

## Course Related Information

### Course Syllabus

- Use the department template for your course
- Your contract with your students
- Spell out your expectations
- Define class policies
- Distribute your syllabus at the first class meeting and/or put it on D2L
- Stick to it!
- Revise it if necessary
- Give written amendments to students
- Include disability statement on course syllabus
- Utilize Syllabus Attachment
- <http://www.etsu.edu/reg/academics/syllabus.aspx>
- Suggested items for your syllabus:
  - Policies: (Check with Program Coordinator for standard policies for the Program)
    - attendance, punctuality and tardiness, consequences
    - eating, drinking, tobacco use in class
    - children and visitors in class
    - breaks from class, entering and leaving class during sessions
    - plagiarism and misconduct
    - communication devices: cell phones, pagers, computers, PDAs
  - Appropriate behavior: instructor, classmates
  - Expectations: instructor time and attention outside class, office hours, location, phone #, appointments and drop-in policy
  - Statement: Conflict resolution in class
  - Disability Statement: It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the university's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, Suite A, telephone 439-8346.

## **Course Permits**

- There are times when students are required to have “permits” in order to register for a course.
- Please do not provide students with “permission” to add a class. All permits must go through the coordinator of the program. Please send students/requests to the coordinator.

## **Check Class Roster Frequently**

- Beginning of the semester
- Weekly for first 3 weeks
- Alert students if they are not listed on the official roster
- Check periodically throughout the rest of the semester

## **Dropping Classes**

- Instructors do NOT approve / disapprove drops
- No permission needed for first 8 weeks
- Developmental Studies courses cannot be dropped without written permission of the director on the Drop/Add Form and must be processed in the Office of the Registrar. Courses dropped during the first two weeks will not appear on the student's permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of "W." (During the Summer Session, or when courses do not conform with established term dates, this schedule is adjusted appropriately to fit the condensed time frame.)
- If a student does not officially drop a course he/she has stopped attending and shows on your roll at the end of the semester a grade of “FN” (failure for non-attendance) is to be entered.

## **Late Drop**

- Definition: dropping one or more courses after 8 weeks of a fall or spring semester
- Student remains enrolled in at least one course
- Dates published for all terms in Schedule of Classes
- Required condition: Extenuating circumstances
- Instructor verifies grade on a form

- Does NOT approve the drop
- [http://catalog.etsu.edu/content.php?catoid=9&navoid=431#Dropping\\_A\\_Course](http://catalog.etsu.edu/content.php?catoid=9&navoid=431#Dropping_A_Course)
- A frequent problem: Student not doing well in class – instructor recommends drop, but the 8<sup>th</sup> week of the term has expired.
  - Drops are NOT permitted after the 8<sup>th</sup> week to help students avoid low grades! Such drops MUST occur BEFORE the eighth week expires. This deadline appears in the *Schedule of Classes*.
    - *Suggestion: Put the late drop date in your syllabus, and remind students as the date approaches.*
  - After the eighth week a student may not drop a course, except where verifiable, extenuating circumstances can be demonstrated. A petition for late drop may be presented by the student for consideration, to the dean of the college or school in which the student was majoring as of the beginning of the term.
  - Verifiable, extenuating circumstances may include illness, accidental injury, or other appropriate reasons. If approved by the dean, the student will receive a grade of "W" (Withdrawal) or "WF" (Withdrawn Failing), as assigned by the instructor of the course. All approved petitions for late drops must be received in the Office of the Registrar no later than 4:30 p.m., two days before the end of classes for all academic terms.

### **Withdrawal Policy**

- **Withdrawal** means that the student drops ALL classes. No one's approval is needed, but the student forfeits the fees that were paid.
- Withdrawing from ETSU in first 8 weeks: W
  - i.e., dropping all courses
- After 8th week: W or WF at instructor discretion
- Deadline:
  - No later than 4:30 p.m. two days before the last day of classes of any academic term
  - <http://www.etsu.edu/senate/facultyhandbook/section5.aspx#withdraw>