate dean's office or the Academic Advising Office to investigate.

"In addition to the University-wide attendance policy explained [above], note that individual instructors are free to set more stringent attendance requirements in accordance with the academic needs of their classes."

_Binghamton University Bulletin_

More stringent attendance should be clearly specified in the course syllabus.

Absences by Students from Classes for Participation in Official University Events

"Students at Binghamton University have the opportunity to participate in many kinds of activities beyond the classroom that either contribute to the quality of their undergraduate experience or promote their post-graduate careers. At times, students' participation requires them to be absent from regularly scheduled classes. Students are responsible for all work missed. At the same time, faculty members are strongly encouraged to accommodate students' participation in such activities. If this is an organized activity, the sponsoring organization has a similar responsibility to accommodate students' needs to meet their class obligations. Each STUDENT is responsible for notifying the appropriate instructor(s) of a potential absence at the beginning of the term for events already scheduled, and not less than a week before those scheduled once a term begins. Faculty should be flexible in providing for students to make up tests and other work missed."

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Typically, these absences would mostly from athletes. From a practical standpoint, it is reasonable to expect that most athletes are responsible students, however instructors should INSIST that the student provide official written documentation from the Athletic Department for any conflict. Problems and questions should be directed to the Academic Liaison for the Athletic Department.
Reporting Absences

Instructors/faculty noting an excessive number of absences by a student are urged to report this fact to Academic Advising so that the student’s whereabouts and circumstances may be ascertained.

Classroom Discipline

"Minor infractions of conduct are ordinarily handled at the time by the instructor. Any disciplinary problems not so handled should be reported immediately to the Judicial Affairs Coordinator. Instructors who discover cases of theft, vandalism, or other serious offenses by students shall report them to the Judicial Affairs Coordinator. Bizarre behavior that might indicate mental illness should be reported to the University Counseling Center.

"Any instructor may exclude from attendance any student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course or who is guilty of offensive conduct toward the instructor or other members of the class. On the other hand, disciplinary action by a faculty member that the student considers arbitrary or unjust may be appealed. Schools and departments have established procedures for student grievances."

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Religious Observances

AAny student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

At shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make-up examinations, study or work requirements which he or she may have missed because of such absence on any particular day or days.

New York State Education Law, 224-a

This means that faculty/instructors must make arrangements for students to make up any work missed (including exams) due to religious observances. Furthermore, you may not inquire as to the student’s particular religious affiliation, nor to the nature of the observance. Questions concerning this may be directed to the AA, or to Associate Dean for Academic Affairs for Harpur College, Donald Blake (X4934).

Cheating and Plagiarism

"It is assumed that students intellectually qualified for admission understand what cheating is. Even though there is a statement concerning plagiarism in the 'University Rules and Expectations,' faculty are urged to discuss proper acknowledgment of outside sources when papers are assigned. Cases of alleged plagiarism and cheating reported by a faculty member to the Dean are referred to the appropriate committee for adjudication. Recommendations for disciplinary action may vary from no action to suspension or expulsion."

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"The instructor of any course has the first responsibility for dealing with violations of academic honesty in that course, by imposing penalties in grading, repetition of an examination or written work, or another reasonable penalty. Violations may also be brought before the Academic Honesty Committee of Harpur College by an instructor or by a fellow student who wants disciplinary action taken by the Associate Dean of Harpur College."

Academic Policies of Harpur College, #508

The Writing Center also produces a document on “The Use and Acknowledgement of Sources” which includes examples of appropriate and inappropriate paraphrase. It is available at http://writingcenter.binghamton.edu.

From a practical standpoint, the department urges any instructor who encounters possible cheating to consult with the Director of Undergraduate Studies, the Chair, or any other appropriate faculty member. Instructors should also feel free to call the Associate Dean for Academic Affairs for Harpur College, Donald Blake (X-4934), for his assistance. The Dean’s office also subscribes to http://turnitin.com/ which can check students’ written work against a wide range of internet sources. Faculty who assign papers are encouraged to take advantage of this resource.
GRADING AND EXAMINATIONS

Every faculty member/instructor should provide to students some sort of formal evaluation before the drop date wherever pedagogically feasible. Examinations, papers, and other projects should be graded within a reasonable time, and must be returned or made available to students who wish to review them. It is also expected that comments and corrections will be explained to students who seek explanations. **Graded work not returned to students should be kept for one semester following the end of the course, to allow a means of evaluating the work of students who ask that a grade be reviewed.**

**GRADING**

Students taking Harpur College courses are graded in one of two ways: 1) normal option using grades of A,A-,B+,B,B-,C+,C,C-,D,F; or 2) Pass/Fail option using grades of P for pass and F for fail. In the Pass/Fail option, P is defined as the equivalent of D or better. Students indicate their grade options when they register for the course. Courses taken as Pass/Fail may not be used to count towards the economics major or minor.

Forms for final grades for your class will be left for you in your mailbox during the last week of classes. Final grades must be submitted to the Registrar's Office within 72 hours of your last class or final examination. Grade sheets should be submitted to the department secretary.

**WRITTEN ASSIGNMENTS**

Students are permitted to receive advice and assistance, both written and oral, for their formal written presentations. But students may not copy another's work, words, computations, commentaries, without clearly indicating by the appropriate forms of citation and quotation, the precise source of such work. Any and all use of purchased papers is prohibited. Persons who sell or offer to sell such papers are liable for prosecution under the Education Law of New York State. Work which has been submitted for a grade in one course may not be submitted for a grade in another course without the approval in advance of the instructor in the second course.

**EXAMINATIONS**

Periodic examinations are given at the discretion of each instructor. The preparation and reproduction of examinations is the responsibility of instructors and the department. Instructors are expected to proctor their examinations. Blue examination booklets are available from the undergraduate secretary.

Computer scoring for examinations is available. Contact the Computer Center for specific information.

Make-up exams **may** be offered during the semester to a student who, in the judgment of the instructor, has a valid excuse for missing the scheduled exam time, and **must** be provided for students who miss exams for religious observances. If you require an office within the department to administer such an exam, you must make arrangements with the undergraduate secretary or the AA at least 24 hours in advance. In general, for requests other than those due to religious observances, it is recommended that you require some manner of documentation from the student before agreeing to an alternate exam time.
THE END OF THE LINE

FINAL EXAMINATIONS

A memo from the Registrar will be sent to you each semester asking if you wish to have a final exam during the exam period. Examinations given during this period are scheduled by the Registrar. Exams are generally NOT scheduled for the same day and time as your class. Any requests for special scheduling of the exam should be made at the time the request form is submitted.

The Economics Department requires that all graduate student instructors administer final exams during the official Examination Period. Requests for exceptions to this requirement should be made in writing to the Director of Undergraduate Studies. Furthermore, it is the University's policy that all faculty members administer their final or end-of-course examinations during the official Examination Period, as scheduled by the Office of the University Registrar. Any alternative scheduling within the official Examination Period must be done in advance through that Office. Faculty who wish to administer final or end-of-course examinations outside the official Examination Period must have permission of the Deans of their Schools.

After the last day of classes in the semester, there is a "reading period" which is intended for students to prepare for examinations. The following week comprises the formal exam period. Instructors wishing to give final exams in their courses should do so in this exam period, and not give an examination on the last day of classes. **NO examinations, including unit, chapter, etc., are to be administered during the final week of classes.** The only exception to this rule is if a final exam is also to be given during the regular exam period.

*TIP:* Instructors who teach large lecture courses where they do not personally know every student in the class should require students to show their official ID card when handing in the exam. In some instances on campus, students have been known to pay someone else to take their exam for them.

MAKE-UP FINAL EXAMINATIONS

Economics Department policy states that the ONLY reasons a make-up final may be given are:

- The student has three officially scheduled exams with STARTING TIMES within 24 hours of each other
- The student has two officially scheduled exams at exactly the same time
- Documented family emergency or personal illness

*All make-up exams for the Economics Department are offered on the Friday of exam week.* A "Final Exam Make-Up Request Sheet" will be provided to you by the department, and any student who requests to take a make-up exam should sign the sheet. The AA will verify the conflicts through the Registrar's computer system and confirm whether a student is eligible to take a make-up exam.

*TIP:* It is strongly recommended that you refer students seeking make-up exams or 'Incompletes' for family emergencies, personal illness, etc. to either Academic Advising, Counseling Services, or Student Health Services for assistance and verification. If the request is legitimate the student will be better served by these offices, and it will also permit you to recuse yourself from the final decision.
Harpur College Incomplete Policy

A notation of Incomplete, rather than a grade, may be reported by the instructor when a student has not been able to complete a course for what, in the instructor's judgment, is a compelling reason. It is the student's responsibility to request the Incomplete in a timely fashion so that the instructor can evaluate the circumstance before grades are due to the Registrar. The submission of an Incomplete means that a student has made a substantial commitment to the course, that is, has completed more than half of the work required in the course, but some remainder of the work must be accomplished before an evaluation can be made.

Students may not retake (sit in on) a course in order to complete an Incomplete. See the "Repeating Courses" section of the Bulletin.

Students must determine with the instructor, consistent with the provisions of the policy stated above, what work is necessary for completion of the course and when the work must be submitted. An "Incomplete Agreement" between the instructor and the student should be filed with the undergraduate secretary. This document protects both you and the student by stipulating the exact dates and requirements for completing the course.

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The Economics Department discourages the filing of Incomplete grades in most cases. A grade of Incomplete is appropriate only when most of the work in the course has been done, but unusual circumstances prevent the student from finishing some requirement (e.g., a term paper or final exam), and the instructor agrees to an extension. Therefore, an Incomplete must be requested before the course is completed. Instructors do not have to grant Incompletes. Furthermore, Incompletes must not be given to allow a student to drop out of a class in which he/she is doing poorly so that it can be made up during the following semester.

In cases where the course was completed and a grade of "F" earned, the "F" should not be changed to Incomplete. ONE EXCEPTION: A grade of "F" must also be assigned whenever there is any doubt (e.g., a student who has been attending class fails to show up for the final exam); if the student thereafter presents a satisfactory case for the Incomplete, the "F" can be converted.

Copies of the above "Harpur College Undergraduate Incomplete Policy" are posted in the department. From a practical standpoint, it is recommended that you refer a student requesting an Incomplete to the policy and ask him/her to specify which provision would apply to his/her particular request.

"Incomplete Agreement" forms are available from the undergraduate secretary. It is strongly recommended that you and the student complete this form and leave it on file with the undergraduate secretary.

Extension of an Incomplete

Ordinarily all Incomplete notations must be replaced with grades by the end of the next semester whether or not a student is in college. Incomplete notations change to an F grade at the end of the next semester unless an official extension has been filed in the Registrar's Office. It is the student's responsibility to initiate a request for an extension, having reached agreement with the instructor for an alternate completion date. The appropriate form - 'Request for Extension of Incomplete Grade in an Undergraduate Course' - may be obtained from the Registrar's Office or Academic Advising.
CHANGING GRADES

"No change may be made in a grade unless one of the following situations occurs: (1) cheating is discovered; or (2) the instructor testifies that a mechanical error has been made; or (3) where applicable the instructor may change a grade to Incomplete if satisfactory evidence shows that events beyond control prevented the submission of a student's required work. Additionally, there is an absolute limit of 18 months from the end of the semester during which the course was taken to make changes in grades in Harpur College courses."

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Of course, a grade may also be changed from an Incomplete to a letter grade or Pass/Fail, depending on the grading option.

When a student has completed work in a course for which an Incomplete was received, or when a determination has been made that an incorrect grade was recorded, a "Change of Grade Form" must be submitted to the Registrar. These forms are available from the undergraduate secretary. After noting the new grade to be recorded and signing this form, all copies should be returned by YOU (not the student) to the undergraduate secretary. Your instructor's copy will be sent to you after processing.

FINAL GRADES

Blue "bubble sheets" for final grades for your class will be left for you in your mailbox during the last week of classes. These sheets should be "bubbled" in fully in pencil (pressing hard to go through all copies), signed and dated in ink, and ALL COPIES turned in to the department secretary. We will check them through, post them, and distribute the copies.

"No Shows" and Students not on Grade Sheets

If a student is listed on your grade sheet, but has never attended class or taken an exam, write "no show" over the student’s name. If you have a grade for a student who is not listed on the grade sheet, the student's name, social security number and grade should be written in at the end of the list. Attendance lists should be checked against the final grade sheets, and final exams checked against both lists.

Submission of Grades

All final grades are due in the Office of the University Registrar no later than 72 hours after the scheduled time of the final examination. Grades for graduating seniors should be submitted within 48 hours of the last day for exams during the spring period. For courses that either do not have a final examination, or that do not have an officially scheduled time for the final examination, the grades are due in the Office on the first day of the final examination period. Faculty are expected to turn in all grades in a timely manner.

Faculty Availability after Final Exams

Each spring a number of candidates for graduation face the threat of being denied graduation when there is a question about one of the course grades that cannot be resolved because the course instructor is unavailable. Often the question would be easy to resolve - a paper was late or filed in the wrong place, or owing to an oversight, a grade was not filed at all. Sometimes the question is more difficult, involving a dispute about a grade. But in all instances, the resolution requires the presence of the course instructor, since only that person can record or change a grade.

For this reason faculty are expected to remain available for personal consultation with candidates for graduation for three working days after grades have been posted. After the expiration of the three working days, department chairs or secretaries should receive numbers where faculty may be reached by students even if they are out of the city or country.

The candidates are responsible for checking their grades and making known their questions within the three-day period. A student who does not meet these responsibilities must bear the consequences.
Confidentiality

Federal Law states that there is to be no oral or written release of personally identifiable information from any student’s educational record without the signed and dated consent of the student. The information that cannot be released includes (but is not limited to) social security number, grades, grade point average, student course schedules and financial aid information. While there are some exceptions, this means that even parents cannot be given information about their students.

Occasionally a parent will call or come in to discuss their son’s or daughter’s grade. According to Associate Dean for Academic Affairs for Harpur College, Donald Blake, the amount of information and details should be kept to a minimum - just the facts. Faculty and instructors who will not talk to anyone except the student are within their rights in so doing, but it borders on rude not to at least respond and to say that it would be best if the student did the talking or the student with their parent. In certain situations, faculty do get into the particulars of the grades with the parent. Legally this is borderline. The reason faculty are advised to avoid the particulars is that they might otherwise inadvertently reveal confidential information.

Students should be advised that it is illegal for the department or faculty to give out grades to anyone over the telephone. They should provide a self-addressed, stamped envelope (NOT a postcard) to you if they want their grades mailed to them. Grades are also available through the BUSI system and by telephone with the appropriate ID codes.