The Adjunct Faculty Handbook
is available on the School of Education website
www.gonzaga.edu/soe/infofacstaff
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gonzaga University and School of Education</strong></td>
<td></td>
</tr>
<tr>
<td>Mission, Theme, and Conceptual Framework</td>
<td>1</td>
</tr>
<tr>
<td><strong>SOE Administrative Directory</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Academic Calendar 2015-2016</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Section 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ADJUNCT FACULTY (teaching in United States and Canada)</strong></td>
<td></td>
</tr>
<tr>
<td>Contracts, Teaching in the School of Education, Travel, Expense Reports, Independent Studies Compensation, Adjunct Faculty Information on Website, Delivery of Classes in the event of an emergency, and Research</td>
<td>6</td>
</tr>
<tr>
<td><strong>Policy, Guidelines, and Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Curriculum Vitae Guidelines and Format</td>
<td>9</td>
</tr>
<tr>
<td>Syllabi Guidelines and Format</td>
<td>12</td>
</tr>
<tr>
<td>University Confidentiality of Records Policy – FERPA</td>
<td>15</td>
</tr>
<tr>
<td>Course Evaluations and Zagweb instructions</td>
<td>18</td>
</tr>
<tr>
<td>Undergraduate (green section) – University Undergraduate Catalog 2015-16</td>
<td></td>
</tr>
<tr>
<td>Grading Policy</td>
<td>20</td>
</tr>
<tr>
<td>Academic Citizenship</td>
<td>24</td>
</tr>
<tr>
<td>Undergraduate (green section)</td>
<td></td>
</tr>
<tr>
<td>Undergraduate (yellow section) – University Graduate Catalog 2015-16</td>
<td></td>
</tr>
<tr>
<td>Grading Policy</td>
<td>26</td>
</tr>
<tr>
<td>Academic Citizenship</td>
<td>29</td>
</tr>
<tr>
<td>Request for Change of Grade Form</td>
<td>31</td>
</tr>
<tr>
<td>Library Services for Faculty and Library Services for Faculty of Distance Education</td>
<td>32</td>
</tr>
<tr>
<td><strong>Section 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ADJUNCT FACULTY (teaching on-Campus)</strong></td>
<td></td>
</tr>
<tr>
<td>Gonzaga University Authorization for ID</td>
<td>35</td>
</tr>
<tr>
<td>Technology Resources</td>
<td>35</td>
</tr>
<tr>
<td>Lab, Multimedia Classrooms, Equipment Reservation, Computer Lab Hours</td>
<td></td>
</tr>
<tr>
<td>Multimedia Classroom Access</td>
<td>36</td>
</tr>
<tr>
<td>Emergency Guidelines</td>
<td>39</td>
</tr>
<tr>
<td>Center for Teaching and Advising</td>
<td>41</td>
</tr>
<tr>
<td>Rosauer Center Building Layout</td>
<td>42</td>
</tr>
</tbody>
</table>
Welcome, School of Education Adjunct Faculty!

We have an exciting academic year ahead of us with the largest entering undergraduate freshman class in the history of the University and healthy enrollments in the SOE for on-campus and site-based programs. Adjunct faculty play an integral role in the School of Education and I thank you for the important contributions you provide each year to Gonzaga University students and full-time faculty.

For those teaching on campus, I want to bring to your attention some highlights of the summer in the School of Education (SOE). One of the most obvious is the incredible “opening up” of the Rosauer Center as a result of the major changes on the north and south side of the building. The completion of the Hemmingson University Center has certainly increased our market value and has made us more visible to the campus and beyond. The installation of our sprinkler system is nearly completed and our two new classrooms (RC216 and 148) will be ready for use this fall. In addition, the new graduate admissions office is located near the dean’s office, all of our classrooms have new locks, and classrooms and offices have new room number signage.

Gonzaga University’s School of Education is recognized for its excellence and high standards for our undergraduate and graduate programs by a number of outside agencies. All teacher preparation degree programs and elementary, secondary, and advanced certification programs are accredited by the National Council for Accreditation of Teacher Education and are approved by the Washington Professional Educator Standards Board (PESB). Additionally, the programs in counseling are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and the Anesthesiology program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). Graduate degree programs offered in Alberta, Canada have been approved by the Alberta Ministry of Education and Technology and the Campus Alberta Quality Council (CAQC). Degree programs offered in British Columbia, Canada have received consent from the British Columbia Ministry of Advanced Education and the Degree Quality Assessment Board (DQAB).

In 2015-16, the SOE will continue to address the SOE’s main themes of professionalism, scholarship, teaching, partnerships, and service. I hope that you will continue to participate in the evolution of the SOE and enjoy the fruits of our labor. I look forward to meeting with you throughout the academic year and sharing ideas as we prepare to make our School even better and no longer keeping it the best kept secret!

Have a great year and hope to see you at the Back to School BBQ, Thursday, September 10, at 5:00 p.m.

Sincerely,

Vincent C. Alfonso, PhD
Dean, School of Education
GONZAGA UNIVERSITY
Mission Statement

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.

SCHOOL OF EDUCATION Mission

The Mission of the School of Education is to prepare socially responsive and discerning practitioners to serve their community and profession.

- We model and promote leadership, scholarship, and professional competence in multiple specializations.
- We support an environment that is challenging, inclusive, reflective, and collegial.
- We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society.
- We provide academic excellence in teaching, advising, service, and scholarship. We promote, support, and respect diversity.

The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education.
The Conceptual Framework represents the core values of the faculty, staff, and students in the School of Education. The framework is comprised of the School of Education Mission, Theme, and Goals.

**SCHOOL OF EDUCATION THEME - SUMMARIZED**

“SOCIALLY RESPONSIBLE PROFESSIONALS WHO SERVE WITH CARE, COMPETENCE, AND COMMITMENT”

**SCHOOL OF EDUCATION GOALS**

1. Develop transformational leaders who serve and influence their communities.
2. Create an environment where diverse individual contributions are valued.
3. Understand and adhere to ethical standards and guidelines of professional practice.
4. Understand the consequences of technology and harness its possibilities to positively impact humanity.
5. Pursue meaningful research.
7. Develop critically-thinking and collaborative problem-solvers with the courage to contribute to society.
8. Provide a strong, working knowledge base from which practice flows.
9. Serve the underserved.
## SOE Administrative Directory and Quick Campus Directory

<table>
<thead>
<tr>
<th>Section</th>
<th>Location</th>
<th>Fax (509)</th>
<th>(509) Area Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Education Administrative Directory</strong></td>
<td></td>
<td><strong>School of Education Toll Free: 1-800-533-2554</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Office of the Dean</strong></td>
<td></td>
<td>Fax 313-5821</td>
<td></td>
</tr>
<tr>
<td>Vincent C. Alfonso, Ph.D., Dean</td>
<td>RC 203</td>
<td><a href="mailto:alfonso@gonzaga.edu">alfonso@gonzaga.edu</a></td>
<td>313-3594</td>
</tr>
<tr>
<td>Diane C. Tunnell, Ed.D., Associate Dean</td>
<td>RC 203E</td>
<td><a href="mailto:tunnell@gonzaga.edu">tunnell@gonzaga.edu</a></td>
<td>313-3479</td>
</tr>
<tr>
<td>Cynthia Smutny, Budget Director</td>
<td>RC 203F</td>
<td><a href="mailto:smutny@gonzaga.edu">smutny@gonzaga.edu</a></td>
<td>313-3489</td>
</tr>
<tr>
<td>Carol Bradshaw, Assistant to the Dean/Accreditation</td>
<td>RC 203C</td>
<td><a href="mailto:bradshawc@gonzaga.edu">bradshawc@gonzaga.edu</a></td>
<td>313-3444</td>
</tr>
<tr>
<td>Shannan Palomba, Assessment Coordinator</td>
<td>RC 203D</td>
<td><a href="mailto:palomba@gonzaga.edu">palomba@gonzaga.edu</a></td>
<td>313-5912</td>
</tr>
<tr>
<td>Lane Lewis, Office Assistant</td>
<td>RC 203</td>
<td><a href="mailto:lewisl@gonzaga.edu">lewisl@gonzaga.edu</a></td>
<td>313-3594 – Main #</td>
</tr>
<tr>
<td>Sharon Straub, Director, Professional Development Programs</td>
<td>RC 238</td>
<td><a href="mailto:straub@gonzaga.edu">straub@gonzaga.edu</a></td>
<td>313-3662</td>
</tr>
<tr>
<td>Amanda Coulter, Director of Certification</td>
<td>RC 210</td>
<td><a href="mailto:coulter@gonzaga.edu">coulter@gonzaga.edu</a></td>
<td>313-3504</td>
</tr>
<tr>
<td>Luke Cairney, Graduate Admissions – Program Specialist</td>
<td>RC 205</td>
<td><a href="mailto:cairney@gonzaga.edu">cairney@gonzaga.edu</a></td>
<td>313-3821</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>RC 100</td>
<td></td>
<td>313-3593</td>
</tr>
<tr>
<td>Rebecca Chesterman, Tech Support Specialist, Educ.-Admin.</td>
<td>RC 101B</td>
<td><a href="mailto:chesterman@gonzaga.edu">chesterman@gonzaga.edu</a></td>
<td>313-3660</td>
</tr>
<tr>
<td><strong>Department of Counselor Education</strong></td>
<td></td>
<td>Fax 313-5964</td>
<td></td>
</tr>
<tr>
<td>Mark Young, Ph.D., Chair</td>
<td>RC 254</td>
<td><a href="mailto:young@gonzaga.edu">young@gonzaga.edu</a></td>
<td>313-3658</td>
</tr>
<tr>
<td>Cari Johnson, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 252</td>
<td><a href="mailto:johnsonc3@gonzaga.edu">johnsonc3@gonzaga.edu</a></td>
<td>313-2160</td>
</tr>
<tr>
<td><strong>Department of Educational Leadership and Administration</strong></td>
<td></td>
<td>Fax 313-3482</td>
<td></td>
</tr>
<tr>
<td>Chuck Salina, Ph.D., Chair</td>
<td>RC 144</td>
<td><a href="mailto:salina@gonzaga.edu">salina@gonzaga.edu</a></td>
<td>313-3643</td>
</tr>
<tr>
<td>Allison Lynn, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 142</td>
<td><a href="mailto:lynn@gonzaga.edu">lynn@gonzaga.edu</a></td>
<td>313-3640</td>
</tr>
<tr>
<td><strong>Department of Sport and Physical Education</strong></td>
<td></td>
<td>Fax 313-3482</td>
<td></td>
</tr>
<tr>
<td>Karen Rickel, Ph.D., Chair</td>
<td>RC 150</td>
<td><a href="mailto:tunnell@gonzaga.edu">tunnell@gonzaga.edu</a></td>
<td>313-3502</td>
</tr>
<tr>
<td>Mindy Smith, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 156</td>
<td><a href="mailto:smithm4@gonzaga.edu">smithm4@gonzaga.edu</a></td>
<td>313-3499</td>
</tr>
<tr>
<td>Kristen Kavon, Manager, General Activity Programs</td>
<td>MC 202A</td>
<td><a href="mailto:kavonk@gonzaga.edu">kavonk@gonzaga.edu</a></td>
<td>313-5715</td>
</tr>
<tr>
<td><strong>Department of Special Education</strong></td>
<td></td>
<td>Fax 313-3661</td>
<td></td>
</tr>
<tr>
<td>Kimberly Weber, Ph.D., Chair</td>
<td>RC 104</td>
<td><a href="mailto:weberk@gonzaga.edu">weberk@gonzaga.edu</a></td>
<td>313-3661</td>
</tr>
<tr>
<td>Jennifer DeDonato, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 100A</td>
<td><a href="mailto:dedonato@gonzaga.edu">dedonato@gonzaga.edu</a></td>
<td>313-3470</td>
</tr>
<tr>
<td><strong>Department of Teacher Education</strong></td>
<td></td>
<td>Fax 313-3472</td>
<td></td>
</tr>
<tr>
<td>Deborah Nieding Ph.D., Chair</td>
<td>RC 214</td>
<td><a href="mailto:nieding@gonzaga.edu">nieding@gonzaga.edu</a></td>
<td>313-3663</td>
</tr>
<tr>
<td>Gale Snyder, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 206</td>
<td><a href="mailto:snyderg@gonzaga.edu">snyderg@gonzaga.edu</a></td>
<td>313-2161</td>
</tr>
<tr>
<td>Cathy Dieter, Dir. of Field Experience, Lecturer</td>
<td>RC 204A</td>
<td><a href="mailto:dieter@gonzaga.edu">dieter@gonzaga.edu</a></td>
<td>313-3516</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Fax (509)</th>
<th>(509) Area Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore (Zag Shop)</td>
<td>801 E. Desmet</td>
<td>313-5825</td>
<td>313-6390</td>
</tr>
<tr>
<td>Disability Access Office</td>
<td>Foley 209</td>
<td>313-5523</td>
<td>313-4134</td>
</tr>
<tr>
<td>Emergency Info Hot Line</td>
<td>-----</td>
<td>-----</td>
<td>313-5666</td>
</tr>
<tr>
<td>Faculty Services</td>
<td>CH 011</td>
<td>313-5718</td>
<td>313-6881</td>
</tr>
<tr>
<td>Foley Library</td>
<td>Foley Center</td>
<td>313-5904</td>
<td>313-6532</td>
</tr>
<tr>
<td>Foley Library – (site-based) Theresa <a href="mailto:Kappus-kappus@gonzaga.edu">Kappus-kappus@gonzaga.edu</a></td>
<td>Foley Center</td>
<td>313-5806</td>
<td>313-5926</td>
</tr>
<tr>
<td>Technical Support</td>
<td>-----</td>
<td>-----</td>
<td>313-5550</td>
</tr>
<tr>
<td>Human Resources</td>
<td>102 E. Boone</td>
<td>313-5813</td>
<td>313-5996</td>
</tr>
<tr>
<td>Payroll</td>
<td>102 E. Boone</td>
<td>313-6983</td>
<td>313-6831</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>CH 229</td>
<td>313-5828</td>
<td>313-6592</td>
</tr>
<tr>
<td>Registrar – (grad site based) Carol Huston – <a href="mailto:huston@gonzaga.edu">huston@gonzaga.edu</a></td>
<td>-----</td>
<td>313-5828</td>
<td>313-6594</td>
</tr>
<tr>
<td>Security / Parking</td>
<td>Welch Lwr Level</td>
<td>313-4151</td>
<td>313-3222</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>CH 024</td>
<td>313-6399</td>
<td>313-6812</td>
</tr>
<tr>
<td>University Operator</td>
<td>Welch Lwr Level</td>
<td>-----</td>
<td>0 or 313-4200</td>
</tr>
</tbody>
</table>
# Academic Calendar (2015 - 2016)

(This calendar does not pertain to the Law School or the [Online Graduate Courses Calendar](#))

<table>
<thead>
<tr>
<th>FALL SEMESTER 2015</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Faculty Conference</td>
<td>Thursday, August 20 and Friday, August 21</td>
</tr>
<tr>
<td>Fall Faculty Conference</td>
<td>Thursday, August 27 and Friday, August 28</td>
</tr>
<tr>
<td>Residence Halls Open (New Students)</td>
<td>Friday, August 28 and Saturday, August 29</td>
</tr>
<tr>
<td>Residence Halls Open (Returning Students)</td>
<td>Sunday, August 30</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Friday, August 28 – Monday, August 31</td>
</tr>
<tr>
<td>President’s Reception and Welcome Mass</td>
<td>Sunday, August 30</td>
</tr>
<tr>
<td>Academic Convocation</td>
<td>Monday, August 31</td>
</tr>
<tr>
<td>New Students Meet with Assigned Advisors</td>
<td>Monday, August 31</td>
</tr>
<tr>
<td>Monday ONLY Classes Begin</td>
<td>Monday, August 31</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, September 1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 7</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Wednesday, September 9</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Friday, September 11</td>
</tr>
<tr>
<td>Mass of the Holy Spirit (Morning) Learning Outcomes Assessment Day (Afternoon)</td>
<td>Wednesday, September 16 (Classes Canceled)</td>
</tr>
<tr>
<td>Incompletes Revert to Provisional Grades</td>
<td>Friday, October 2</td>
</tr>
<tr>
<td>Fall Family Weekend</td>
<td>Friday, October 9 – Sunday, October 11</td>
</tr>
<tr>
<td>Founder’s Day Holiday</td>
<td>Monday, October 19</td>
</tr>
<tr>
<td>Mid-Semester Grades Due in Registrar’s Office</td>
<td>Tuesday, October 27</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Friday, November 13</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Wednesday, November 25 - Friday, November 27</td>
</tr>
<tr>
<td>Reading/Study Days</td>
<td>Saturday, December 12 through Monday, December 14</td>
</tr>
<tr>
<td>Last Week of the Semester</td>
<td>Tuesday, December 15 - Friday, December 18</td>
</tr>
<tr>
<td>Christmas Holiday Begins</td>
<td>Monday, December 21</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office</td>
<td>Wednesday, December 23</td>
</tr>
</tbody>
</table>
### SPRING SEMESTER 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls Open</td>
<td>Sunday, January 10</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Monday, January 11</td>
</tr>
<tr>
<td>Spring Faculty Conference</td>
<td>Monday, January 11</td>
</tr>
<tr>
<td>Monday ONLY Classes Begin</td>
<td>Monday, January 11</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, January 12</td>
</tr>
<tr>
<td>Martin Luther King, Jr., Holiday</td>
<td>Monday, January 18</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Wednesday, January 20</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Friday, January 22</td>
</tr>
<tr>
<td>Incompletes Revert to Provisional Grades</td>
<td>Friday, February 12</td>
</tr>
<tr>
<td>President's Day Holiday</td>
<td>Monday, February 15</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Monday, March 7 - Friday, March 11</td>
</tr>
<tr>
<td>Mid-semester Grades Due in Registrar’s Office</td>
<td>Tuesday, March 8</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Thursday, March 24</td>
</tr>
<tr>
<td>Good Friday Holiday</td>
<td>Friday, March 25</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>Monday, March 28</td>
</tr>
<tr>
<td>Academic Honors Convocation</td>
<td>Tuesday, April 19 (Process 3:15pm, Event 3:30pm)</td>
</tr>
<tr>
<td>Reading/Study Days</td>
<td>Saturday, April 30 – Monday, May 2</td>
</tr>
<tr>
<td>Last Week of Semester</td>
<td>Tuesday, May 3 - Friday, May 6</td>
</tr>
<tr>
<td>Commencement Mass</td>
<td>Saturday, May 7</td>
</tr>
<tr>
<td>Graduate School Commencement</td>
<td>Saturday, May 7</td>
</tr>
<tr>
<td>Undergraduate Commencement</td>
<td>Sunday, May 8</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office</td>
<td>Wednesday, May 11</td>
</tr>
</tbody>
</table>

### SUMMER SEMESTER 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Session Begins / Ends</td>
<td>Monday, May 16 / Friday, June 24</td>
</tr>
<tr>
<td>Second Session Begins / Ends</td>
<td>Monday, June 27 / Friday, 5</td>
</tr>
<tr>
<td>Full Term Begins / Ends</td>
<td>Monday, May 16 / Friday, August 5</td>
</tr>
</tbody>
</table>
SECTION 1
Adjunct Faculty Teaching in the United States and Canada

CONTRACTS

All adjunct faculty contracts are prepared in the Dean’s Office. The departments submit the adjunct faculty names prior to the start of the semester and contracts are prepared and sent to you for signature. A new contract is prepared every semester based on your teaching assignment. If you have not had an adjunct position for over 12 months you may be required by Human Resources to complete the “new hire” paperwork again. If new hire paperwork is needed, the forms will be included in your contract packet. Adjunct faculty positions are contingent upon successful passage of a background check.

Your contract includes:

- The semester and year of your appointment
- Name
- Gonzaga University identification number
- Effective dates of the contract
- Stipend
- Payment schedule (equal payments over the length of the contract, paid semi-monthly)
- Subject, course number, section, course name, and number of credits
- Signature and date

If you have any questions regarding the contract you should contact the Budget Director, Cynthia Smutny, at (509) 313-3594 or call our toll free number (800) 533-2554. You may also email smutny@gonzaga.edu.

TEACHING IN THE SCHOOL OF EDUCATION

Enrollment Levels in Courses
All courses at Gonzaga have a minimal enrollment standard of eight (8) students. Courses with less than 8 registered students are subject to cancellation. If your course has less than 8 students will receive an amended contract that remunerates you on a pro-rated, per student stipend based upon the total adjunct stipend for the course. If your course has less than 8 students you also have the option to not sign the contract.

Example: The adjunct faculty stipend is $1000 per credit. For a fully enrolled 3 credit course the stipend is $3000.00. That amount is divided by 8 (the number of students in a fully enrolled course) which results in a $375.00 per student stipend. You will be remunerated at $375.00 per student for those registered in your course.

Textbooks
The Higher Education Opportunity Act (HOEA), prohibits the change of a required course textbook, once registration for that course has opened.

Blackboard Use
Blackboard serves as a vital interface between students and professors at Gonzaga. Every university course is automatically given a Blackboard site. All faculty must be proficient in Blackboard, and online training is available at:
Outlook and Zagweb
Outlook is the university subscribed email system at Gonzaga. Once contracted, you will have access to Outlook through a personal GU employee email address. This email system is used for University communications and updates and should be monitored frequently. The Academic Vice-President communicates with adjunct faculty through your University email account.

Zagweb is the site for several university electronic functions, including class lists, grade submissions, and on-line course evaluations. Please refer to the course evaluation section in the Adjunct Faculty Handbook at http://www.gonzaga.edu/soe/forms.

Gonzaga ID Card
Adjunct instructors who teach on-campus programs must have a Gonzaga picture ID card made for your use during your teaching semester. This is handled as part of the hiring process. This GU ID card will allow access to your classroom and other university services.

TRAVEL INFORMATION - ADJUNCT FACULTY TEACHING OUTSIDE OF THE U.S.

If you are teaching students in Canada you must have a current passport. In addition, a work permit for Canada is required.

Work permit cost is currently CA$150. This may be paid via check or credit card and submitted (with receipt) for reimbursement with your expense account report to your Department. Please contact your department to initiate the procedure for a work permit.

EXPENSE REPORTS

All Expense Reports and requests for reimbursements should be submitted to your Department Office.

INDEPENDENT STUDIES COMPENSATION

Independent Studies files are kept in the Dean’s Office by the Budget Director, and payment is calculated at the end of the semester, based on the number of credits generated. The payment rate is established by the University and is subject to change.

ADJUNCT FACULTY INFORMATION ON SOE WEBSITE

The department websites include brief background information on adjunct faculty. Please send the following information and a head/shoulder photo of yourself to your department (electronically, if possible).

- your name,
- address (contact information that is on the syllabus),
- department and program,
- degrees (degree awarded, University, major, and year awarded), and a
- paragraph on your background, special areas of study, and other interests.
DELIVERY OF CLASSES IN THE EVENT OF AN EMERGENCY

The University requires that the School of Education have a plan for continued operations in case of an emergency, (campus closed due to snow, faculty cannot travel to site-based locations due to road conditions, pandemic, etc.). It is important for all faculty members, including our adjunct faculty to anticipate and plan for this possibility. The University has determined that we must be prepared to continue to deliver our academic programs even if we are unable to hold class sessions.

The chosen method for that delivery is Blackboard. Faculty should be proficient in Blackboard. Technology Services offers training sessions for on-campus faculty needing general introduction and overview of Blackboard. To access Blackboard you must have a Gonzaga University email account. You may sign-up for a training session by going to the GU Training & Professional Development web site and entering your GU User name and password to enroll.

Off-campus faculty should visit the Blackboard Resources website http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Training/BB9-Old.asp for tutorials, guides, and videos. If you need assistance in Blackboard, contact the University Help Desk at (509) 313-5550 or (800) 986-9585, or email helpdesk@gonzaga.edu.

RESEARCH

Gonzaga’s Institutional Review Board (IRB) oversees all research using human subjects. If you have a student doing research that falls into this category please contact the Department Chair of your program for the Gonzaga University policy or refer to the IRB website at http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/academic-vice-president/IRBSRPchecklist.pdf.
Policy, Guidelines, and Resources

CURRICULUM VITAE

All faculty members, including adjuncts must submit a current vita (electronically) at the beginning of each academic year to their department. Faculty vitae are required documents for external accreditations, approval, and consent agencies. The vitae are accessible to outside agencies during program review periods that occur annually, biennially, and in 5-7 year cycles. Your vitae should be submitted to your department in the required format and by the required deadline.

The School of Education Required Format for all Faculty Vitae
The SOE format is designed to satisfy our accreditation vitae requirements in the U.S. and Canada. The Standard Vita format is included in this Handbook and is located on our website at www.gonzaga.edu/soe/infofacstaff (select forms). Your vita should be submitted to the department chair in both electronic and hard copy prior to the first day of class.

NOTE:
1. The order and names of sections should not be changed
2. Delete any sections that are not relevant
3. Add sub-sections if needed

Format:
- APA Standards - Required by the University
- Font - Times New Roman (11 pt.) or Arial (10 pt.)
- Margins - top/bottom 1” and left/right .75”
- Tabs set at .5” increments
STANDARD VITA FORMAT AND GUIDELINES

Name  Information Date
Contact Address  Phone

Current Position (Title, Department, University, Year of Appointment)

Example:
Associate Professor  Department name  2005-present
Director, Program Name, Department Name, 2006-present

Note: Adjuncts would also list their full-time employer, i.e., School District 81 and title

Academic Degrees (Year granted- list most recent first, degree, field of specialty, University)

Example:
1968 Ph.D. Social Science  Gonzaga University
1965 M.A. Counseling  Oregon State University
1960 B.S. Counseling  Oklahoma State University

Certification or Licensing
Year  License  State

Internships, In-Service Training, or Specialized Training

Professional Experience (list most recent first – including elementary and secondary teaching and school support service)

Example:
2000-present  Associate Professor  Gonzaga University
1999-2000  Adjunct Faculty  Gonzaga University
1994-1997  Elementary Teacher, Grade 3  School Name / location

Faculty and Administrative Load (last full year, Summer, Fall, Spring, by semester and sessions)

Example:
Summer 2008
EDPE 311  Secondary Physical Ed Methods  3 credits

Fall 2008
EDPE 311  Secondary Physical Ed Methods  3 credits

Spring 2009
EDPE 311  Secondary Physical Ed Methods  3 credits

Other Collegiate Assignments – Current (last 2-3 years, member/officer, committee, years)

Example:
Member, Academic Senate, 2004-present

Professional and Academic Associate Memberships – Outside of University (indicate offices held and asterisk those whose meetings you attend)

Example:
President  Washington State Teachers Association*  2006-present
Member  State of Washington…  2004-present

Current Professional Assignments and Activities (non-teaching such as consulting, reviewing, etc.)

Publications – Refereed
Refereed materials are publications reviewed by "expert readers" or referees prior to the publication of the material. After reading and evaluating the material, the referee informs the publisher/editor if the document should be published or if any changes should be made prior to publication.
Publications – Non Refereed

Submissions for Publication - Recent

Professional Papers Presented (List most recent first)

Other Conference Participation (last 3 years)

Research Interests or Specialties

Funded Grants, Contracts, and Research

Other Projects or Products

Community Service (include volunteer activities with schools or other organizations)

Past University Committees
SYLLABI

The *SOE Bylaws and Operations Manual*, Section 307.00

All courses and/or practica must have syllabi prepared according to the standard School of Education format, following outside agency protocol. Each Department will post syllabi for all courses being taught each semester in the SOE Global Assessment System (GAS) folders.

The format is included in this *Handbook* and is located on our website: [www.gonzaga.edu/soe/infofacstaff](http://www.gonzaga.edu/soe/infofacstaff) (select forms).

The format is designed to satisfy accreditation syllabus requirements for both the U.S. and Canada. A syllabus in the required format needs to be submitted for courses taught each semester to your department chair electronically prior to the first day of class.

Please follow the instructions for document set-up.

Format:

- APA Standards
- Font - Times New Roman (11 pt.) or Arial (10 pt.)
- Margins - top/bottom 1” and left/right .75”
- Tabs set at .5” increments
STANDARD SYLLABI FORMAT - NCATE PROTOCOL

The following information represents the minimum criteria for all SOE syllabi. Individual departments may choose to add additional information.

General Heading
GONZAGA UNIVERSITY - SCHOOL OF EDUCATION
NAME OF PROGRAM

General Information
Course name, number, credits, semester, and year
Time/Location of class, instructor, office location, contact phone, email, office hours

Key Assessment(s) Identified – NCATE Standard number is assessed in course:
If a Key Assessment is administered in a course, there must be an identification of: a) the Key Assessment Instrument; b) which NCATE assessment category it addresses; c) the program outcome it addresses; and d) the rubric used to score candidate performance.

School of Education Theme Statement

Socially Responsible Professionals Who Serve with Care, Competence, and Commitment

| The Mission of the School of Education is to prepare socially responsive and discerning practitioners to serve their communities and professions. The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education. |
| We model and promote leadership, scholarship, and professional competence in multiple specializations. |
| We support an environment that is challenging, inclusive, reflective, and collegial. |
| We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society. |
| We provide academic excellence in teaching, advising, service, and scholarship. |
| We promote, support, and respect diversity. |

The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education.

I. Course Description: This is the information that is written in the University Catalogue.

II. Overview of Course: Usually a complete description of the course.

III. Goals: What is to be accomplished in general terms during the course (list or narrative form).

If you list them, how are you going to assess them?

IV. Outcomes/Objectives, Standards, and Assessment:
A table format with three columns similar to the example below outlining the program objectives met in the course, what state, SPA, NCATE, etc. standards are met through this course, and the method(s) of assessing the outcome/objective.

<table>
<thead>
<tr>
<th>OUTCOMES/OBJECTIVES</th>
<th>STANDARDS</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the specific outcomes/objectives addressed in this course.</td>
<td>Identify the state, professional association (SPA), NCATE, or program outcome(s) met by course.</td>
<td>Identify the instrument used to measure candidate performance for each outcome or standard addressed in the course.</td>
</tr>
</tbody>
</table>
Grading Scale: Align with goals & objectives and other requirements listed as part of grade determination.

Rubric: student expectations = Grade or level (fails, meets, exceeds)
Example: Participation: graded = how?

V. Learning Activities/Teaching Strategies - How the outcomes are going to be accomplished

VI. Technology Literacy
This section addresses how technology is incorporated within the course. In some courses this may not be applicable, in which case a simple statement to that effect is sufficient.
Example: This course is a physical skills laboratory course where students are learning and refining specific motor skills. It is conducted in an open field environment; therefore the use of technology will not be emphasized.

VII. Text(s)

VIII. Bibliography – (Updated and current references – references should cover complete content, especially as identified in goals & objectives).
   A. Contemporary
   B. Classical
   C. Key Journals
   D. Internet resources

IX. Course Schedule and Policies
This section of the course outlines specific policies (which are not in conflict with University policy), that may be agreed upon by the School, Department, or individual faculty, information concerning absences, tardies, late assignments, dress code, academic honesty, etc. are usually included.

X. Additional Information that must be included
   A. Accommodations for student with disabilities:
      Any student with a documented disability needing academic adjustments or accommodations is requested to speak with the professor within the first week of the course. All discussions will remain confidential. If you have not yet contacted Disabilities Resources Education & Access Management (DREAM) (AD 324, extension 4134), you are encouraged you to do so.
   B. FERPA Statement:
      *This course complies with the Family Educational Rights and Privacy Act (FERPA)
   C. Fair Process Policy.
      *This class is being conducted in accordance to Gonzaga University's School of Education Fair Process policies.
      *If you would like to discuss either of these guidelines with the instructor, please make an appointment at your earliest convenience.
   D. Class Calendar, assignments and tests dates
GONZAGA UNIVERSITY CONFIDENTIALITY OF RECORDS POLICY
This information can be found in the 2015-2016 University Catalogue
http://www.gonzaga.edu/catalogues/15-16-catalogue/

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of records and access provided to these records. The intent of the legislation is to protect the rights of students, and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

EDUCATION RECORDS
Any record maintained by Gonzaga that contains information that is personally identifiable to a student (in whatever format or medium) is considered to be an education record with some narrowly defined exceptions to include the following:

- Sole possession records or private notes held by a school official that are not accessible or released to other personnel.
- Law enforcement or campus security records created and maintained by a law enforcement agency for a law enforcement purpose.
- Employment records of an individual who is employed by the institution unless the employment is contingent on student status.
- Medical/psychological treatment records.
- Alumni records created after the student has graduated or left the institution.

STUDENT RIGHTS
At Gonzaga, FERPA rights belong to the student who is in attendance beginning with his/her first day of class regardless of age. The definition of a student applies to all students including continuing education students, students auditing a class, distance education students, and former students.
FERPA affords students the following basic rights in respect to their education record:

- Right to inspect and review their education record maintained by the school.
- Right to request an amendment to the record that the student believes are inaccurate or misleading.
- Right to consent to disclosure of personally identifiable information.
- Right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA.

CHALLENGING THE CONTENT OF EDUCATION RECORDS
A student who wishes to challenge information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge. Hearings will be conducted by a university official who has no direct interest in the outcome of the hearing. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable time frame after the challenge is filled.

Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made in writing, and submitted to the university registrar within 10 days of the student’s notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three senior university officials and a decision rendered, in writing, within a reasonable
period of time. Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student’s statement and notice of the board’s decision, as long as the student’s record is maintained by the University.

PARENT RIGHTS
Once a student reaches the age of 18 or begins their attendance at a postsecondary institution regardless of age, FERPA rights transfer from the parent to the student. Parents can obtain information from their child’s education record if the student has submitted a signed consent form to the Registrar’s Office or if proof of dependency status has been provided through the receipt of a copy of the most recent income tax statement by the Registrar’s Office.

SCHOOL OFFICIAL
A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

LEGITIMATE EDUCATIONAL INTEREST
When a school official requires access to a student’s record in order to perform their instructional, supervisory, advisory, or administrative duties. FERPA allows universities to give school officials who have legitimate educational interest access to education records without the written and signed consent of the student.

DIRECTORY INFORMATION
Those data items that are generally not considered harmful or an invasion of privacy if disclosed. Each institution establishes what it considers to be directory information. Gonzaga University does not authorize distribution of listings of student names with addresses and/or telephone numbers to any entity outside of the University unless it is required by law or otherwise allowed by FERPA. Gonzaga has deemed the following information as directory information:

1. Student name
2. Local, mailing, and permanent addresses & phone numbers
3. E-mail addresses
4. Place of birth
5. Major field of study
6. Dates of attendance
7. Full or part time enrollment status
8. Year in school (class)
9. Degree(s) received
10. Scholastic honors and awards received
11. Other educational institutions attended
12. Visual images (through photographs or videos)
13. Height and weight of athletic team members

Directory information may be published in a student directory or event program and released to the media and to the public for enrolled students.
Every student is given the opportunity to have directory information suppressed from public release through their signed consent on a form available from the Registrar’s Office. With this agreement, the information will not be disclosed unless authorized under the Family Educational Rights and Privacy Act of 1974 (FERPA).

ANNUAL NOTIFICATION
Gonzaga notifies eligible students annually of their rights under FERPA. Gonzaga provides this notification to each student via e-mail and through publications such as the University catalogues.

FERPA ADMINISTRATION
GU Registrar’s Office
502 E Boone Ave
Spokane WA 99258-0083
College Hall 229
(509) 313-6592
(509) 313-5828 fax
registrar@gonzaga.edu
http://www.gonzaga.edu/registrar

AACRAO
http://ferpa.aacrao.org
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
http://www2.ed.gov/policy/gen/guid/fpco
COURSE EVALUATIONS AND ZAGWEB INSTRUCTIONS

The student evaluation of classes is an integral part of our faculty evaluation process. The students are asked to provide their perceptions of the effectiveness of the course and instructor at the end of each semester. The on-line course evaluations are available for students to complete during the “evaluation period” established by the University. Evaluation periods occur during the last 2 weeks of term (fourteen/fifteen week session). It is the responsibility of the faculty to contact their department for the specific dates each semester and inform their students.

The single-most important factor in gaining high response rates is the instructor. The following approach is suggested for instructors to gain a higher response rate.

1. Put on-line evaluation information on your syllabus.
2. Explain to students why they matter and how you make use of the results.
3. Inform students the results are anonymous and instructors cannot view results until after the University’s grade submission deadline.
4. Remind students about the on-line evaluation period in class and post messages on Blackboard.
5. Take class to a computer lab or have your students bring laptops to class to complete evaluations.

**How students access the on-line evaluation**

<table>
<thead>
<tr>
<th>LOG INTO ZAGWEB</th>
<th>CLICK</th>
<th>SELECT</th>
<th>COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Student &amp; Financial Aid</td>
<td>• Registered term</td>
<td>• The numerical questions</td>
</tr>
<tr>
<td></td>
<td>• Registration</td>
<td>• Select the course – menu includes only the courses in which they are registered</td>
<td>• Comment questions</td>
</tr>
<tr>
<td></td>
<td>• On-line course evaluations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty may view the results through Zagweb ([http://www.zagweb.gonzaga.edu](http://www.zagweb.gonzaga.edu)) after the University’s grade submission deadline (if you have difficulties accessing the results call the Help Desk at (509) 313-5550 or (800) 986-9585, or email [helpdesk@gonzaga.edu](mailto:helpdesk@gonzaga.edu)). The Dean and Department Chair receive printed copies of the numerical data. The instructor comment section is confidential and may only be viewed by the instructor.

**How faculty access the data results and number of respondents**

<table>
<thead>
<tr>
<th>LOG INTO ZAGWEB</th>
<th>ENTER</th>
<th>HIT</th>
<th>CLICK</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Faculty and Advisors</td>
<td>The term (semester and year)</td>
<td>• Select term - This is where you will see how many students have responded</td>
<td>• Report - check the data you want to see</td>
</tr>
<tr>
<td>• On-line course evaluations</td>
<td></td>
<td>• Select course</td>
<td>• Identify which standard questions you want included</td>
</tr>
</tbody>
</table>

- Students registered for a cross-numbered course with three or fewer enrollees will be able to evaluate on line, along with the students enrolled in the larger of the two cross-numbered courses. Faculty will not be able to distinguish between the cross numbered enrollees.
- Stand-alone courses with fewer than four students will not be available for on-line evaluation, just as they are currently not eligible for paper evaluation.
- Courses taught by multiple instructors will have an on-line evaluation for each faculty member.

If you have questions, contact the Dean’s Office at (509) 313-3594 or email [palomba@gonzaga.edu](mailto:palomba@gonzaga.edu).
ZAGWEB INSTRUCTIONS – ENTERING GRADES VIA WEB - http://zagweb.gonzaga.edu

Refer to the University Catalog for grading policies and the Gonzaga University Academic Calendar for deadlines for submitting grades each semester.

Note: Use the most current version of Netscape or any browser that can accept Java applets and cookies.

1. Select / click on Log into Secure Area. Enter ID number and PIN (Personal Identification Number) and click on Login button. **If this is your first access to ZAGWEB, you will be asked to enter a security question and answer to assist you in accessing ZAGWEB in the future should you forget your PIN.** If you need to access Zagweb at a later time and you do not know your PIN, simply enter your ID number and select/click on Forgot your PIN? Give the answer to your security question and Zagweb will open the secure area to you. Please remember, your answer is case sensitive so you must enter it exactly the same.

2. Select/click on Faculty & Advisor Menu.

3. Select and submit term.

4. Select and submit desired CRN.

5. Select/click on Midterm Grades Input or Final Grades Input.

6. Enter appropriate grades. Please ignore the Last Attend Date and the Attend Hours fields. Note: Instructors are not required to enter all grades in the same web session.

7. You must click on Submit Changes button. If there are more than 90 students in your class, you must submit each page. Changes may be entered by the instructor until grades are rolled into academic history by the Registrar’s Office.

8. **Note:** The “Rolled” column flagged as “Yes” means changes must be submitted to the Registrar’s Office through the grade change process. The faculty final grade input does not reflect grade changes past the grade submission period. Use the Grade List w/Academic History to view grades that include grade changes past the grade submission period.

9. **TIP** to select the next CRN, hit Control End to skip to the bottom of the page. Click on CRN Selection.

10. **Note:** For classes with more than 90 students, enter and submit the first 90 grades. At the bottom of the page, click 90-? until all grades are entered. You must click on “Submit Changes” on each page.

11. Repeat steps 3, 6, 7 and 9 until all grades are entered for all of your courses.

12. Provisional grades are required for all “I” grades. Click on ‘Email Provisional Grades’ from the Faculty & Advisor Menu. Enter into the body of the email course subject and number, student name and ID number, provisional grade and outstanding assignments. Click on Send to submit to the Registrar’s Office.
UNDERGRADUATE - Grading Policies

This information can be found in the 2015-2016 University Catalogue – Undergraduate
http://www.gonzaga.edu/catalogues/15-16-catalogue/undergraduate/default.asp

A. Grading Procedures

A student’s scholastic standing is based on the GPA earned each semester. This is determined by
the combined results of examinations, assignments, class attendance, and general evidence of
regular and consistent participation. Due weight will be given to mastery of the subject and the
ability to communicate clearly, effectively, and accurately in both oral and written form. There
are several GPA’s including the semester GPA, the cumulative GPA, and the upper division
major GPA. Specific information on the grading policy of any course is typically provided via
the course syllabus.

To indicate a student’s quality of achievement in a given subject, final grades in the form of
letters and plus/minus indicators are used by all instructors in the University’s undergraduate
programs. The letter grades A, A-, B+, B-, C+, C, C-, D+, D, F, V, and NS are assigned a
“quality point value” for purposes of cumulative grade point average calculations, certification,
and convenience in reporting. The GPA is calculated by dividing the total quality points earned
by the total credits graded. The letter grades AU, I, IP, P, RD, S, and W do not count as credits
graded and quality points are not awarded. Grades of “S” and “P” do not calculate into the GPA
but count as credits earned.

A minimum cumulative and upper division major grade point average of 2.00 is required for
completion of an undergraduate degree. Transfer credits accepted by Gonzaga may count toward
degree completion; however, grades associated with transfer credits are not used in the
calculation of the cumulative GPA at Gonzaga.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0 (computed in GPA)</td>
</tr>
</tbody>
</table>

Grade awarded to students who complete the term and the course but fail to
achieve course objectives.

| V             | Failing     | 0.0 (computed in GPA) |
Letter Grades | Description | Quality Points
--- | --- | --
S (Satisfactory) | Passing grade of C or higher | (not computed in GPA)
P (Pass) | Passing grade of C or higher | (not computed in GPA)
NS (C- or lower) | Failing grade of C- or lower | (computed in GPA)
W (Withdrawal) |  | (not computed in GPA)
RD (Report Delayed) |  | (not computed in GPA)

AU - Audit grading option: The “AU” grade is assigned by the Registrar’s Office and is not an option of the instructor. Students must register for this grade mode no later than the close of Registration Period III which runs through the drop/add period. A complete description of this option is given earlier in the Academic Policies section.

I - Incomplete: Given when a student with a legitimate reason, as determined by the instructor, does not complete all the work of the course within the semester that he/she is registered for the course. The faculty member notifies the Registrar’s Office of the reason for the “I” (Incomplete) grade, lists the missing material, and assigns a provisional grade that will be assigned thirty (30) calendar days into the following semester (summer sessions are not included). A provisional grade should be what the student would earn if no additional work is submitted. Requests for a date extension beyond the published date for removing incompletes must be approved through the appropriate Deans’ Office and sent to the Registrar’s Office for processing. Forms for this action can be obtained from the Registrar’s Office. If the instructor does not submit an extension or a new grade before the published date or time extension lapses, the provisional grade will be recorded on the student’s transcript. If a provisional grade has not been provided, the “I” grade becomes an “F” grade and is recorded on the transcript as an “I/F.” Whenever an “I” grade has been assigned, the “I” grade becomes part of the permanent record. i.e. “I/B,” etc.

IP - In Progress: Assigned only for courses in Internships, Research, and Comprehensive Exams as well as courses that Deans recognize as eligible due to the nature of the course and the need for more than a semester to complete the work. An “IP” may remain for one calendar year. If a grade is not submitted within one year, an “IP” automatically becomes a “W” (official withdrawal). Requests for an extension beyond the deadline must be submitted by the instructor to the Registrar’s Office by completing the Extension form and obtaining signatures from the Dean of the school the course falls under as well as the Academic Vice President. Once the course has been completed and graded, the Change of Grade form needs to be processed and the grade will be entered on the student's academic record by the Registrar’s Office.

P - Pass: Designated elective courses may be taken on the Pass/Fail grading option by student request, not that of the instructor. Instructors do not know that students have chosen the Pass/Fail grading option for their courses. Students select this option before the drop/add registration period closes by completing the
appropriate paperwork in the Registrar’s Office. Letter grades assigned by instructors that are “C” or higher are converted to “P” grades at the end of the semester and grades below “C” are converted to “F” grades. The “P” grade does not calculate into the grade point average and the credits earned count toward the minimum number of credits required to graduate. The “F” (fail) grade affects the cumulative GPA as a standard “F” grade. Courses taken under the Pass/Fail grading option do not satisfy any university core, major, minor, or concentration requirement and can only be used as elective credit toward the overall credit total required for graduation. A complete description of this option is given later in this section of the catalogue under the heading of “Pass/Fail Option.”

**RD - Report of Grade Delayed:** If an instructor fails to assign a grade for a course and the grade entry is left blank, the Registrar’s Office will assign an “RD” and the “RD” will remain a part of the student record until the earned grade has been received by the Registrar’s Office. To submit the grade, a Change of Grade form is required along with the Dean’s signature.

**S/NS - Satisfactory/Non-Satisfactory:** Some courses are designated by academic departments for Satisfactory (S)/Non-Satisfactory (NS) grading only. This is not a grading option that students can choose. This grading option can only be determined by a department/school. The NS grade has the same effect as an “F” (Fail) on the grade point average. An “S” grade does not affect the GPA, and the credits earned are counted toward total credits needed to graduate. Courses graded using this grade mode will not be converted to a standard letter grade.

**V - Unofficial Withdrawal:** This grade has the same effect as “F” (Fail) on the grade point average (GPA) and is awarded by the instructor for excessive absences or failure to withdraw officially from a course.

**W - Official Withdrawal:** No penalties incurred. Not included in the attempted or earned GPA.

**B. Grade Reports**

Students receive their mid-semester grade reports from their advisors. Final grades are obtained by the student over ZAGWEB or through the Registrar’s Office.

**C. Grade Point Averages**

The GPA is calculated by dividing the total quality points earned by the total graded credits. The letter grades AU, I, IP, P, RD, S, and W do not count as credits graded and quality points are not awarded. There are several GPA’s including the semester GPA, cumulative GPA, major GPA, and graduation GPA. A minimum cumulative and major grade point average of 2.00 is required for an undergraduate degree. Transfer credits are not used in calculating the grade point average at Gonzaga University.

**D. Removal of Incompletes**

When an incomplete grade (I) has been officially awarded and a provisional grade has been recorded by the instructor, the provisional grade will become final after thirty days have elapsed in the subsequent semester, unless the student fulfills the missing requirements and the instructor informs the Registrar on an official Change of Grade form that the course requirements have been fulfilled. Students must observe this thirty-day grace period. If no provisional grade was submitted, the “I” grade becomes an “F” grade and is recorded on the transcript at this time. The “I” (Incomplete) grade remains on the transcript along with the earned grade.
E. Extension of Incomplete Grades
Students who are unable to meet the deadline for the removal of an incomplete grade for a serious and legitimate reason may petition the Dean of their school for an extension of the deadline. If the Dean approves the petition, he or she will forward it to the Academic Vice President for approval.

F. Change of Grade
A change of grade requires a Change of Grade form signed by both the instructor and the Dean of the school in which the course was offered. Grades are normally changed only because of calculation error or failure to take into account a significant amount of student work.

G. Repeating Courses for Improved Grade
In an effort to improve the GPA, an undergraduate student can repeat any course with another course of the same designation. The original course and grade will remain recorded on the student’s transcript but will not be counted into the student’s GPA. The cumulative credits and GPA will be adjusted to reflect the last credits and grade earned. Courses for which a student received a grade carrying no quality point value, such as W, (X prior to Fall 1996), and AU, may be re-taken in subsequent semesters; these grades are not included in the repeat course policy jurisdiction. Courses retaken as an independent study or directed reading do not qualify under this policy. Only courses re-taken at Gonzaga University qualify to improve the GPA under the University’s Repeat Policy.

H. Pass/Fail Grading Option (selected by undergraduate students)
Designated elective courses may be taken on a pass or fail basis at the option of the student, not of the instructor. The Pass/Fail option by a student should not be confused with the Satisfactory/Non Satisfactory option offered and graded for courses predetermined by academic departments. Refer to “Grading Procedures” section under “Grading Policies” earlier in this section.
1. A course with a “P” grade earned at the option of the student does not fulfill any course requirement for core, major, minor, or concentration requirement.
2. The credits earned for a “P” grade count toward the 128 minimum credits necessary for a degree but do not count in a GPA.
3. A “P” grade (pass) will not affect the grade-point average; a fail will have the same effect as any “F” grade.
4. A student’s level of performance for a “P” grade must correspond to the letter grade of “C” or better.
5. Undergraduate students wishing to exercise the Pass/Fail option must fill out the Pass/Fail Grade Option form in the Registrar’s Office prior to the last published date for “adding or dropping courses” and may not revoke their decision after this date.
6. No more than five Pass/Fail courses may count toward a degree, and no more than two may be taken in any one department.
7. Students are allowed to take two courses on Pass/Fail during the four semesters as first year and second year undergraduates, provided that no more than one such course is taken in any given semester. A total of three Pass/Fail courses may be taken during the undergraduate third year and fourth year with no more than one in any given semester.
8. Any course failed “F” grade may not be repeated on a Pass/ Fail basis.
9. Last day to change to or from the Pass/Fail grading option is the last day of Registration Period III.
UNDERGRADUATE - Academic Citizenship

This information can be found in the 2015-2016 University Catalogue – Undergraduate
http://www.gonzaga.edu/catalogues/15-16-catalogue/undergraduate/default.asp

Academic Freedom of Students

Freedom of Expression: Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly the particulars set out by the instructor, but are free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the norms by which students are graded.

Academic Honesty

A complete copy of Gonzaga’s Academic Honesty policy can be found at https://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Academic-Vice-President/AcademicHonestyPolicy2002.pdf.

Grade Appeal

Students must maintain standards of academic performance set forth by the University if they are to receive the certificate of competence implied by course credits and degrees. The instructor is the usual and competent judge of these matters. But students must be protected against the rare case of unjust grading and evaluation. Allegations of unfair or prejudiced grading may be brought to the attention of and reviewed by the department Chair, by the Dean of the appropriate school and, if necessary, by the Academic Vice President, whose decision is final.

Minimum/Maximum Course Loads

Full-Time Status: The normal course load of a regular full-time undergraduate student is 16 semester credits. For academic purposes, the minimum full-time course load is twelve credits. The maximum load in one semester is 18 credits.

Good Academic Standing, Unsatisfactory Academic Progress, Probation, and Academic Dismissal

Students are on Academic Probation whenever the term and/or cumulative GPA earned falls below a 2.00. To be in Good Academic Standing with the University, students must maintain a cumulative GPA of 2.00 as determined at the end of every semester, beginning with the completion of the student’s second regular (non-summer) semester at Gonzaga University. Good Academic Standing is required for all graduating students, and it may impact a student’s ability to receive financial aid, scholarships, or to represent Gonzaga in extra-curricular activities. Any student on academic probation will have his/her student status reviewed by the Committee on Academic Standing. The conditions of academic probation are specified in a letter to the student from the Committee. Students are expected to comply with all stipulations made in the letter and any additional requirements placed upon them as a result of academic probation. Students on academic probation, regardless of their academic standing, may be subject to academic dismissal from the University. A notation of “Academic Dismissal” will appear on grade reports and transcripts. Dismissed students have an opportunity for appeal. Directions for this process are indicated in the dismissal letter sent to the student. Those receiving financial aid also may be subject to Financial Aid Satisfactory Academic Progress Probation and/or Suspension, which may result in additional financial consequences. Further information can be found in the Financial Aid section of this catalogue.

Satisfactory Academic Progress for Veterans

Veterans failing to achieve minimum standards of academic progress are placed on probation for the following semester and notified via email by the University’s Veterans’ Advisor. The Department of Veteran Administration will be notified should a veteran fail to achieve satisfactory academic progress.
subsequent to the initial probationary period and benefits will be suspended until satisfactory progress standing is attained.

**Class Attendance Policy**
Students are presumed to have sufficient maturity to recognize their responsibility for regular class attendance. Since illness or other good reasons may prevent attendance, Gonzaga University has a standard policy on absences. However, students should check the syllabus for each course to confirm the instructor's specific attendance policy, which should be clearly delineated within each syllabus, and which cannot be more restrictive than the GU policy. Gonzaga's policy on absences stipulates that the maximum allowable absence is two class hours (100 minutes) for each class credit. For three credit classes the maximum absence is, therefore, six class hours (300 minutes). Classes scheduled to meet for more than 50 minutes have more than one class hour for each meeting; for example, a class which meets for 75 minutes has one and one-half class hours for each scheduled meeting. Instructors may report absences to the Registrar’s Office which will in turn notify the students. The grade given for excessive absences is a “V”, which has the same effect as “F” (Fail) and is counted in the GPA. This outcome can be appealed to the Dean of the College/School in which the course is offered. Faculty are encouraged to work with individual students to ensure academic success. Participation in school activities or athletics does not exempt students from this standard policy on absences. The fact that a student has met the other course requirements (such as papers) is not sufficient to change a "V" to a passing grade. The University Class Attendance Policy may be modified for qualified students with documented short or long term disabilities. For more information or case consultation, contact Disability Resources, Education, and Access Management (DREAM).

**Faculty Initiated Drop Policy**
If a student misses the first day of class without notifying the instructor prior to the second class meeting, the student may be dropped from the course, provided that the course is closed and there are wait listed students. Professors will report absences to the Dean, who, upon approval, will notify the Registrar’s Office to drop students from course sections. Students should contact professors or academic departments if they plan to be absent the first class day. Students who register for courses they do not attend are themselves responsible for officially dropping the courses through the Registrar’s Office. The consequence of not officially dropping courses is a “V” (unofficial withdrawal) grade which is calculated as a failing grade and is counted in the grade point average (GPA). Students should not assume that professors will automatically initiate course drops for non-attendance. This may affect financial aid awards, scholarship eligibility, athletic eligibility, VA benefits, and numerous other areas related to minimum credit requirements.

**Final Examinations**
Final examinations are held at the end of each semester, and, at the option of the instructor, examinations are held at mid-semester. Final examination times are listed for each semester on the Registrar’s Office web pages. Students making their travel arrangements for the end of each semester must take into account these final examination times. Final examinations or their equivalent can be administered by instructors only on the day and at the time indicated in the Final Exam Schedule; any exceptions to this procedure must have the explicit approval of the appropriate Dean.

**Enrollment Verifications**
On average, six times each semester the Registrar’s Office transmits enrollment data to the National Student Clearinghouse for enrollment verification of students with federal and state loans. The Registrar’s Office, upon timely notice, will also provide to any student a letter verifying his/her enrollment status to any agency. Students may print out their verification for insurance providers by accessing the National Student Loan Clearinghouse link through ZAGWEB.
GRADUATE STUDENT - Grading Policies

This information can be found in the 2015-2016 University Catalogue – Graduate
http://www.gonzaga.edu/catalogues/15-16-catalogue/graduate/default.asp

A student’s scholastic standing in each subject is determined by the combined results of examinations, assignments, class participation, and general evidence of regular and consistent application. Due weight is given not only to the degree of subject mastery manifested by the student but also to the ability to communicate orally and in written form.

Faculty are expected to be able to explain how final grades are calculated through the accumulation of points or percentages assigned in the evaluation of graded work. To indicate a student’s qualify of achievement in a given subject, final grades, in the form of letters and plus/minus indicators, are used by all instructors in the University’s graduate programs. The letter grades A, A-, B+, B, B-, C+, C, C-, D+，D, F and V are assigned a “quality point value” for purposes of cumulative grade point average calculations, certification and consistency of grade assignment and reporting.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Quality Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Below graduate level expectations</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>0.0</td>
<td>Treated as an “F”</td>
</tr>
<tr>
<td>D+</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>(computed in GPA)</td>
</tr>
</tbody>
</table>

Grade awarded to students who complete the term and the course but fail to achieve course objectives.

V             | 0.0            | Failing (computed in GPA) |

Grade awarded to students who have not officially dropped or withdrawn from a course and consequently have not met class attendance requirements or participation in the course through the end of a semester. The grade is given at the discretion of the professor. Students should not assume that professors will automatically initiate course drops/withdrawals for nonattendance.

S (Satisfactory) | Passing grade of B or higher | (not computed in GPA) |

P (Pass) | Passing grade of B or higher | (not computed in GPA) |

NS (Non Satisfactory) | Failing grade of B- or lower | (computed in GPA) |
W (Withdrawal) (not computed in GPA)
RD (Report Delayed) (not computed in GPA)

AU = Audit
No credit hours earned; does not apply toward a degree; the “AU” grade is not an option for instructors. Students must register for this grade mode no later than the close of Registration Period III which runs through the drop/add period.

I = Incomplete
May be given when a student with a legitimate reason (determined by the instructor) does not complete all the work of the course within the semester that he/she is registered for the course. The faculty member notifies the Registrar’s Office with the reason for the “Incomplete” grade, lists the missing material, and assigns a provisional grade that will be assigned thirty (30) calendar days into the following semester (summer sessions are not included). Requests for a date extension beyond the published date for removing incompletes must be approved through the appropriate Dean’s Office and the Academic Vice President’s Office and sent to the Registrar’s Office for processing. Forms for this action can be obtained from the Registrar’s Office. If the instructor does not submit an extension or a new grade before the published date or time extension lapses, the provisional grade will be recorded on the student’s transcript. If a provisional grade has not been provided, the “I” grade becomes an “F” grade and is recorded on the transcript as an “I/F” grade. Whenever an “I” grade has been assigned, the “I” grade becomes part of the permanent record. i.e. “I/B”, etc.

IP- In Progress
Assigned for courses such as Research, Comprehensive, Thesis, Dissertation and Proposal Seminar, DPLS 730, 735-736, and for other courses recognized by a Program Director/Dean as eligible due to the nature of the course and the need for more than a semester to complete the course work. Instructors must indicate the deadline for completion of the work. If no grade is submitted within one year, an “IP” automatically becomes a “W” (unofficial withdrawal). Requests for time extension beyond the deadline must be submitted by the instructor to the Registrar’s Office by completing the Extension form and obtaining signatures from the dean of the school the course falls under as well as the Academic Vice President. Once the course is complete and graded, the Change of Grade form needs to be processed and the grade will be entered on the student academic record by the Registrar’s Office.

P = Pass
Designated elective courses may be taken on the Pass/Fail grading option by student request, not that of the instructor. Students select this option before the drop/add registration period closes by completing the appropriate paperwork in the Registrar's Office. Letter grades assigned by instructors that are ‘B’ or higher are converted to ‘P’ grades at the end of the semester and grades of B- or below are converted to ‘F’ grades. The ‘P’ grade does not calculate into the grade-point average and the credits earned count toward the minimum number of credits required to graduate. The 'F' (fail) grade affects the cumulative GPA as a standard 'F' grade.

S/NS = Satisfactory/Non Satisfactory
Certain courses are designated by academic departments for Satisfactory (S)/Non Satisfactory (NS) grading only. This is not a grading option that students choose. This is the grade mode determined by a department/school. The “NS” grade has the same effect as an “F” (failing) on the GPA. An “S” grade does not affect the GPA, and the credits earned are counted toward the total needed to graduate. Courses using this grade mode will not be converted to a standard grade.
**RD = Report of Grade Delayed**
If an instructor fails to assign a grade for a course and the grade entry is left blank, the Registrar’s Office will assign an “RD” and the “RD” will remain a part of the student record until the earned grade has been received by the Registrar’s Office. To submit the grade, a Change of Grade form is required along with the Dean’s signature.

**V = Unofficial Withdrawal**
Grade awarded to students who have not officially dropped or withdrawn from a course and consequently have not met class attendance requirements or participation in the course through the end of a semester. The grade is given at the discretion of the professor. Students should not assume that professors will automatically initiate course drops/withdrawals for non-attendance.

**W = Withdrawal**
No penalties incurred. Not included in the attempted or earned GPA.

**Grade Point Average**
Graduate programs require a 3.00 cumulative grade point average in course work approved for the degree program. Students failing to meet the minimum grade point average will be considered on probation for one semester, may lose veteran benefits, and may be dropped from the program. Credits which carry a letter of C-, D, F, AU, W, V, IP, I, or RD do not count toward a graduate degree. The grade point average is determined by dividing cumulative quality points earned in authorized courses by the cumulative credits attempted in authorized courses. Letter grades (AU, W, I, IP, and RD) do not count as credit hours attempted and quality points are not awarded.

**Transfer of Credits**
Graduate students may transfer credits into their program with the approval of their Program Director, the Dean of the students program, and the Registrar’s Office. A maximum of 1/5 of program credits (usually six credits for graduates, 12 credits for doctoral) may be transferred. Course work must be distinctively graduate level by the transfer institution and must have been taken within the last five years from a regionally accredited institution. A minimum grade of a B (P grades must be defined as B or better) must be earned. Courses previously applied to a degree are not transferable to the student’s current program. It is important to note that all credits converted to semester credits, are not rounded up and are awarded only after signature approval for transfer of the course have been obtained on the Permission to Transfer Graduate Credit form. Transfer credits are used in the calculation of the graduate grade point average but are not entered on the student's transcript until the student has been admitted to candidacy.

**Non-Gonzaga Transcripts**
Based on standard institutional practice, copies of transcripts from other educational institutions attended by Gonzaga students and housed in their student file, will not be provided back to the student upon their request. Students are asked to contact the issuing institutions directly to obtain further copies of their transcript records.

**Change of Grade**
A change of grade requires a Change of Grade form signed by both the instructor and the Dean of the school in which the course was offered. Grades are normally changed only because of calculation error or failure to take into account a significant amount of student work.

**Full-Time Status**
In general, students must be registered for a minimum of six credits per semester to be considered full-time.
**GRADUATE STUDENT - Academic Citizenship**

This information can be found in the 2015-2016 University Catalogue – Graduate
http://www.gonzaga.edu/catalogues/15-16-catalogue/graduate/default.asp

**Academic Freedom of Students**

Freedom of Expression: Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly the particulars set out by the instructor, but are free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the norms by which students are graded.

**Academic Honesty**


**Grade Appeal**

Students must maintain standards of academic performance set forth by the University if they are to receive the certificate of competence implied by course credits and degrees. The instructor is the usual and competent judge of these matters. But students must be protected against the rare case of unjust grading and evaluation. Allegations of unfair or prejudiced grading may be brought to the attention of and reviewed by the department Chair, by the Dean of the appropriate school and, if necessary, by the Academic Vice President, whose decision is final.

**Minimum/Maximum Course Loads**

Full-Time Status: The normal course load of a regular full-time graduate student is six semester credits.

**Good Academic Standing, Unsatisfactory Academic Progress, Probation, and Academic Dismissal**

Students are on **Academic Probation** whenever the term and/or cumulative GPA earned falls below a 3.00. To be in **Good Academic Standing** with the University, students must maintain a term GPA of 3.00 as determined at the end of every semester, beginning with the completion of the student’s second semester at Gonzaga University. Good Academic Standing is required for all graduating students, and it may impact a student’s ability to receive financial aid, or to represent Gonzaga in extra-curricular activities.

Students with unsatisfactory progress, may be subject to academic dismissal from the University. A notation of “Academic Dismissal” will appear on grade reports and transcripts. Dismissed students have an opportunity for appeal.

Those receiving financial aid also may be subject to Financial Aid Satisfactory Academic Progress Probation and/or Suspension, which may result in additional financial consequences.

**Satisfactory Academic Progress for Veterans**

Veterans failing to achieve minimum standards of academic progress are placed on probation for the following semester and notified via email by the University’s Veterans’ Advisor. The Department of Veteran Administration will be notified should a veteran fail to achieve satisfactory academic progress subsequent to the initial probationary period and benefits will be suspended until satisfactory progress standing is attained.
Class Attendance Policy
Students are presumed to have sufficient maturity to recognize their responsibility for regular class attendance. Since illness or other good reasons may prevent attendance, Gonzaga University has a standard policy on absences. However, students should check the syllabus for each course to confirm the instructor's specific attendance policy, which should be clearly delineated within each syllabus, and which cannot be more restrictive than the GU policy.

Gonzaga’s policy on absences stipulates that the maximum allowable absence is two class hours (100 minutes) for each class credit. For three credit classes the maximum absence is, therefore, six class hours (300 minutes). Classes scheduled to meet for more than 50 minutes have more than one class hour for each meeting; for example, a class which meets for 75 minutes has one and one-half class hours for each scheduled meeting. Instructors may report absences to the Registrar’s Office which will in turn notify the students. The grade given for excessive absences is a “V”, which has the same effect as “F” (Fail) and is counted in the GPA. This outcome can be appealed to the Dean of the College/School in which the course is offered. Instructors are encouraged to work with individual students to ensure academic success.

Participation in school activities or athletics does not exempt students from this standard policy on absences. The fact that a student has met the other course requirements (such as papers) is not sufficient to change a "V" to a passing grade. The University Class Attendance Policy may be modified for qualified students with documented short or long term disabilities. For more information or case consultation, contact Disability Resources, Education, and Access Management (DREAM).

Final Examinations
Final examinations are held at the end of each semester. Final examination times are listed for each semester on the Registrar’s Office web pages. Students making their travel arrangements for the end of each semester must take into account these final examination times.

Final examinations or their equivalent can be administered by instructors only on the day and at the time indicated in the Final Exam Schedule; any exceptions to this procedure must have the explicit approval of the appropriate Dean.

Enrollment Verifications
On average, six times each semester the Registrar’s Office transmits enrollment data to the National Student Clearinghouse for enrollment verification of students with federal and state loans. The Registrar’s Office, upon timely notice, will also provide to any student a letter verifying his/her enrollment status to any agency. Students may print out their verification for insurance providers by accessing the National Student Loan Clearinghouse link through ZAGWEB.
SECTION 1
Adjunct Faculty teaching in the United States and Canada

Office of the Registrar

REQUEST FOR CHANGE OF GRADE FORM

Send To Dean: _______________________________ Date: _______________________________

In view of the circumstances described below, I am requesting a change of grade on behalf of: _______________________________.

Student: _______________________________ ID#: _______________________________

Dept/Number/Section: _______________________________ Course Title: _______________________________

Term (check one): ☐ FALL ☐ SPRING ☐ SUMMER Year: _______________________________

Existing Grade: _______________________________ New Grade: _______________________________

“A grade change request cannot be processed once the degree has been conferred.”

Instructor Name and Phone Number (please print): _______________________________

Signature: _______________________________

Reason for grade change request (REQUIRED): _______________________________

Dept Chair Approval: _______________________________ Date: _______________________________

Dean’s Approval: _______________________________ Date: _______________________________

Registrar’s Office Use Only

Processed by (initial): _______________________________ Date Processed: _______________________________

Date Changed: ______________________________ _

College Hall Rm 229
AD Box 83
Spokane, WA 99256-0083
Phone (509) 313-5828
Fax (509) 313-5828

Gonzaga University
Gonzaga University – School of Education
Adjunct Faculty Handbook 2015-2016 – Page 31
FOLEY LIBRARY SERVICES FOR FACULTY

The following information on Foley Library Services can be viewed with direct links on their website.  
http://www.gonzaga.edu/Academics/Libraries/Foley-Library  (Services for faculty)

The Foley Library is committed to providing the highest possible service to our faculty, our goal is to partner with you in your personal research and teaching as well the research and reference needs of your students. This page will provide basic information about our services as well as links to more detailed information available on our website.

Circulation and Reserves
Library materials in our general stacks check out to faculty for a semester at a time. Materials can be renewed either online, over the phone (x5803) or in person. Faculty may renew items for up to eight times. After the eighth renewal material must be returned to Foley. Faculty are not charged fines for material from the general circulating collection. They are charged for lost books and late fees for our popular collection of books and videos as well as overdue Interlibrary loan materials. Holds for Foley materials can be placed online through the library catalog and materials will be delivered to departmental offices via Bulldog Express.

Course related materials can be placed on reserve for use by students. Both library materials as well as personal materials can be placed on reserve. If you would like us to pull library materials fill out the “Course Reserve Form” and materials will be pulled and put on Reserve. Reserve materials must be in compliance with current copyright laws which prohibit unauthorized course packs as well as private off air tapings of programs or films. Interlibrary loan materials are also not eligible for Reserve.

Library Instruction
The Foley Library faculty have a strong commitment to ensuring that all our students are aware of and able to effectively use library resources. Information literacy is a necessary component of the college educational experience and we are excited about working with individual faculty in providing students the training in library resources needed to do their coursework. Library instruction sessions are available and can range from a one class session to extended instruction over the course of the semester. Instruction can focus on general library concepts or on help for specific assignments. Check out the Library Instruction webpages or contact Kelly Jenks x3829.

The instruction staff also provides training in RefWorks. RefWorks is a web-based citation manager available to the Gonzaga community. Faculty is encouraged to sign up for RefWorks and to utilize it for personal research as well as classroom work. Students who have library instruction are routinely introduced to RefWorks as an excellent way to manage their bibliographic information. RefWorks training sessions are held weekly. Class times are posted on the RefWorks training pages.

Distance/Online Education
Students taking classes online or at a distance have access to services and materials at Foley. The Distance Education staff is committed to helping those students use online resources and instruction. Distance students should review the information provided for them on the Distance Services web pages. To assist faculty teaching in these environments there is also a Distance Education faculty page. Also feel free to contact Theresa Kappus x3820 for any additional questions.

Interlibrary Loan/ILLiad/Document delivery
Foley Library provides interlibrary loan services through our ILLiad software. Interlibrary loan services are provided free of charge to all faculty, staff and students at Gonzaga. Interlibrary loan requests can be
made directly from your ILLiad account or via an ILLiad link in any of our databases. Articles requested through ILLiad are usually delivered via email within 72 hours. Book requests will take longer due to mailing time. When books are received they are delivered to departmental offices via Bulldog Express unless indicated otherwise in the request. There is no limit on ILL requests but remember fines will be charged for late ILL materials.

The ILL department will also scan article from the Foley periodical collection for faculty. If you need an article in paper copy at Foley submit the article as an ILLiad request and our staff will scan and send it to you as a PDF. Foley is no longer able to provide copies of articles, only electronic copies of our holdings.

**Collection Development**

Faculty are an integral part of the book purchasing process at Foley. Each department has a library faculty member who works with the department to ensure that the materials purchased meet the needs of the students and the faculty in the department. Foley Library has a comprehensive collection development policy and also is working on specific policies for each department. Book orders can be placed online or go through the departmental library liaisons. Contact Linda Pierce x3834 for additional information about collection development practices and policies.

**LIBRARY SERVICES FOR FACULTY OF DISTANCE EDUCATION**

The following information on Foley Library Services is on their website. Gonzaga’s Adjunct Faculty are entitled to library privileges similar to those enjoyed by our full-time, on-campus faculty.

http://www.gonzaga.edu/Academics/Libraries/Foley-Library (Services for distance education)

**Library Support Services**

The library staff at Foley Library is dedicated to helping you and your students make full use of the many academic resources available to them. We encourage you and your students to think of the library as an essential partner in all research endeavors.

- **Getting books from Foley** - General Collection books are checked out to faculty for a semester and may be requested online from the library catalog using the “Make a Request” link. If you are 35+ miles from campus, we will also mail books to you as we do for our distant students. You would be responsible for return postage (and for returning books on time, of course!).
- **Your library account** - If you are a new adjunct or if it’s been awhile since you last taught for Gonzaga, we may not have an active library account for you. To activate your account contact Valerie Kitt kitt@gonzaga.edu.
- **Suggest items to add to the Foley Library Collection** - Gonzaga faculty are encouraged to recommend titles for inclusion in the collection. To request that the library consider a book, DVD or other materials for purchase, you may submit a Faculty Request Form, located on the website. For additional information on this process, review our Collection Development Policies.
- **Interlibrary Loan (ILL)** - ILL services are available to current members of the Gonzaga community through ILLiad. Click here to register for an ILLiad account. For more information, review our interlibrary loan FAQ or email the interlibrary loan office ill@gonzaga.edu.
- **Problems logging in to our databases** - If you have difficulty logging into our online databases, contact the IT Support Center for assistance: helpdesk@gonzaga.edu / Phone: 509-313-5550.
- **Technology Education Services** TES is the primary resource for audiovisual, media and technology support for the Gonzaga University community. TES also offers a variety of technology training opportunities to Gonzaga faculty and staff, including online software courses.
available through SkillPort. If you are interested and would like to request a special SkillPort account, please email, Erik Blackerby.

Help Us Help Your Students
- Many adult students are not aware of the rich online resources available to them through the library website. You can help by directing your students to the library for help with research
- Include a link to the library in your online courses
- Invite a librarian to a Blackboard discussion session with your students
- Direct your students to library tutorials or Practice Guides (PDF format)
- Library instruction visits can be arranged for many of our Canadian cohorts, contact the Distance Services Librarian distant@gonzaga.edu for more information.

Useful Links
Contact the Library: http://www.foley.gonzaga.edu/contact-us
Faculty/staff email: http://gem.gonzaga.edu
GU Blackboard: http://blackboard.gonzaga.edu
JesuitNET Blackboard: http://jesuitnet.blackboard.com
SECTION 2
Adjunct Faculty Teaching On-Campus

IDENTIFICATION CARD REQUIRED FOR ACCESS TO ROSAUER CLASSROOMS

The Gonzaga University identification card is required to access classrooms in Rosauer (RC112, 114, 130, 141, 153, 148, 159, 216, 218, and 230). In addition, the ID card serves as the University library card and provides access to many GU sponsored services and events. ID cards may be obtained through the Budget Director, Cynthia Smutny (smutny@gonzaga.edu).

TECHNOLOGY RESOURCES AT THE SCHOOL OF EDUCATION (SOE)

THE LAB

The computer lab in Rosauer Center, Room 101 contains 32 student workstations (27” iMac computers running OS X Mavericks and Windows 7) and two instructor consoles (Mac minis running OS X Mavericks and Windows 7). A retractable wall can divide the room into two separate rooms, 101C and D. A campus phone is available in RC 101 at the computer consultant station (313-3474) and at both instructor consoles in the lab. Faculty and staff do not have a print quota, but should not use the printer for anything a copy machine is meant to do (printer toner is limited).

Each side of the lab contains one:
- Regular white board
- Blu-ray/DVD player
- Document Camera
- Mac mini running OS X Mavericks and Windows 7
- 70” 1080p HDTV display
  - The HDTV can display the computer image, the document camera image or the Blu-ray/DVD image.
  - Both displays can be used simultaneously in dual output mode for larger presentations or classes. For more information about this feature contact a Computer Lab Consultant.

Room 101C contains 2 printers (1 color printer, 1 black & white printer) and a scanner.

For a more detailed explanation of the equipment in the lab and the capabilities of each component, speak with the Computer Lab Specialist (509-313-3593).

Fall/Spring Lab Hours (subject to change)          Summer Lab Hours
M – F    7:45 am – 9pm                          M – F    8am – 5:00pm
Sat      9am – 6pm                              Sat      - CLOSED -
Sun      9am – 6pm                              Sun      - CLOSED -

Access to the lab after the posted hours is restricted. Temporary access can be requested through Lane Lewis (313-3594 | lewisl@gonzaga.edu).

To Reserve the Lab:
Please contact Tere Graham (313-6854 | grahamt@gonzaga.edu).
MULTIMEDIA CLASSROOM ACCESS
The School of Education building houses 10 multimedia classrooms (RC112, 114, 130, 141, 148, 153, 159, 216, 218, 230). These rooms contain teaching consoles with a variety of multimedia equipment to further enhance the teaching experience.

The University has installed the Persona Card Access System for entry to the Rosauer classrooms. The Persona Card Access System provides safety for faculty and students, and security for the classrooms and equipment. The Rosauer Center is open from 6:30 a.m. to 9:00 p.m. every day including weekends and holidays. If you need access to the building after normal operating hours, contact Security at (509) 313-2222.

Classroom access is coordinated by Lane Lewis in the Dean’ Office.

- Prior to the start of the semester, email (lewisl@gonzaga.edu), with your name and include the room number(s) for the classroom(s) assigned to you for teaching and she will program your University ID card.
- To unlock the classroom door, press the magnetic strip side of your card against the black Persona unit and the green light will flash as the door unlocks.
- If a red light flashes please come to the Dean’s Office, RC203 for assistance.
- If you have difficulties with a classroom door after hours you should call Security at (509) 313-2222.
- If you have additional questions regarding classroom access, please email lewisl@gonzaga.edu or call Lane Lewis at (509) 313-3594.

It is important that you use your ID card for security purposes to enter the classroom (even if the door is already open), and close the door at the completion of your class so the System logs your entrance and exit.

- Faculty and staff are instructed not to open classroom doors for other instructors.
- If you forget your ID card, please come to the Dean’s Office, RC203 for assistance.
- Doors must be closed at the end of your class and not left propped open when a class is completed.
- You should not allow students from the next class entry into your classroom as you are exiting.
- Students will have access to the classroom when their instructor arrives.

CLASSROOM TECHNOLOGY
The consoles in each room contain a Mac-Mini with Windows 7 and OS X Mavericks, a DVD player,) and a document camera. The Mac/PC can be used for a variety of purposes, from running specific software or playing an audio CD to showing a PowerPoint presentation. The DVD player will play movies or audio CDs, and the document camera will make note taking and the display of your documents easier for students to read when displayed on the projector screen. The projector will display all video sources (Mac/PC, DVD, doc cam) on the screen. In RC141 and 153, a large flat screen TV serves as the display unit for all video sources instead of a ceiling mounted projector.

Classrooms have a direct phone number to IT Classroom Support Team (#5561)
Instructors having any problems or questions using the technology in the classroom can dial direct to the IT Classroom Support Team at #5561. If there is no answer within 25 seconds, the call will transfer directly to a staff member in the IT Support Center and bypass the messaging system. This method of “calling for help” is the quickest way to receive classroom support. The IT Classroom Support Team is a group of experts who will guide you, fix the problem remotely, or assist you in person if needed. The
Multimedia Classroom Use
The multimedia classrooms system also has a courtesy connection port for your laptop (VGA + stereo audio cables) or HD capable device (HDMI).

Distance Education Classroom Use
• Room 141 and 153 have IP-based video conferencing hardware that allows video conferencing sessions over restricted networks, such as the K-20 education network.
• Prior to using the video-conference rooms, please contact Computer Lab Specialist at (509) 313-3593 for a brief training on the room equipment.

EQUIPMENT FOR RESERVATION
• Mac laptops running OS X Mavericks
• Digital Projector
• 4’ and 6’ SMART Boards
• Overhead Projector

Reserving equipment for use in the Rosauer Center
To make a reservation for any of the equipment listed above, contact the Computer Lab Specialist (509) 313-3593 or Rebecca Chesterman (509) 313-3660. It is recommended to reserve the equipment at least 1 week in advance to ensure availability of all items. Equipment reserved is for use only in the Rosauer Center. Training for use of the equipment should be scheduled as far in advance as possible.

Reserving equipment for use on-campus and off-campus
To reserve equipment that will be used on/off campus, contact the IT Support Center at (509) 313-5550, or email techsupport@gonzaga.edu. Equipment can also be reserved through IT website. http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Information-Technology-Services/

FILE STORAGE
Gonzaga University and the School of Education provide multiple options for file storage. The Barney server is available to all students for personal file storage. The Aquinas server contains faculty and staff personal/shared folders. If you already have an Active Directory user name and password, please contact the IT Support Center (313-5550) for instructions on how to use these storage resources.

TECH SUPPORT
If you are having any problems or questions regarding the School of Education technology resources, contact the IT Support Center at (509) 313-5550. In an emergency situation, contact Rebecca Chesterman, the technology specialist for the School of Education or the Computer Lab Specialist for assistance.

The IT Support Center hours are:

Monday – Thursday 7:00 a.m. – 8:00 p.m.
Friday – 8:00 a.m. – 5:00 p.m.
Saturday – 1:00 p.m. – 5:00 p.m.
Sunday – 1:00 a.m. – 5:00 p.m.
**CONTACT INFORMATION AND USEFUL WEBSITES**

IT Support Center/Desktop Support: (509) 313-5550 – techsupport@gonzaga.edu
Computer Lab Specialist: (509) 313-3593
Lab consultant on duty: (509) 313-3474
Rebecca Chesterman (509) 313-3660 | chesterman@gonzaga.edu
Lane Lewis: (509) 313-3594 | lewisl@gonzaga.edu
Tere Graham: (509) 313-6854 | grahamt@gonzaga.edu
School of Education website: http://www.gonzaga.edu/soe
GU training website: http://www.gonzaga.edu/gutraining
Blackboard website: http://blackboard.gonzaga.edu

**ROSAUER CENTER HOURS OF OPERATION AND ACCESS**

<table>
<thead>
<tr>
<th>Room</th>
<th>Hours of Operation</th>
<th>Access and restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosauer Center (RC)</td>
<td>6:30 a.m. – 9:00 p.m.</td>
<td>After hours contact Security (509) 313-2222</td>
</tr>
<tr>
<td>Media Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>112, 114, 130, 141, 148, 153, 159, 216, 218, 230</td>
<td>Persona Card Access System</td>
<td>Must have Gonzaga University ID card:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dean’s Office will activate card.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Do not ask faculty to open doors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For your protection - be sure to close door after your class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access only given to assigned faculty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For access after regular business hours - contact Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td>after (509) 313-2222</td>
</tr>
</tbody>
</table>

**CLASSROOMS**

The Rosauer Center has scheduled classes for other courses offered at GU that are not part of the School of Education curriculum. Please make sure the classroom is ready for the next faculty member.

- After your class, make sure the room is in its original configuration. A layout of the classroom is posted on the back of the door.
- Clean the white boards.
- Ask students to pick up their trash.

If you teach in a classroom that is not in order when you arrive, please let the Dean’s Office know so we can contact the faculty member from the previous class.
EMERGENCY GUIDELINES
The emergency guidelines are posted in all classrooms and throughout the Rosauer Center.

Life Threatening Emergencies: 911
All Emergencies/Campus Security: 509-313-2222

POTENTIAL SITUATIONS

Dangerous Person/Intruder
• Dial 911; then contact Campus Security.
• Do not approach the person. Remove yourself from danger.
• Lock and barricade room door, turn off lights and equipment.
• Remain in secure area until 'all clear' has been given by law enforcement.
• Do not confront suspicious persons, or block their exit. Call Campus Security.

Medical Emergency
• Dial 911; then contact Campus Security. Remain Calm.
• Do not move injured person unless it is absolutely necessary; reassure that help is on the way.
• If you are certified in First Aid, provide care.
• Follow all instructions of public safety responders and campus security.

Fire
• If the alarm sounds, remain calm and IMMEDIATELY evacuate the building by the nearest safe exit.
• If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at a pull station on your way out.
• Dial 911; then contact Campus Security.

Power Outage
• Contact Campus Security. Remain Calm; carefully move to a lighted area.
• Assist individuals with special needs.
• Unplug computers, appliances and other voltage-sensitive equipment.
• DO NOT tamper with or test fuses or switches. DO NOT light candles.

Suspicious Item – out-of-place/unattended backpack, bag, box
• Do not touch it. Immediately leave area; warn others of the possible danger.
• Do not use a cell phone near the area.
• Contact Campus Security; provide all details you can.
• Follow instructions of public safety responders and Campus Security.

Hazardous Spill
• Immediately leave area; go to safe location. Remain calm.
• Dial 911; then contact Campus Security. Provide as much information as possible.
• Follow instructions of public safety responders and Campus Security.

RESPONSE ACTIONS - IF SAFE TO DO SO

Building Evacuation – May be ordered in specific circumstances via building fire alarm, ZagAlert or other communication
• Leave area IMMEDIATELY. Close doors; do not lock.
• Shut down any hazardous operations quickly. Do not use elevators. Assist disabled persons. Go to assigned meeting area.
• Notify Fire Department and Campus Security if you know people may be trapped inside.
• DO NOT RETURN TO BUILDING unless instructed by public safety responders or Campus Security.
Lockdown/Modified Lockdown – May be ordered in specific circumstances via ZagAlert or other communication.

- Remain calm. Lock doors; close and lock windows; shut blinds.
- Inform others in immediate area of lockdown; assist others as possible.
- Use all available items including desks, tables, chairs to barricade doors.
- Stay low on the floor away from windows, doors; hide under desks if possible.
- Turn off all lights. Turn off devices that emit sound; silence cell phones.
- If you or others are in immediate danger, call 911.
- Do not leave the area unless you are in imminent danger or told to do so by public safety responders or Campus Security.
- In the case of Modified Lockdown, movement is allowed within a building ONLY. Follow instructions.

Shelter in Place – May be ordered by ZagAlert or other communication if buildings or areas around buildings become unstable; or the outdoors become dangerous.

- If you are indoors, stay where you are.
- If you are outdoors, proceed quickly to the closest building or follow instructions from emergency personnel.
- Inside buildings: seek interior room, above ground level, without windows or with few windows.
- Close and lock all windows and close exterior doors; turn off air conditioners, heaters, fans; cover or close vents if able.
- Stay inside until you are told it is safe to come out by public safety responders or Campus Security.
CENTRAL FOR TEACHING AND ADVISING

The CTA endeavors to provide programs that fall along a “continuum of investment” -- the amount of time and energy that a program requires from its participants. On the low end of the investment scale are informal events like “lunch and learn” brown-bag sessions or one-time workshops; drop in, join the conversation, and maybe take away some ideas or inspirations for later. Intermediate-level events include workshop series with multiple sessions on a theme, reading groups that meet several times to discuss a book, or CTA-funded travel to a conference or workshop. These provide time for deeper discussion and a greater chance to get to know colleagues with common interests. At the high end of the investment scale are faculty learning communities. These meet as a cohort multiple times throughout the year in a process of collaborative inquiry. There is usually reading and writing that happens outside of these sessions, and often the goal is the production of a final product, such as a publishable manuscript, a new course design, or a pedagogical innovation. Faculty learning communities are an opportunity for rich, collaborative work that can transform one's views and approaches to teaching and advising.

We offer a variety of programs throughout the year, and topics and formats vary from year to year. See the links on the left for more information on some of the standing programs. Details about these and other opportunities are distributed throughout the year via e-mail and the Morning Mail newsletter. Complete Information can be found on the CTA website. [http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/CTA/Programs/default.asp](http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/CTA/Programs/default.asp)
SECTION 2
Adjunct Faculty Teaching On-Campus