

From: crwteach-bounces@lists.uncw.edu
To: crwteach@lists.uncw.edu
Subject: [Cwteach] Syllabus- and Exam Policies
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From: caschairs-bounces@lists.uncw.edu [<mailto:caschairs-bounces@lists.uncw.edu>] **On Behalf Of** Moore, Kemille
Sent: Wednesday, August 1, 2018 4:00 PM
To: 'caschairs@lists.uncw.edu' <caschairs@lists.uncw.edu>
Subject: [CASchairs] Syllabi and exam policies

All,

As promised at our May meeting, below are some policies, guidelines, and suggestions about syllabi and final exams. Since Jess is tied up in InfoReady training, I am sending this out. However, he will be dealing with any issues that arise.

Please distribute and reinforce the importance of this information to your faculty. Getting the syllabus right at the beginning of a semester can save all of us headaches later. Many grade appeals are based on a perceived lack of clarity in the syllabus. That doesn't mean these appeals are successful, but they consume a great deal of time and energy.

Below are the official UNCW policies regarding syllabi contents and exam policies. The content is pretty straightforward. CTE also has an online teaching manual that contains best practices for syllabi construction. <https://uncw.edu/cte/resources/documents/SyllabusConstruction.pdf>. The second set of bulleted items relates to exam policies. I understand that they seem to try and apply one set of rules to a myriad of course designs and offerings. Not all courses are the same. Labs, performance, and practica courses operate very differently than lecture courses. Still, it is important to abide by the underlying principles. I find it disheartening when I talk to a student during the last week of classes and they are already exhausted because in the past few days they have turned in a research paper, had a major unit exam, and two final exams—all before reading day.

Also, please remind your faculty to submit a copy of all of their syllabi to your admin, or whatever digital archive you use.

Some syllabi polices and reminders:

Course syllabi must, according to UNCW policy, contain the following:

- The basis for grading, including the relative weightings, in determining the final grade, of such factors as exams, papers, quizzes, and projects. It must include a grading scale.
 - Note: This is particularly true for “participation grades.” Faculty should be

clear and provide a rubric for how participation is graded.

- The attendance policy (if the faculty member has one)
 - Note: Attendance issues are one of the most common reasons for grade appeals. Please make sure the attendance policy is very clear, including excused absences, make-up for missing class, and if late arrival constitutes an absence.
- Penalties, if any, for absences, late arrivals, missed examinations, and late or missed assignments.
- Date and time of the final exam.
- Modifications to the opening handout should also be communicated to students in writing.
- Office hours

Other Policies:

- All classes must meet during their respective final examination periods. If a final examination is not required, the instructor will determine how the assigned time is to be used. In those few courses for which this is not an academically sound requirement (e. g. laboratories, senior seminar), the instructor and students may be excused from meeting by the department chairperson, who is responsible for notifying the appropriate dean of all such.
- Instructors may not change final exam times.
- Ordinarily, quizzes or tests should not be given at the end of the semester or summer term (last five weekdays in a semester, last three weekdays in a summer term).

Jess and I appreciate your help and efforts in this area. Best wishes for a successful start of the semester.

Kemille and Jess

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