



3344-16-02 Classroom and related responsibilities

(A) Examination and grades

- (1) Dates for final examinations are posted on the university registrar's website. All final examinations shall be administered during the period assigned by the university registrar and shall follow the approved time schedule as designated by the administration. In the event of a class without a final exam, a class session shall be held during the scheduled final exam period. Laboratory, thesis, internship, field work and independent study courses are excluded from this requirement. In classes where take-home finals are assigned, the take-home examination is due on the day and time of the regularly scheduled final.
- (2) Faculty shall be required to submit grades at the end of a term. Faculty teaching one hundred and two hundred level courses shall also make every reasonable effort to submit mid-term grades for freshmen enrolled in such courses. Final grades should be submitted within forty-eight hours of the end of the examination, but not later than the deadline established by the registrar's office.
- (3) One copy of each syllabus shall be filed with the chair and supplied to the students at the start of class. The syllabus shall contain grading and pedagogical guidelines as well as course content and assignments. A copy of the final exam

- (2) Faculty have an obligation to meet their scheduled classes, throughout the scheduled time, unless an approved alternative learning experience has been assigned in the syllabus as part of the course requirement. On those occasions when faculty know ahead of time that it may be necessary for them to be absent from class because

- (E) Faculty availability. All fulltime members shall be available for service at the university throughout the academic year. Faculty shall be available for advising as needed on a rotating basis, coordinated by the department chairperson, during the week of the registration period before each semester. Faculty shall be charged sick time if they are unavailable for assigned service because of illness during that week.
- (F) Commencement exercises The administration and the CSU AAUP recognize university commencement exercises as an important hallmark in students' lives. Whereas both the administration and CSU AAUP encourage all faculty to attend commencement exercises, at least one-quarter of the faculty shall attend the December and May commencement exercises in full academic regalia.

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